

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 9, 2025– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

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

AGENDA

1. Public Appearances
2. Approval of Minutes from May 12, 2025 Regular Meeting (minutes can be found on the City's website)
3. Review 2025 Baird Financing Plan and Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,595,000 General Obligation Promissory Notes, Series 2025A (Attachments) (Kahl)
4. Position Reclassification of Finance Assistant Treasurer from pay grade 10 to pay grade 12 (Attachments) (Fairchild)
5. Position Reclassification of Finance Administrative Assistant from pay grade 6, step 11 to pay grade 8, step 6 (Attachments) (Fairchild)
6. Acceptance of Policies 501 through 517 excluding the Military Policy and Policy 707 as presented (Attachments)(Fairchild)
7. Fiscal Matters: April 2025 Vouchers (Attachments) (Kahl)
8. Adjournment

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

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, May 12, 2025 – 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Steiner at 5:30 pm.

Present: Chairman Steiner, Vice-Chair Erickson Aldermen Ellis and Bruno, Council President Borchardt, Director of Finance Rasmussen, and City Clerk Nagel.

Also present: Mayor Lang, Police Chief Olson, Public Works Director Kaiser, Deputy Director of Community Development Schmidt, Human Resources Director Fairchild, Aldermen Lendrum, Bruno, and Pollnow.

Absent/Excused: None.

1. Public Appearances: None.
2. Minutes: **Motion/Second/Carried by Ellis/Bruno to approve the minutes from the April 28, 2025 Regular Meeting as written. All voting aye.**
3. Development and Fee Agreement – 2nd Addition to Freedom Acres Subdivision (Attachments) (Schmidt)
Motion/Second/Carried by Borchardt/Ellis to recommend Council approve the 2nd Addition to Freedom Acres Subdivision Development and Fee agreement, all voting aye.

Director Schimdt explained that the proposed plat is the final plat in the Homes at Freedom Meadows/Freedom Acres subdivision which includes 26 single-family residential lots. These two subdivision are finishing five years ahead of schedule. The developer is responsible for installing public utilities which the city will inspect prior to taking them over.

4. Position Status Change – HR Recruitment and Retention Coordinator (Attachments) (Fairchild)
Motion/Second/Carried by Ellis/Bruno to recommend Council approve the transition of Human Resources Recruitment and Retention Coordinator from part-time to full-time effective July 1, 2025, all voting aye.

Director Fairchild presented her memo to the Committee. The forecast for this position is to become the People Operations Manager with the goal of transferring the daily operation tasks to this position as well as future succession planning. Currently, 30 hours a week is not enough time to sustain the additional tasks currently carried out by this position let alone the extra people management aspect of future forecasting. The reclassification will be funded by the removal of an underperforming add-on service tied to our job application platform. The goal would be to have the People Operations Manager position online with the 2026 budget, if the budget can sustain it.

5. Ordinance No. 25-03 Repealing Transportation Assessment Replacement Fee (TARF) and Replacing with Municipal Vehicle Registration Fee (Wheel Tax) (Attachments)
Motion/Second/Carried by Ellis/Borchardt to recommend Council approve Ordinance No. 25-03 Repealing Transportation Assessment Replacement Fee

(TARF) and Replacing with Municipal Vehicle Registration Fee (Wheel Tax), all voting aye.

Director Kaiser explained the ordinance codifies Council's approval of the wheel tax at their last meeting. Section 2 of the ordinance deletes the TARF and Section 3 establishes the wheel tax. The wheel tax will go into effect on January 1, 2026. The process is the \$30/fee will be collected by the Department of Motor Vehicles (DMV) at the time of vehicle registration.

6. Resolution for Associated Bank Trust Agreement (Attachments) (Rasmussen)

Motion/Second/Carried by Erickson/Bruno to recommend Council approve Resolution for Associated Bank Trust Agreement allowing Director Rasmussen as an authorized signatory on the Associated Bank accounts, all voting aye.

Director Rasmussen advised this is a housekeeping item. Associated Bank advised they did not have this resolution on file.

7. Police (Local 8) Union Tentative Agreement 2025-2027 (Attachments) (Rashid)

Motion/Second/Carried by Borchardt/Bruno to recommend Council approve Police (Local 8) Union Tentative Agreement 2025-2027, all voting aye.

Chief Olson advised the Police Union Contract was set to expire December 31st. However, the Police Department was losing officers because of pay; officers were able to make more money essentially by doing the same job in other municipalities. Pay was and continues to be a deterrent for hiring officers to replace ones to go to another municipality. Every officer that left made it known it was a business decision; they wanted to stay but couldn't afford to with family obligations.

Since the contract was set to expire in December, the Officers Union asked and as granted a reopening of the current contract with the goal to adjust pay to benefit the entire department. Key contract adjustments are discussed in Attorney Rashid and Chief Olson's amended memo which is attached to these minutes.

Funding for the contract adjustments comes from two unfilled positions: a designated traffic officer and an investigator. These two positions will remain open on the roster but unfunded until the budget allows them to be filled.

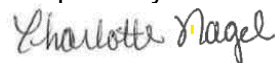
8. Fiscal Matters: March 2025 Vouchers (Attachments) (Rasmussen)

Motion/Second/Carried by Ellis/Bruno to receive and place on file the March 2025 Vouchers. All voting aye.

9. Adjournment

Motion/Second/Carried Erickson/Ellis to adjourn the meeting 6:01 PM. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

Report

Report



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 (Amended)

DATE: May 9, 2025

TO: Chairman Dan Steiner, Ald., Finance & Personnel Committee, Mayor Lang

From: City Attorney David Rashid & Chief Aaron Olson

RE: Police (Local 8) Union Tentative Agreement 2025-2027

The police union and City's bargaining team met recently for finalization of a new, Tentative Agreement (TA) which has been approved by myself, for the City, and both the union representative, Tom Schrenk, and its president, Austin Riska.

The main points of change from the contract otherwise expiring at the end of this calendar year, include (in summary description) the following:

- Salary increases (for patrol, sergeants and investigators), phased in over the term of the contract
- Enhancement in credited service of laterally hired officers for vacation benefits
- Confirmation of scheduling changes made during the last contract period
- Reduction in overtime for officers called in for "call-in time" and court time
- Reduction or elimination of certain "banked" time for vacation for current, separated or retired officers
- Reduction in number of hours permitted for comp time carry-forwards
- Reduction or elimination of number of hours permitted for sick leave pay-outs upon retirement
- Adjustments to Professional Improvement Program and Grievance Procedures
- Elimination of outmoded residency requirements
- The term of the agreement is reduced from three to two-and-a-half years in length, effective from July 1, 2025 to December 31, 2027

Please consult the terms of the TA for all, specific details of the above.

Lastly, the City was able to fund the salary increases due to its freezing of two previously budgeted positions.

CITY OF NEENAH
Office of the City Attorney

May 9, 2025 – Page 2

APPROPRIATE AND RECOMMENDED ACTION IS A MOTION TO RECOMMEND THE COMMON COUNCIL APPROVE THE TENTATIVE AGREEMENT REACHED BY THE CITY AND UNION.

Amended

Police Union Contract

	Current Budget	New Contract Cost	New Contract Cost	New Contract Cost
	<u>2025</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Lieutenants	\$ 519,250	\$ 543,779	\$ 580,833	\$ 598,659
Current Structure	2,958,980	3,035,630	3,248,627	3,395,690
Total	3,478,230	3,579,409	3,829,460	3,994,349
Wage Increase Cost		101,179 2.91%	351,230 10.10%	164,889 4.31%
Less: Traffic Safety Officer	-	-	(101,925)	(105,003)
Less: Investigator	-	(97,427)	(102,937)	(106,015)
Net Cost	3,478,230	3,481,982	3,624,598	3,783,331
Additional funding needed		3,752 0.11%	146,368 4.21%	158,733 4.38%

2025: 2.5% Jan. 1, 1% 1-6, 7% 7+ Jul. 1

2026: 1.5% Jan. 1 and Jul. 1

2027: 1.5% Jan. 1 and Jul. 1

~~**2028:** 1.5% Jan. 1 and Jul. 1~~

City of Neenah
2025 Capital Improvements Budget - Streets, Pedestrian Routes and Traffic Control
Status Updates 5/8/25

Expenditures Summary

2025 Revised Budget	2025 Expenditures	Difference
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<i>Expenditure Type</i>			
Streets, Pedestrian Routes & Traffic Control	\$ 5,199,500	\$ 4,700,500	\$ (499,000)
Facilities	8,503,422	6,661,220	(1,842,202)
Equipment	4,392,403	4,235,170	(157,233)
Redevelopment Fund	50,000	-	(50,000)
All TIFs	77,600	-	(77,600)
Sanitary Sewer	1,012,500	930,480	(82,020)
Storm Water	1,320,000	1,053,160	(266,840)
Total	\$ 20,555,425	\$ 17,580,530	\$ (2,974,895)

Funding Sources Summary

2025 Revised Budget	2025 Borrowing/Funding	Difference
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<i>Funding Sources</i>			
General Obligation Borrowing - General Tax Levy Supported	\$ 16,239,725	\$ 11,611,290	\$ (4,628,435)
General Obligation Borrowing - TIF Supported	77,600	-	(77,600)
General Obligation Borrowing - Sanitary Sewer Supported	512,500	430,480	(82,020)
General Obligation Borrowing - Storm Water Supported	1,320,000	553,160	(766,840)
Total General Obligation Borrowing	\$ 18,149,825	\$ 12,594,930	\$ (5,554,895)

DNR and NRDA Grants for Shoreline	\$ 1,100,000	\$ 850,000	(250,000)
Winnebago County Spirit Fund Grant for Fire Training Tower	305,600	305,600	-
Use of Fund Balance - Streets, Pedestrian Routes, Traffic Control	500,000	1,500,000	1,000,000
Use of Fund Balance - Capital Equipment	-	1,330,000	1,330,000
Use of Fund Balance - Sanitary Sewer	500,000	500,000	-
Use of Fund Balance - Storm Water	-	500,000	500,000
Total Other Funding Sources	\$ 2,405,600	\$ 4,985,600	\$ 2,580,000

Total Funding Sources	\$ 20,555,425	\$ 17,580,530	\$ (2,974,895)
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M E M O R A N D U M

TO: Chairman Steiner and Members of the Finance and Personnel Committee

FROM: Andy Kahl, Deputy Director of Finance

DATE: June 9, 2025

RE: 2025 Capital Projects Financing Plan and Parameters Resolution

Attached to the agenda you will find three documents related to the financing of 2025 capital projects: 1) a summary of the 2025 CIP, 2) 2025 Plan of Finance, and 3) Parameters Resolution for the borrowing.

The original budget approved by the Council called for just over \$18 million in general obligation borrowing to finance 2025 capital projects. Director Rasmussen worked with department heads over the last several months to determine actual costs of 2025 projects, as well as excess capital project fund balances that could be used in place of borrowing. These actions have resulted in a \$5.5 million reduction in borrowing needs for 2025, and the new total of general obligation borrowing stands at just under \$12.6 million.

To execute the borrowing, Director Rasmussen worked with Brad Viegut, Managing Director at Baird, to provide the attached Plan of Finance. Mr. Viegut again this year recommends the city utilize a Parameters Resolution, in which the city would authorize Baird to execute the sale when the correct opportunity arises, so long as certain metrics fall within Council-approved parameters. Those metrics are summarized in the Plan of Finance and detailed in the resolution. The city has found success using this approach in the past two years, as it provides a greater level of flexibility during periods of economic uncertainty.

Mr. Viegut will be present at the June 9 Finance and Personnel Committee meeting to discuss in further detail the financing plan and resolution.

An appropriate motion would be to recommend Council approve Resolution 2025-06 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,295,000 General Obligation Promissory Notes, Series 2025A.

The logo for BAIRD is located in the top right corner. It consists of the word "BAIRD" in a white, serif, all-caps font, set against a dark blue parallelogram background that is tilted slightly to the right.

City of Neenah

Plan of Finance

June 9, 2025

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827

Borrowing/Structure/Purpose

Issue:	G.O. Promissory Notes
Estimated Size:	\$12,595,000
Purpose:	Levy: \$11,610,000 Sanitary Sewer: \$430,000 Storm Water: \$555,000
Structure:	Matures March 1, 2026-2035
First Interest:	March 1, 2026
Callable:	March 1, 2033 (tentatively)
Estimated Interest Rate:	4.06%

Summary of Parameters Resolution

Amount not to exceed:	\$12,595,000
True Interest Cost (TIC) not to exceed:	5.00%
Maturity Schedule:	March 1, 2026-2035
Each maturity increased/decreased by:	\$1,000,000
Authorized Signatures:	Mayor, Council President and City Clerk

City of Neenah

Plan of Finance

June 9, 2025



Tentative Timeline

- Finance Committee considers financing plan and Parameters Resolutions..... June 9, 2025
- Common Council considers financing plan and Parameters Resolutions June 18, 2025
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Marketing
- Signature of Certificate to award notes (finalizes terms and interest rates)..... Target August 11, 2025
- Closing (funds available)..... Anticipated September 2, 2025

City of Neenah

Plan of Finance

June 9, 2025

2025 Capital Improvement Plan



LEVY YEAR	YEAR DUE	EXISTING NET DEBT SERVICE (Levy Supported) (A)	WHEEL TAX	SPECIAL ASSESSMENTS	EXISTING NET MILL RATE (Levy Supported) (B)	Aggregate 2025 CIP \$12,595,000 General Obligation Promissory Notes, Series 2025A Dated: 9/2/2025				Principal Payments:			YEAR DUE
						PRINCIPAL (3/1)	INTEREST (3/1 & 9/1) TIC= 4.06%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL	2026-2035 Levy \$11,610,000	2026-2035 Sanitary Sewer \$430,000	2026-2035 Storm Water \$555,000	
										NET TOTAL	NET TOTAL	NET TOTAL	
2024	2025	\$5,739,674	(\$812,500)	(\$485,000)	\$1.45								2025
2025	2026	\$6,169,416	(\$812,500)	(\$475,000)	\$1.56	\$1,555,000	\$589,126	(\$460,106)	\$1,684,020	\$1,559,060	\$54,357	\$70,603	2026
2026	2027	\$6,643,399	(\$812,500)	(\$465,000)	\$1.68	\$1,000,000	\$527,000		\$1,527,000	\$1,405,500	\$53,125	\$68,375	2027
2027	2028	\$7,144,552	(\$812,500)	(\$405,000)	\$1.82	\$1,045,000	\$475,875		\$1,520,875	\$1,403,375	\$51,375	\$66,125	2028
2028	2029	\$7,704,142	(\$812,500)	(\$405,000)	\$1.95	\$1,100,000	\$422,250		\$1,522,250	\$1,399,000	\$54,500	\$68,750	2029
2029	2030	\$7,668,691	(\$812,500)	(\$405,000)	\$1.91	\$1,155,000	\$365,875		\$1,520,875	\$1,402,125	\$52,500	\$66,250	2030
2030	2031	\$6,736,325	(\$812,500)	(\$405,000)	\$1.60	\$1,220,000	\$306,500		\$1,526,500	\$1,407,375	\$50,500	\$68,625	2031
2031	2032	\$5,561,000	(\$812,500)	(\$405,000)	\$1.23	\$1,275,000	\$244,125		\$1,519,125	\$1,399,875	\$53,375	\$65,875	2032
2032	2033	\$3,213,825	(\$812,500)		\$0.67	\$1,340,000	\$178,750		\$1,518,750	\$1,399,625	\$51,125	\$68,000	2033
2033	2034	\$779,000	(\$812,500)		(\$0.01)	\$1,420,000	\$109,750		\$1,529,750	\$1,406,125	\$53,750	\$69,875	2034
2034	2035		(\$812,500)		(\$0.22)	\$1,485,000	\$37,125		\$1,522,125	\$1,404,250	\$51,250	\$66,625	2035
2035	2036		(\$812,500)		(\$0.21)								2036
2036	2037		(\$812,500)		(\$0.21)								2037
2037	2038		(\$812,500)		(\$0.20)								2038
2038	2039												2039
2039	2040												2040
		<u>\$57,360,024</u>	<u>(\$11,375,000)</u>	<u>(\$3,450,000)</u>		<u>\$12,595,000</u>	<u>\$3,256,376</u>	<u>(\$460,106)</u>	<u>\$15,391,270</u>	<u>\$14,186,310</u>	<u>\$525,857</u>	<u>\$679,103</u>	

(A) Net of bid premium from the 2023A and 2024A G.O. Promissory Notes applied to offset portions of levy supported interest payments due in 2025 and 2026.

(B) Mill rate based on the 2024 Equalized Valuation (TID-OUT) of \$3,065,911,000 with annual growth of 2.00% thereafter.

City of Neenah

Plan of Finance

June 9, 2025

BAIRD

Hypothetical Future Borrowings (Levy Supported)

		Levy Supported Future Borrowings										
		\$16,615,000	\$14,070,000	\$9,150,000								
		G.O. Notes	G.O. Notes	G.O. Notes								
		Dated: 9/1/2026	Dated: 9/1/2027	Dated: 9/1/2028								
LEVY	YEAR	Est. AVG=	Est. AVG=	Est. AVG=	CIP	FIRE STATION	COMBINED	COMBINED	IMPACT			
YEAR	DUE	3.00%	3.00%	3.00%	DEBT SERVICE	DEBT SERVICE	NET	NET MILL	OVER PRIOR	YEAR	YEAR	DUE
					(Levy Supported)	(Levy Supported)	(Levy Supported)	(Levy Supported)				
							(A)	(B)				
2024	2025				\$4,442,174	\$0	\$4,442,174	\$1.45				2025
2025	2026				\$5,937,801	\$503,175	\$6,440,976	\$2.06	\$0.61			2026
2026	2027	\$1,729,700			\$7,996,324	\$504,775	\$8,501,099	\$2.67	\$0.61			2027
2027	2028	\$1,726,675	\$1,628,725		\$10,184,752	\$501,075	\$10,685,827	\$3.28	\$0.61			2028
2028	2029	\$1,732,450	\$1,631,375	\$1,057,575	\$11,805,242	\$501,800	\$12,307,042	\$3.71	\$0.43			2029
2029	2030	\$1,727,025	\$1,627,900	\$1,058,350	\$11,764,766	\$501,825	\$12,266,591	\$3.62	(\$0.09)			2030
2030	2031	\$1,725,475	\$1,628,300	\$1,058,375	\$10,832,375	\$505,975	\$11,338,350	\$3.28	(\$0.34)			2031
2031	2032	\$1,732,575	\$1,627,500	\$1,057,650	\$9,656,750	\$504,350	\$10,161,100	\$2.89	(\$0.39)			2032
2032	2033	\$1,733,250	\$1,630,425	\$1,061,100	\$7,723,650	\$502,075	\$8,225,725	\$2.29	(\$0.60)			2033
2033	2034	\$1,732,575	\$1,627,075	\$1,058,725	\$5,287,075	\$503,925	\$5,791,000	\$1.58	(\$0.71)			2034
2034	2035	\$1,730,550	\$1,627,450	\$1,060,525	\$4,505,450	\$504,825	\$5,010,275	\$1.34	(\$0.24)			2035
2035	2036	\$2,081,775	\$1,626,475	\$1,061,425	\$3,453,725	\$503,450	\$3,957,175	\$1.04	(\$0.30)			2036
2036	2037	\$505,025	\$1,629,075	\$1,056,500	\$1,873,075	\$505,025	\$2,378,100	\$0.61	(\$0.43)			2037
2037	2038	\$501,225		\$1,060,675	\$248,175	\$501,225	\$749,400	\$0.19	(\$0.42)			2038
2038	2039	\$502,050			\$0	\$502,050	\$502,050	\$0.12	(\$0.07)			2039
2039	2040	\$502,425			\$0	\$502,425	\$502,425	\$0.12	\$0.00			2040
		\$19,662,775	\$16,284,300	\$10,590,900	\$95,711,334	\$7,547,975	\$103,259,309					

(A) Net of bid premium from the 2023A and 2024A G.O. Promissory Notes applied to offset portions of levy supported interest payments due in 2025 and 2026.

(B) Mill rate based on the 2024 Equalized Valuation (TID-OUT) of \$3,065,911,000 with annual growth of 2.00% thereafter.

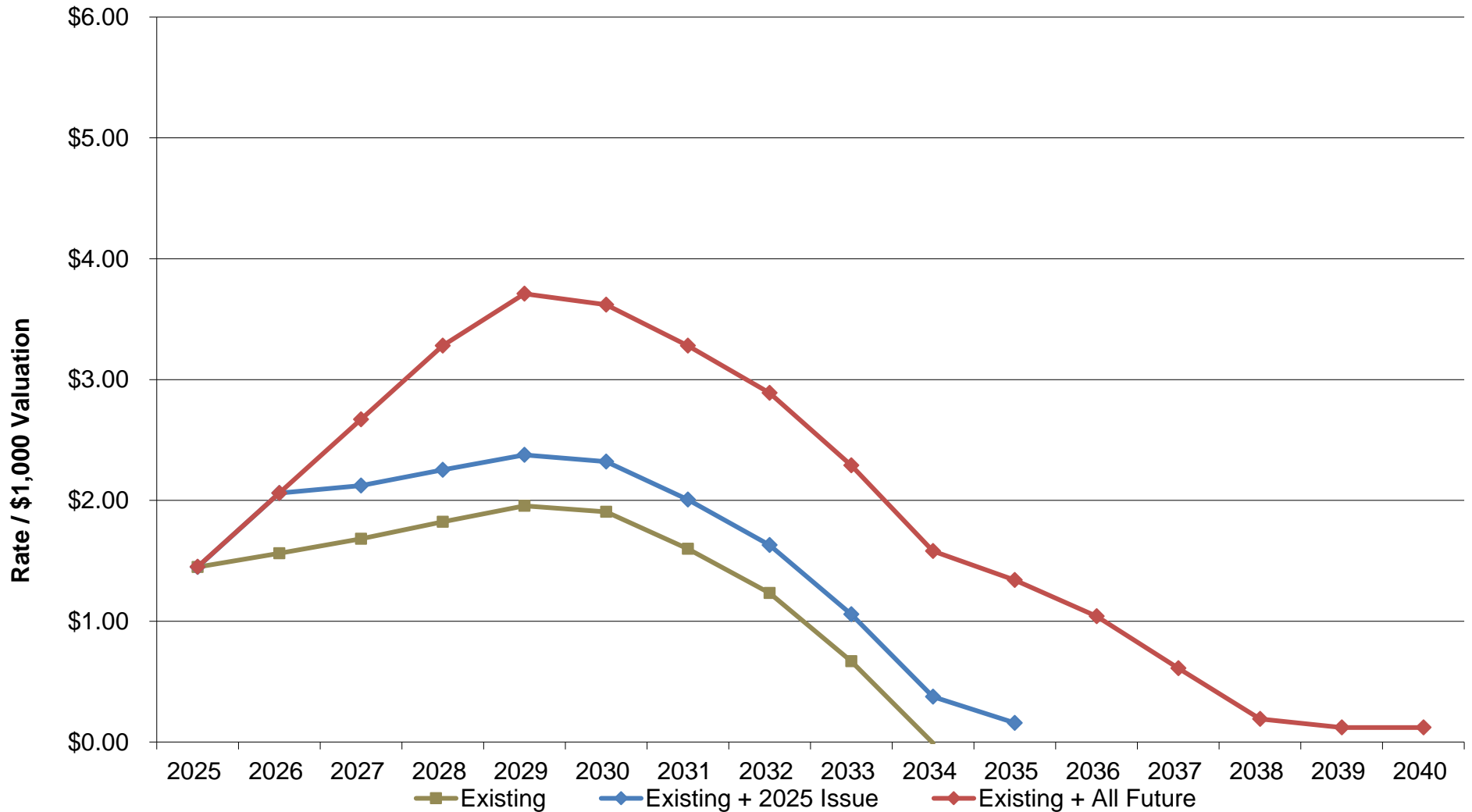
City of Neenah

Plan of Finance

June 9, 2025



Levy Supported Debt Service Tax Rate – Current and Future Years



Note: Tax rate based on the 2024 Equalized Valuation (TID-OUT) of \$3,065,911,000 with annual growth of 2.00% thereafter.

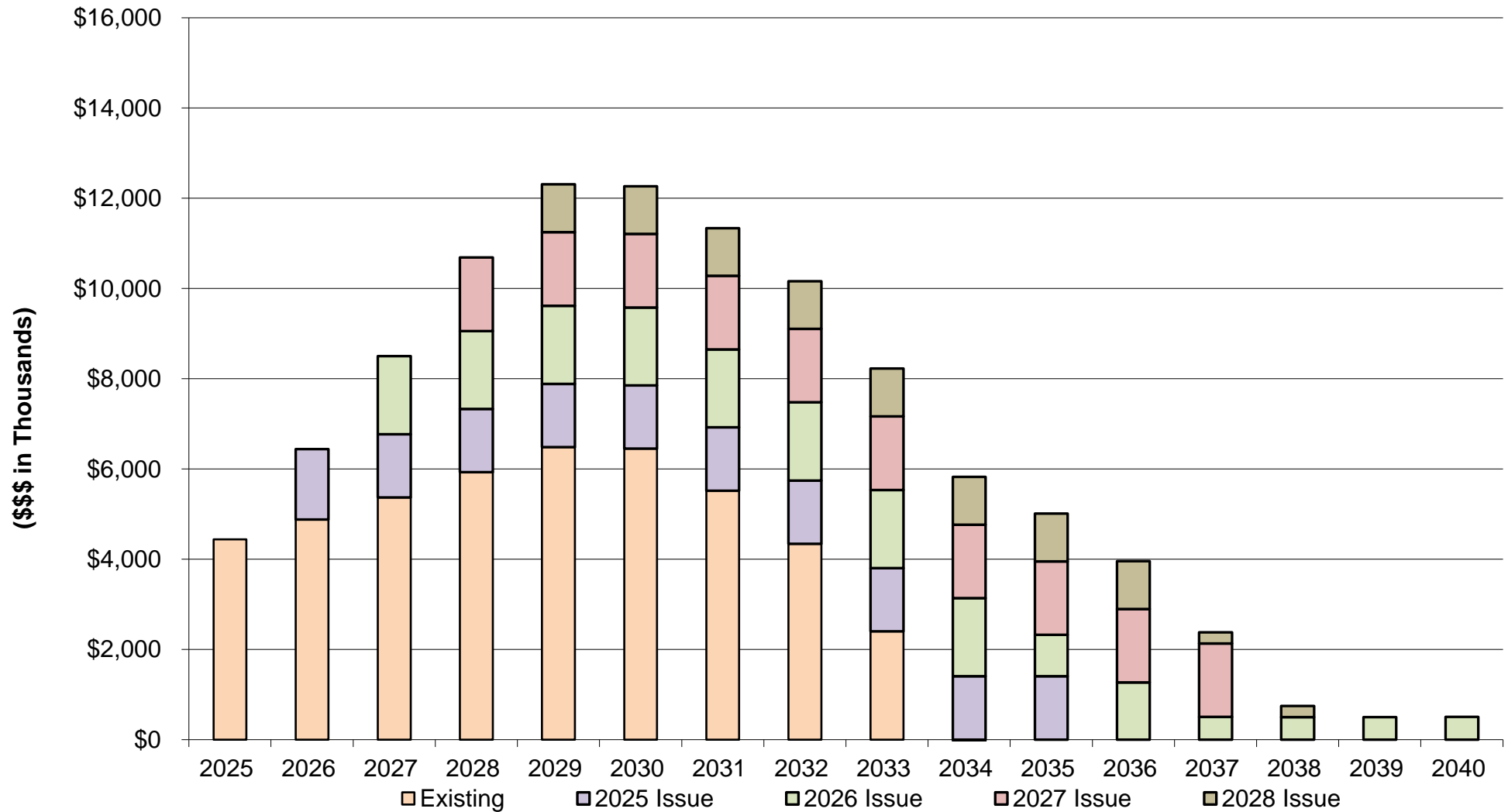
City of Neenah

Plan of Finance

June 9, 2025



Levy Supported Debt – Current and Future Years



Notes: Assumes future interest rate of 3.00% for 2026 and thereafter.

Graph represents levy supported debt service payments net of bid premium from the 2023A, 2024A, and preliminary 2025A G.O. Promissory Notes as well as Wheel Tax and Special Assessments.

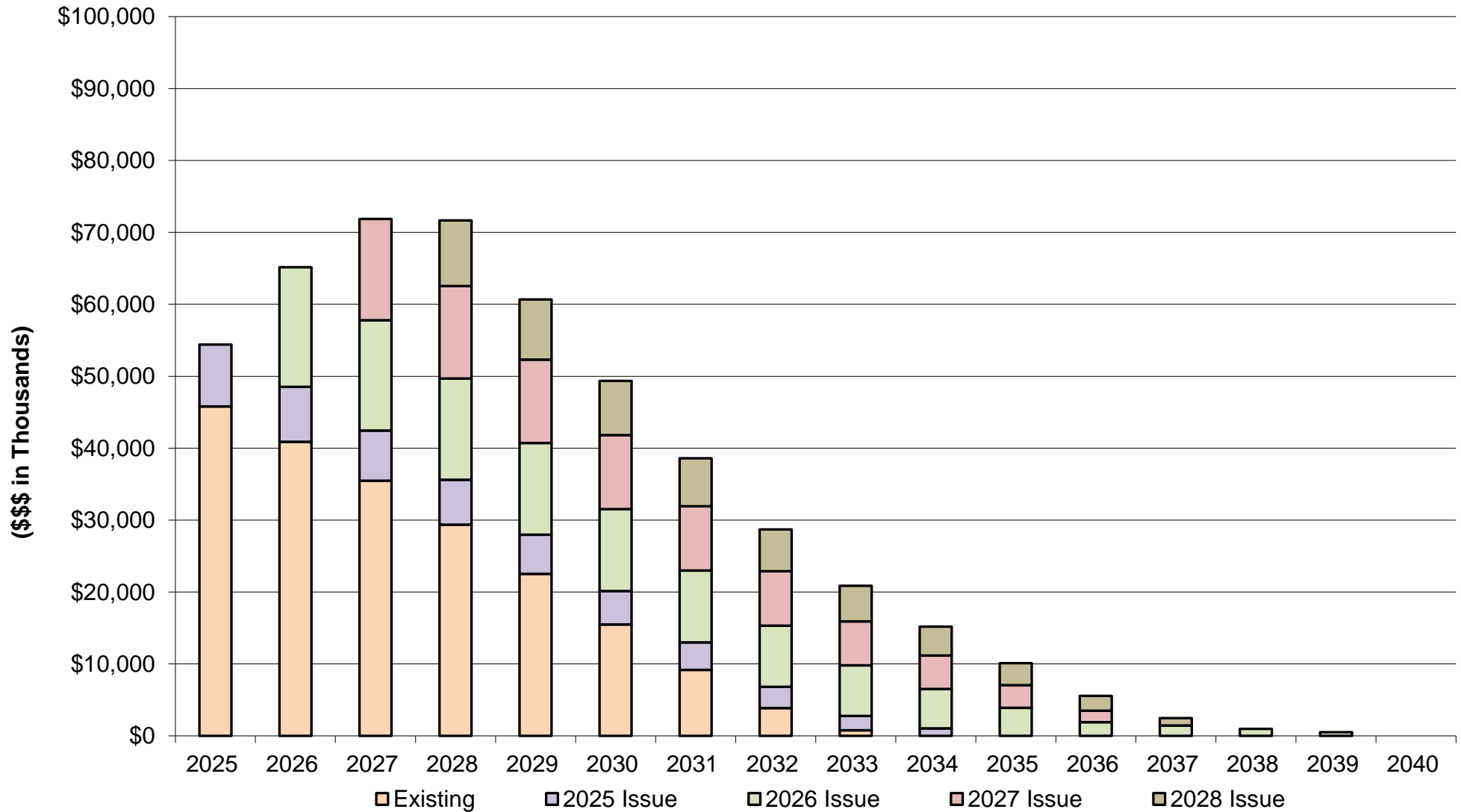
City of Neenah

Plan of Finance

June 9, 2025



Levy Supported Principal Outstanding (End of Year)





RESOLUTION NO. 2025-06

RESOLUTION AUTHORIZING THE ISSUANCE AND
ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO
EXCEED \$12,595,000 GENERAL OBLIGATION
PROMISSORY NOTES, SERIES 2025A

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Neenah, Winnebago County, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of projects included in the City's 2025 Capital Improvement Program (the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it is the finding of the Common Council that it is necessary, desirable and in the best interest of the City to authorize the issuance of and to sell the general obligation promissory notes to be designated as "General Obligation Promissory Notes, Series 2025A" (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser");

WHEREAS, the Purchaser intends to submit a note purchase agreement to the City (the "Proposal") offering to purchase the Notes in accordance with the terms and conditions to be set forth in the Proposal; and

WHEREAS, in order to facilitate the sale of the Notes to the Purchaser in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to the Mayor, the Council President and the City Clerk (collectively, the "Authorized Officers") the authority to accept the Proposal on behalf of the City so long as the Proposal meets the terms and conditions set forth in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed TWELVE MILLION FIVE HUNDRED NINETY-FIVE

THOUSAND DOLLARS (\$12,595,000) from the Purchaser upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 15 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed TWELVE MILLION FIVE HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$12,595,000). The purchase price to be paid to the City for the Notes shall not be less than 98.25% of the principal amount of the Notes and the difference between the initial public offering price of the Notes and the purchase price to be paid to the City by the Purchaser shall not exceed 1.75% of the principal amount of the Notes, with an amount not to exceed 0.90% of the principal amount of the Notes representing the Purchaser's compensation and an amount not to exceed 0.85% of the principal amount of the Notes representing costs of issuance, including bond insurance premium (if any).

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2025A"; shall be issued in the aggregate principal amount of up to \$12,595,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$1,000,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$12,595,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$12,595,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2026	\$1,555,000
03-01-2027	1,000,000
03-01-2028	1,045,000
03-01-2029	1,100,000
03-01-2030	1,155,000
03-01-2031	1,220,000
03-01-2032	1,275,000
03-01-2033	1,340,000
03-01-2034	1,420,000
03-01-2035	1,485,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2026. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 5.00%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes shall be subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the

mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2025 through 2034 for the payments due in the years 2026 through 2035 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2025A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of

and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects

will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Clerk or City Treasurer (the "Fiscal Agent") unless a fiscal agent is specified in the Approving Certificate.

Section 12. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner

thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 15. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by the Authorized Officers of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officers of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, the Authorized Officers are authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 16. Official Statement. The Common Council hereby directs the Authorized Officers to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officers or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and

any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 18. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 18, 2025.

Jane B. Lang
Mayor

ATTEST:

Charlotte Nagel
City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned Mayor, Council President and City Clerk of the City of Neenah, Winnebago County, Wisconsin (the "City"), hereby certify that:

1. Resolution. On June 18, 2025, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$12,595,000 General Obligation Promissory Notes, Series 2025A of the City (the "Notes") to Robert W. Baird & Co. Incorporated (the "Purchaser") and delegating to us the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Purchaser offered to purchase the Notes in accordance with the terms set forth in the Note Purchase Agreement between the City and the Purchaser attached hereto as Schedule I (the "Proposal"). The Proposal meets the parameters established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$12,595,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$1,000,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2026	\$1,555,000	\$_____
03-01-2027	1,000,000	_____
03-01-2028	1,045,000	_____
03-01-2029	1,100,000	_____
03-01-2030	1,155,000	_____
03-01-2031	1,220,000	_____
03-01-2032	1,275,000	_____
03-01-2033	1,340,000	_____
03-01-2034	1,420,000	_____
03-01-2035	1,485,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 5.00%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 98.25% of the principal amount of the Notes, as required by the Resolution.

The difference between the initial public offering prices provided by the Purchaser of the Notes (\$_____) and the purchase price to be paid to the City by the Purchaser (\$_____) is \$_____, or _____% of the principal amount of the Notes, which does not exceed 1.75% of the principal amount of the Notes. The portion of such amount representing Purchaser's compensation is \$_____, or not more than 0.90% of the principal amount of the Notes. The amount representing other costs of issuance is \$_____, which does not exceed 0.85% of the principal amount of the Notes.

4. Redemption Provisions of the Notes. [The Notes are not subject to optional redemption.] [The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. Payment of the Notes; Fiscal Agent. Pursuant to the Resolution, _____, _____, _____, is named fiscal agent for the Notes because the Proposal specifies that the Notes are subject to mandatory redemption.]

6. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

7. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

8. Approval. This Certificate constitutes our approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrepealable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, we have executed this Certificate on
_____, 2025 pursuant to the authority delegated to us in the Resolution.

Jane B. Lang
Mayor

Brian Borchardt
Council President

Charlotte Nagel
City Clerk

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

The Notes due on March 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
WINNEBAGO COUNTY
NO. R-____ CITY OF NEENAH \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2025A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____, 2025 _____%

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Neenah, Winnebago County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2026 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the City Clerk or City Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of projects included in the City's 2025 Capital Improvement Program, as authorized by a resolution adopted on June 18, 2025, as supplemented by an Approving Certificate, dated _____, 2025 (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

【This Note is not subject to optional redemption.】

【The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.】

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

【In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.】

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The

Fiscal Agent shall not be obliged to make any transfer of the Notes [(i)] after the Record Date[, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption]. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

[This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.]

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Neenah, Winnebago County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF NEENAH
WINNEBAGO COUNTY, WISCONSIN

By: _____
Jane B. Lang
Mayor

(SEAL)

By: _____
Charlotte Nagel
City Clerk

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Neenah, Winnebago County, Wisconsin.

_____, _____

By _____
[Authorized Signatory]

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



M E M O R A N D U M

TO: Chairman Steiner and Members of the Finance and Personnel Committee
FROM: Vicky Rasmussen, Director of Finance
DATE: June 9, 2025
RE: Finance Department Position Reclassifications

As part of preparing performance evaluations, I've begun a thorough review of the job descriptions across the Finance Department. While going through this process, I've noticed that some essential responsibilities are missing from the current descriptions. In addition, several roles have taken on expanded duties over the past two years—changes that have not yet been formally documented since I assumed the role of Finance Director. This review is ongoing, but I am bringing forward key findings as they arise.

Please see the attached memos from Director Fairchild, which provide details on two specific position reviews and proposed reclassifications:

1. **Finance Assistant Treasurer** – This position had several significant responsibilities that were not reflected in the original job description. As a result, the position was graded much lower than appropriate based on actual duties performed. A revised job description has been developed to accurately reflect the scope of work and bring the classification in line with the position's true responsibilities.
2. **Finance Administrative Assistant** – Since assuming the role of Finance Director, I have assigned a number of additional responsibilities to this role that are critical to the success of the department. These include tasks that support financial operations at a higher level. The position's educational requirements have also been increased to meet these new demands. Consequently, this has led to a recommended title change (Finance Administrative Specialist) and a grade reclassification.

The projected budget shortfall for FY2025 is \$7,850. This gap will be fully offset through the following adjustments:

- The budgeted intern position was not filled this year, resulting in savings of \$6,180.
- An additional \$1,670 in savings will come from reduced spending in the following areas: small equipment, small computer hardware, and office supplies.

I will continue to update the committee as this department-wide review progresses and bring forward any further recommendations as needed.



MEMORANDUM

Date: June 09, 2025

To: Chairperson Stiener and Members of the Finance & Personnel Committee

From: Amy Fairchild, Director of Human Resources & Safety

Re: Position Reclassification – Finance Assistant Treasurer

Following a comprehensive review of various job descriptions in preparation for upcoming evaluations, it has been identified that the Finance Assistant Treasurer position encompasses several essential responsibilities that were not previously documented. These include:

- Oversight of financial settlements
- Management and administration of tax software
- Issuance of all tax billings
- General administration of cemetery operations

These duties are integral to the effective functioning of the department and represent a significant expansion of the role's scope. As such, they warrant a revision of the position's required educational qualifications to reflect the increased complexity and responsibility.

In recognition of these expanded responsibilities and the corresponding elevation in qualification requirements, it is recommended that the position be reclassified from Grade 10 to Grade 12.

According to policy, reclassification of a position results in a 5% pay increase per grade. This change would move the incumbent from Grade 10, Step 15 to Grade 12, Step 13 on the current pay scale. The resulting annualized increase, including applicable fringe benefits, totals \$7,774.78 (4,607.28 for the remainder of 2025).

Human Resources supports this reclassification as proposed.



JOB DESCRIPTION

Job Title: Assistant Treasurer

Dept: Finance

FLSA Status: Exempt

Date: February 22, 2022

PURPOSE OF POSITION

The purpose of this position is to supervise the processing and balance payments for property taxes, utility bills, parking citations, pet licenses, fire permits, etc. in accordance with City policies and procedures. Daily reconciling of cash receipts, tax reports along with monthly journal entries and reconciling of bank statements and general ledger accounts. Provides supervision, direction and oversight of daily duties and issues within the treasury function. The work is performed under the supervision of the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervise and train treasury staff including Cashier (Full-Time), Cashier (Part-Time), interns and other permanent and temporary staff as needed. Delegate workload to staff as needed.

Supervise, direct and coordinate the collection of funds due the city from property taxes, water billings, license/permit fees, library revenues, park and recreation activities, parking fines, special assessments and other sources. Resolve problems in these areas.

Advise the public regarding status of property taxes, special assessments, pet licenses, boat launch, fire permits, parking citations/permits, utility bills and other collection areas.

Compile tax levy into property tax system for preparation of annual property tax bills. Gather data and prepare annual Statement of Taxes and tax settlement vouchers for payment of tax collection distribution to other taxing entities. Organize and coordinate the annual printing/mailing of tax bills with outside vendor.

Prepare final tax settlement and distribute electronic posted and delinquent tax roll to Winnebago County. Prepare Tax District Settlement for State of Wisconsin.

Implementation and evaluation of electronic payment processing. Maintain correspondence with outside companies in regard to ACH deposits received for the payments of various City invoices.

Perform analysis and verification of cash receipts edit for accurate posting to general ledger. Prepare journal entries for Treasurer's area. Maintain and enter new account data and files in the cash receipting system (HTE).

Reconcile City's checking accounts, tax reports and specific general ledger accounts. Reconcile monthly fees on credit/debit card statements for various City departments. Assist Director of Finance in debt management, cash management and investment of City funds. Maintain and balance investment records for interest accrual.

Review of the bank accounts daily activity including ACH/credit/debit card deposits, withdrawals, returned check transactions, wires and transfer of City funds. Communicate both verbally and in writing with customers, taxpayers or their agents regarding returned checks and the collection thereof. Prepare monthly expenditure listing.

Coordinate and reconcile department specific customer registration and payment systems, i.e. Evolve and CardPointe. Reconcile third-party credit card provider.

Oversee the online parking program with Police, Public Works and Community Development departments. Provide monthly reports. Member of Parking Task Force Committee.

Establish accounts with local banks for annual tax collection. Coordinate the collection and posting of tax payments from local banks and electronic escrow processing into the City's tax system. Review and approve tax refunds to customers.

Review and update special assessment payments daily; update payment plans for annual rollover to tax bills. Invoice towns annually for special assessments due to City.

Reconcile and prepare monthly/quarterly management reports for parking permits, boat launch permits and pet licensing. Prepare and submit monthly voucher for pet license remittance to County Treasurer.

Prepare annual report showing all delinquent Personal Property amounts owed to the City. Coordinate collection of these delinquent tax amounts with Director of Finance and City Attorney. Prepare annual personal property chargeback and top 20 taxpayer report.

Assist Director of Finance in preparation of annual operating budget.

Assist with and prepare documents for annual financial audit.

Maintain and balance cellular tower records for City and Water Utility.

Coordinate Finance Department articles for Mayor's quarterly newsletter.

Complete special projects as assigned.

Follow and comply with all safety and work rules and regulations. Maintain departmental housekeeping standards.

ADDITIONAL TASKS AND RESPONSIBILITIES While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assist public with cemetery questions and arrange burial at Oak Hill Cemetery.

Process and balance check deposit through bank's remote deposit as needed.

General mailroom responsibilities including collection, preparation, and distribution of mail for all City Hall Departments.

Assist with scheduling of water final reading and appointments. Receipt funds for court customers in Clerk of Courts absence.

Conduct department tours for Finance Department.

Assist other departments with training on cash receipting system.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum of Associates Degree in Accounting or Finance. Minimum five years accounting/finance experience, and working knowledge of computer-based accounting systems. Bachelor's Degree in Accounting or Finance preferred.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record data and information. Ability to classify, compute and tabulate data. Ability to prepare correspondence and accounting documents.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to communicate orally and in writing with the general public, department personnel, other city departments and other municipalities.

Mathematical Ability

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Demonstrate basic bookkeeping skills.

Judgment and Situational Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use and irate individuals may cause discomfort and poses a limited risk of injury.

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.

Employee Signature

Date

Supervisor Signature

Date



City of Neenah Position Description

Position:	Finance Assistant Treasurer	Grade:	12
Department:	Finance	FLSA:	Non-Exempt
Reporting Supervisor:	Director of Finance	Date:	May 2025

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:

Under the direction Finance Director, provides supervision, direction and oversight of daily duties and issues within the treasury function.

ESSENTIAL JOB DUTIES

Supervision & Staff Management

- Supervise, train, and delegate tasks to treasury staff, including full-time/part-time cashiers, interns, and temporary workers.

Collections & Customer Service

- Oversee collection of City revenues (taxes, utilities, licenses, fines, permits, etc.).
- Resolve issues related to balancing, billing, and collections.
- Assist the public with inquiries on taxes, utilities, permits, citations, and fees.
- Schedule final water reads for new and ending services.
- Maintain cellular tower revenue records.
- Provide back up support to Court with relation to court payments and fines.

Property Tax & Special Assessment Administration

- Compile tax levies and prepare annual property tax bills.
- Manage and bill specials assessments
- Coordinate printing and mailing of tax bills with vendors.
- Coordinate tax collections with various local financial institutions.
- Create top 20 taxpayer report for bond rating.
- Submit required tax reports and settlements to state and county.
- Review and approve tax refunds; manage escrow and local bank collections.
- Prepare delinquent tax reports and coordinate collection efforts.

Accounting & Reconciliation

- Analyze and verify cash receipts, post entries to general ledger.
- Reconcile checking accounts, petty cash, tax reports, and general ledger accounts.
- Maintain and update cash receipting system data.
- Reconcile credit/debit card processing and third-party payment systems.
- Prepare monthly and quarterly financial reports.

Investment & Debt Management

- Assist with cash and debt management; identify and track investments.
- Advise Director of investment opportunities (e.g., bonds, cd, money markets, etc.)
- Record investment transactions and interest accruals.
- Reconcile investment accounts and prepare related reports.

Electronic Payments & Financial Systems

- Implement and evaluate electronic payment systems.
- Coordinate and reconcile department-specific systems (e.g., Evolve, T2, Ascent, Rec-Trac).
- Coordinate and reconcile daily ACH transactions.

Parking & Special Programs

- Oversee online parking program and reporting, file suspensions with DOT.
- Serve on Parking Task Force Committee.
- Reconcile and report on parking permits, boat launches, and pet licenses.
- Submit pet license remittance and manage special assessment invoices.

Cemetery Administration

- Serve as the Administrator for Oak Hill Cemetery,
- Overseeing cemetery records maintenance, plot sales, customer service, and burial coordination with Cemetery Personnel and funeral homes.
- Maintain accurate burial records and ensure compliance with state and local cemetery regulations.

Budget & Reporting

- Assist in annual operating budget preparation.
- Prepare financial documents for the annual audit.

Administrative Support

- Coordinate Finance Department articles for the Mayor's newsletter.
- Complete special projects and general office duties as assigned.
- Ensure compliance with all safety and departmental policies.
- Adheres to schedule in a timely and punctual manner.

EDUCATION AND EXPERIENCE:

- Associate's degree in finance, accounting, business, or another related field, and
- Five years' experience in executive/administration, or
- A combination of the above substituting two years' experience in education.
- Bachelor's degree preferred
- Valid WI state Driver License

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of accounting and mathematical principles to include application of discounts, interest, commissions, proportions and percentages.
- Knowledge and understanding of tax systems, tax levies, special assessments, and related statutory requirements
- Knowledge of investment instruments, interest accruals, debt service, and cash flow management
- Knowledge of local government structure, procedures, and interdepartmental workflows
- Knowledge of Microsoft Suite products with emphasis in word and excel
- Skill in preparing reports, investment summaries, and reconciliations
- Skill in establishing and maintaining files and records.
- Skill in customer service and relations
- Skill in oral and written communication
- Ability to adapt to technology and process changes necessary for position
- Ability to multi-task and meet deadlines
- Ability to lead and direct others
- Ability to accurately count currency and distribute change.
- Ability to problem solve and apply rudimentary knowledge in various standardized situations
- 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 25 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 indoors
- Minimal exposure to loud noises or equipment
- Minimal to no travel to various job sites exists.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- 1 full-time cashier, 1 part-time cashier, and seasonal interns or temporary workers

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.

Current rate

Grade 10					
Step	Rate	1040 Hours	1950 Hours	2080 Hours	
1	\$ 29.40	\$ 30,576.00	\$ 57,330.00	\$ 61,152.00	
2	\$ 29.85	\$ 31,044.00	\$ 58,207.50	\$ 62,088.00	
3	\$ 30.29	\$ 31,501.60	\$ 59,065.50	\$ 63,003.20	
4	\$ 30.75	\$ 31,980.00	\$ 59,962.50	\$ 63,960.00	
5	\$ 31.21	\$ 32,458.40	\$ 60,859.50	\$ 64,916.80	
6	\$ 31.68	\$ 32,947.20	\$ 61,776.00	\$ 65,894.40	
7	\$ 32.15	\$ 33,436.00	\$ 62,692.50	\$ 66,872.00	
8	\$ 32.63	\$ 33,935.20	\$ 63,628.50	\$ 67,870.40	
9	\$ 33.12	\$ 34,444.80	\$ 64,584.00	\$ 68,889.60	
10	\$ 33.62	\$ 34,964.80	\$ 65,559.00	\$ 69,929.60	
11	\$ 34.13	\$ 35,495.20	\$ 66,553.50	\$ 70,990.40	
12	\$ 34.64	\$ 36,025.60	\$ 67,548.00	\$ 72,051.20	
13	\$ 35.16	\$ 36,566.40	\$ 68,562.00	\$ 73,132.80	
14	\$ 35.68	\$ 37,107.20	\$ 69,576.00	\$ 74,214.40	
15	\$ 36.22	\$ 37,668.80	\$ 70,629.00	\$ 75,337.60	
16	\$ 36.76	\$ 38,230.40	\$ 71,682.00	\$ 76,460.80	
17	\$ 37.31	\$ 38,802.40	\$ 72,754.50	\$ 77,604.80	
18	\$ 37.87	\$ 39,384.80	\$ 73,846.50	\$ 78,769.60	
19	\$ 38.44	\$ 39,977.60	\$ 74,958.00	\$ 79,955.20	
20	\$ 39.02	\$ 40,580.80	\$ 76,089.00	\$ 81,161.60	
21	\$ 39.60	\$ 41,184.00	\$ 77,220.00	\$ 82,368.00	
22	\$ 40.20	\$ 41,808.00	\$ 78,390.00	\$ 83,616.00	
23	\$ 40.80	\$ 42,432.00	\$ 79,560.00	\$ 84,864.00	
24	\$ 41.41	\$ 43,066.40	\$ 80,749.50	\$ 86,132.80	
25	\$ 42.03	\$ 43,711.20	\$ 81,958.50	\$ 87,422.40	

adjusted rate

Grade 12					
Step	Rate	1040 Hours	1950 Hours	2080 Hours	
1	\$ 33.62	\$ 34,964.80	\$ 65,559.00	\$ 69,929.60	
2	\$ 34.12	\$ 35,484.80	\$ 66,534.00	\$ 70,969.60	
3	\$ 34.64	\$ 36,025.60	\$ 67,548.00	\$ 72,051.20	
4	\$ 35.16	\$ 36,566.40	\$ 68,562.00	\$ 73,132.80	
5	\$ 35.68	\$ 37,107.20	\$ 69,576.00	\$ 74,214.40	
6	\$ 36.22	\$ 37,668.80	\$ 70,629.00	\$ 75,337.60	
7	\$ 36.76	\$ 38,230.40	\$ 71,682.00	\$ 76,460.80	
8	\$ 37.31	\$ 38,802.40	\$ 72,754.50	\$ 77,604.80	
9	\$ 37.87	\$ 39,384.80	\$ 73,846.50	\$ 78,769.60	
10	\$ 38.44	\$ 39,977.60	\$ 74,958.00	\$ 79,955.20	
11	\$ 39.02	\$ 40,580.80	\$ 76,089.00	\$ 81,161.60	
12	\$ 39.60	\$ 41,184.00	\$ 77,220.00	\$ 82,368.00	
*13	\$ 40.20	\$ 41,808.00	\$ 78,390.00	\$ 83,616.00	
14	\$ 40.80	\$ 42,432.00	\$ 79,560.00	\$ 84,864.00	
15	\$ 41.41	\$ 43,066.40	\$ 80,749.50	\$ 86,132.80	
16	\$ 42.03	\$ 43,711.20	\$ 81,958.50	\$ 87,422.40	
17	\$ 42.66	\$ 44,366.40	\$ 83,187.00	\$ 88,732.80	
18	\$ 43.30	\$ 45,032.00	\$ 84,435.00	\$ 90,064.00	
19	\$ 43.95	\$ 45,708.00	\$ 85,702.50	\$ 91,416.00	
20	\$ 44.61	\$ 46,394.40	\$ 86,989.50	\$ 92,788.80	
21	\$ 45.28	\$ 47,091.20	\$ 88,296.00	\$ 94,182.40	
22	\$ 45.96	\$ 47,798.40	\$ 89,622.00	\$ 95,596.80	
23	\$ 46.65	\$ 48,516.00	\$ 90,967.50	\$ 97,032.00	
24	\$ 47.35	\$ 49,244.00	\$ 92,332.50	\$ 98,488.00	
25	\$ 48.06	\$ 49,982.40	\$ 93,717.00	\$ 99,964.80	

$36.22 \times 5\% = 38.031$ (10 to 11)
 $\times 5\% = 39.9325$ (11 to 12)
 step placement 12-13 @ 40.20



MEMORANDUM

Date: June 9, 2025

To: Chairperson Stiener and Members of the Finance & Personnel Committee

From: Amy Fairchild, Director of Human Resources & Safety

Re: Position Reclassification – Finance Administrative Assistant

Following a review of various job descriptions in preparation for evaluations, it has been determined that the Finance Office Assistant position includes several essential duties that were not previously documented. These responsibilities are critical to the success of the department and justify an adjustment to the position's required education qualifications.

In recognition of these expanded duties and the corresponding increase in required education, it is recommended that the position be reclassified from Grade 6 to Grade 8 and a title change from Finance Administrative Assistant to Finance Administrative Specialist.

According to policy, reclassification of a position results in a 5% pay increase per grade. This change would move the incumbent from Grade 6, Step 11 to Grade 8, Step 6 on the current pay scale. The resulting annual increase, including applicable fringe benefits, totals \$5,469.69 (3,241.30 for the remainder of the 2025).

Human Resources supports this reclassification as proposed.



JOB DESCRIPTION

Job Title: Finance Office Assistant

Dept: Finance

Wage: G3 \$41,350-\$59,404 Salary Non-Exempt

FLSA Status: Non-Exempt

Date: February 2022

PURPOSE OF POSITION

The primary purpose of this position is to provide confidential executive-level administrative assistance to the Finance Director. Duties include administrative tasks for the Finance Department, management of City-wide property insurance, and compile, proof, edit, and bind financial books. Assistance is also provided to Finance Department staff, Common Council, Mayor, City Attorney and other departments as needed. The work is performed under the direction and supervision of the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Serve as first contact, gatekeeper and confidential advisor to the Director of Finance.

Answer Finance Department telephone to assist callers regarding property taxes, utility billing, and other finance related inquiries.

Prepare, distribute and record Finance and Personnel Committee agendas and minutes. Prepare financial documents for Finance & Personnel Committee Chairman review on a monthly basis.

Responsible for data input of invoices into accounts payable system.

Process and balance daily check-deposits through bank's remote deposit.

Responsible for posting outgoing City mail. Open and distribute Finance Department mail.

Manage City's credit card program. Set up new accounts, change credit limits, handle fraud inquiries and import monthly statements.

Manage City property insurance program and act as Assistant Risk Manager. Act as the City's alternate member representative for the Cities and Villages Mutual Insurance Company (CVMIC).

Assist in production of annual operating and capital improvement budget document. Coordinate, compile and proof budget documents, including final compilation of the book.

Manage production of annual five-year capital improvement program ("CIP") budget document. Coordinate, compile and proof budget documents, including final compilation of the book.

Assist in preparation of year-end comprehensive annual financial report provided by auditors. Coordinate production of comprehensive annual financial report ("CAFR") book.

Responsible for processing all bank wires and account transfers; monitor and report bank account balances to Director.

Office Manager

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Assist Finance Director with City and Water Utility capital borrowing programs. Act as City contact with bond counsel and financial advisor regarding notification and documentation. Coordinate processing of legal documents.

Perform as a back up to Treasurer's area for vacations or as needed by opening the Finance Department and assisting customers with cashier functions, including tax payments, utility payments, parking tickets, and license/permit fees.

Prepare and coordinate renewal process of hotel/motel permits each year. Annually prepare and file required room tax return with Dept. of Revenue. Contact hoteliers regarding delinquent room tax payments.

Participate on City Safety Committee. Assist Director of Human Resources and Safety with safety-related tasks. Review safety procedures with all new employees in the Finance Department as floor safety coordinator.

Manage annual purchase of City-wide paper needs including all copy paper, computer paper and specialty paper.

Safekeep City's vehicle titles. Apply for vehicle licensing, registration and changes thereto. Serve as primary contact for Department of Motor Vehicles regarding vehicle licensing and registration.

Monitor Finance Department's website page and update accordingly.

Develop new procedures to increase department efficiency. Assist Finance Department staff with software, telephone and office machine questions and problems.

Review invoices for department purchases.

Perform notary service for City and public as needed.

ADDITIONAL TASKS AND RESPONSIBILITIES While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Preparing correspondence, reports, forms, memos and other materials from written and oral instructions. Compose reports and correspondence for approval/signature.

Assist other department employees with work overloads.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or equivalent with three years of executive/administrative experience with proficiency in word processing and spreadsheet applications required. Vocational/technical training in finance, accounting, secretarial science or related field preferred.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Office Manager

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Ability to utilize a wide variety of descriptive data and information such as invoices, price quotes, catalogs, purchase reports, insurance forms, meeting agendas, insurance claims, purchase orders, computer software operating manuals, office equipment manuals, non-routine correspondence and general operating manuals.

Ability to communicate orally and in writing with department personnel, Finance Committee members, City department heads, vendor representatives, Common Council, outside legal counsel, auditors, other governmental entities and department visitors.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate a variety of office equipment such as personal computer, computer terminal, telephone, fax machine, calculator/adding machine, computer printer, binding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

ENVIRONMENTAL ADAPTABILITY

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and pose a limited risk of injury.

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.

Employee Signature

Date

Supervisor Signature

Date



City of Neenah Position Description

updated

Position:	Finance Administrative Specialist	Grade:	8
Department:	Finance	FLSA:	Non-Exempt
Reporting Supervisor:	Director of Finance	Date:	May 2025

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:

Under the direction Finance Director, provides confidential, executive-level support to department including management of City's property and liability insurance program, coordination of financial publications, and providing support to alternate departments for office coverage as needed.

ESSENTIAL JOB DUTIES

- Serves as first point of contact and as confidential advisor to the Director of Finance
- Serves as primary point of contact in relation to departmental email, phone lines, and mail answering inquiries related to taxes, utilities, and finance matters and directing messages to the appropriate party.
- Assist the Utility Billing Coordinator in responding to calls and email inquiries.
- Processes ingoing and outgoing mail for the City and directs to appropriate departments
- Maintains office supplies and equipment needs for department and city mailroom to include city letterhead, envelopes, and copy paper.
- Coordinate and prepare documents for Finance and Personnel Committee to include minutes, agendas, and financial documents.
- Assist in preparation and distribution of annual financial publications ensuring documents have been reviewed for accuracy and audit compliance.
- Administer City Procurement Card program to include management of account limits, issuance and termination of accounts, importing statements, and inquiring on fraudulent activity as necessary.
- Manage city memberships to include Sam's Club, Amazon, and the USPS permit ensuring proper usage.
- Assist with Accounts Payable functions to include entering invoices for payment, payment of invoices with city purchasing card, and providing backup to City's Laserfiche invoice processing.
- Review departmental invoices for accuracy and compliance prior to payment.
- Process and balance daily check deposits, wire transfers, monitoring accounts and report balances to the Director.
- Verify vendor information is accurate within accounting system and update as necessary for electronic funds transfer
- Serve as backup to Treasure's office by receiving payments related to taxes, utilities, parking, and permits.
- Manage City property insurance with CVMIC, preparing renewal applications, and serving as Assistant Risk Manager and the City's alternate member representative with CVMIC.
- Maintain and safeguard City vehicle titles; process licensing and registration updates; and serve as liaison to Department of Motor Vehicles.
- Serve as department safety coordinator, ensuring safety manual is up to date with most recent publications and that department members are made aware of safety procedures.
- Maintain and update Finance Department's webpage and shared directory
- Provide Notary services on behalf of the City and to the public as needed.

- Identify and implement process improvements to enhance departmental efficiency.
- Provide support to staff as it relates to office equipment, financial software programs, and telecommunications.
- Provide back-up support to alternate departments to ensure proper office coverage is available as needed.
- Adhere to departmental and city policies and procedures
- Adheres to schedule in a timely and punctual manner

EDUCATION AND EXPERIENCE:

- Associates Degree in finance, accounting, business, or another related field, and
- Three years' experience in executive/administration, or
- A combination of the above substituting two years' experience in education.
- Valid WI state Driver License

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of modern office equipment, practices, and procedures
- Knowledge of City and Department policies and procedures
- Knowledge of accounting and mathematical principles to include application of discounts, interest, commissions, proportions and percentages.
- Knowledge of Microsoft Suite products with emphasis in word and excel
- Skill in basic book-keeping
- Skill in establishing and maintaining files and records.
- Skill in customer service and relations
- Skill in oral and written communication
- Ability to accurately count currency and distribute change.
- Ability to problem solve and apply rudimentary knowledge in various standardized situations
- 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 25 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 indoors
- Minimal exposure to loud noises or equipment
- Minimal to no 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.

Current rate

adjusted rate

Grade 6						Grade 8					
Step	Rate	1040 Hours	1950 Hours	2080 Hours		Step	Rate	1040 Hours	1950 Hours	2080 Hours	
1	\$ 20.97	\$ 21,808.80	\$ 40,891.50	\$ 43,617.60		1	\$ 25.19	\$ 26,197.60	\$ 49,120.50	\$ 52,395.20	
2	\$ 21.28	\$ 22,131.20	\$ 41,496.00	\$ 44,262.40		2	\$ 25.57	\$ 26,592.80	\$ 49,861.50	\$ 53,185.60	
3	\$ 21.60	\$ 22,464.00	\$ 42,120.00	\$ 44,928.00		3	\$ 25.95	\$ 26,988.00	\$ 50,602.50	\$ 53,976.00	
4	\$ 21.93	\$ 22,807.20	\$ 42,763.50	\$ 45,614.40		4	\$ 26.34	\$ 27,393.60	\$ 51,363.00	\$ 54,787.20	
5	\$ 22.26	\$ 23,150.40	\$ 43,407.00	\$ 46,300.80		5	\$ 26.74	\$ 27,809.60	\$ 52,143.00	\$ 55,619.20	
6	\$ 22.59	\$ 23,493.60	\$ 44,050.50	\$ 46,987.20		* 6	\$ 27.14	\$ 28,225.60	\$ 52,923.00	\$ 56,451.20	
7	\$ 22.93	\$ 23,847.20	\$ 44,713.50	\$ 47,694.40		7	\$ 27.55	\$ 28,652.00	\$ 53,722.50	\$ 57,304.00	
8	\$ 23.27	\$ 24,200.80	\$ 45,376.50	\$ 48,401.60		8	\$ 27.96	\$ 29,078.40	\$ 54,522.00	\$ 58,156.80	
9	\$ 23.62	\$ 24,564.80	\$ 46,059.00	\$ 49,129.60		9	\$ 28.38	\$ 29,515.20	\$ 55,341.00	\$ 59,030.40	
10	\$ 23.98	\$ 24,939.20	\$ 46,761.00	\$ 49,878.40		10	\$ 28.80	\$ 29,952.00	\$ 56,160.00	\$ 59,904.00	
* 11	\$ 24.34	\$ 25,313.60	\$ 47,463.00	\$ 50,627.20		11	\$ 29.24	\$ 30,409.60	\$ 57,018.00	\$ 60,819.20	
12	\$ 24.70	\$ 25,688.00	\$ 48,165.00	\$ 51,376.00		12	\$ 29.68	\$ 30,867.20	\$ 57,876.00	\$ 61,734.40	
13	\$ 25.07	\$ 26,072.80	\$ 48,886.50	\$ 52,145.60		13	\$ 30.12	\$ 31,324.80	\$ 58,734.00	\$ 62,649.60	
14	\$ 25.45	\$ 26,468.00	\$ 49,627.50	\$ 52,936.00		14	\$ 30.57	\$ 31,792.80	\$ 59,611.50	\$ 63,585.60	
15	\$ 25.83	\$ 26,863.20	\$ 50,368.50	\$ 53,726.40		15	\$ 31.03	\$ 32,271.20	\$ 60,508.50	\$ 64,542.40	
16	\$ 26.22	\$ 27,268.80	\$ 51,129.00	\$ 54,537.60		16	\$ 31.50	\$ 32,760.00	\$ 61,425.00	\$ 65,520.00	
17	\$ 26.61	\$ 27,674.40	\$ 51,889.50	\$ 55,348.80		17	\$ 31.97	\$ 33,248.80	\$ 62,341.50	\$ 66,497.60	
18	\$ 27.01	\$ 28,090.40	\$ 52,669.50	\$ 56,180.80		18	\$ 32.45	\$ 33,748.00	\$ 63,277.50	\$ 67,496.00	
19	\$ 27.41	\$ 28,506.40	\$ 53,449.50	\$ 57,012.80		19	\$ 32.93	\$ 34,247.20	\$ 64,213.50	\$ 68,494.40	
20	\$ 27.83	\$ 28,943.20	\$ 54,268.50	\$ 57,886.40		20	\$ 33.43	\$ 34,767.20	\$ 65,188.50	\$ 69,534.40	
21	\$ 28.24	\$ 29,369.60	\$ 55,068.00	\$ 58,739.20		21	\$ 33.93	\$ 35,287.20	\$ 66,163.50	\$ 70,574.40	
22	\$ 28.67	\$ 29,816.80	\$ 55,906.50	\$ 59,633.60		22	\$ 34.44	\$ 35,817.60	\$ 67,158.00	\$ 71,635.20	
23	\$ 29.10	\$ 30,264.00	\$ 56,745.00	\$ 60,528.00		23	\$ 34.96	\$ 36,358.40	\$ 68,172.00	\$ 72,716.80	
24	\$ 29.53	\$ 30,711.20	\$ 57,583.50	\$ 61,422.40		24	\$ 35.48	\$ 36,899.20	\$ 69,186.00	\$ 73,798.40	
25	\$ 29.98	\$ 31,179.20	\$ 58,461.00	\$ 62,358.40		25	\$ 36.01	\$ 37,450.40	\$ 70,219.50	\$ 74,900.80	

$24.34 \times 5\% = 25.557$ (6 to 7)
 $\times 5\% = 26.8348$ (7 to 8)
 step placement 8 step 6 @ 27.14



MEMORANDUM

Date: June 9, 2025

To: Chairperson Stiener and Members of the Finance & Personnel Committee

From: Amy Fairchild, Director of Human Resources & Safety

Re: Policy Review and Updates

In an effort to ensure our employee policies align with current practices and comply with state and federal regulations, we have established a Policy Review Committee to conduct a comprehensive review of all existing policies.

This internal committee consists of the Mayor, City Attorney, Director of Human Resources, Director of Finance, Director of Information Technology, Chief of Police, and the Human Resources Retention and Recruitment Coordinator. Each member is responsible for providing feedback and input relevant to departmental operations and in the best interest of the City.

As a starting point, the committee focused on policies identified as outdated or in need of revision to maintain compliance.

A summary of these policies and the proposed updates is attached for your review and consideration for adoption.

Staff Recommendation:

Acceptance of policies 501 through 517 excluding the Military policy and policy 707 as presented.

Policy Review.

SECTION 500: Payroll Policies

Summary of Changes:

Reorganization of all policies for better flow and organization. Additionally, language clarification and uniformity throughout.

The following sections have no changes to content, with minimal updates to grammar, punctuation, and legal clarity.

- 501: Fair Labor Standards Act
- 502: Employment Classifications
- 503: Work Period
- 505: Absence Reporting
- 506: Voluntary Furlough
- 510: FMLA
- 511: General Medical Leave
- 517: Payroll Processing and Benefit Election Responsibilities

The following sections have been updated as follows:

- 504: Time Worked and Timekeeping requirements
 - Emphasis on FLSA timekeeping requirements
 - Clarification and examples related to Compensatory Time
- 507: Holidays
 - New Hire issuance of floating holidays – removed defined schedule. Will follow internal schedule upon offer of employment unless special circumstances exist.
 - Removed “non-probationary” language to align with current practice.
- 508: Vacation
 - Updated vacation table to better align with surrounding communities.
 - Created defined proration schedule for new hires in addition to changing availability date to alleviate payback requirements if employee separates during first year of employment simplifying process for administration.
 - Created a blanket balance for Department Head personnel to align with marketability among other communities with additional language on accountability requirements.
 - Better defined payout provisions upon separation of employment.
- 509: Sick Leave and Provisions

- Overall update to language and clarity on policy
 - No change to usage, limits, or accruals
- 512: Funeral Leave
 - Overall update to format and clarity to family member classifications
 - Clarity to allowable accrual usage when extended leave is needed
- 513: Military Leave
 - Updated to align with State and Federal regulations – still pending additional review and not presented for approval at this time.
- 514: Jury and Court Appearances
 - Updated to provide clarity
- 515: Voting Policy – NEW POLICY
 - New policy to align with state statute
- 516: Direct Deposit
 - Updated to provide clarity and define current practices



501: Fair Labor Standards Act (FLSA)

Issued By:	Human Resources	Date Modified:	
Date Approved:		Effective Date:	

The City complies with the Fair Labor Standards Act (FLSA) of 1938, as amended, as well as applicable ~~state~~ laws of the State of Wisconsin, together with any and City collective bargaining agreements (CBA's). Improper pay deductions are prohibited. Violations of this policy may result in discipline, up to and including termination. The following policy is applicable to all City employees, subject to separate and applicable CBA's. To the extent that this policy differs from the terms of a CBA, the CBA, and any applicable governing laws, shall prevail.

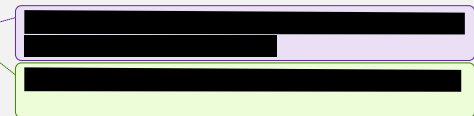
501.1 Covered Employees

The FLSA identifies two (2) types of covered employees, to include including exempt and non-exempt. Whether an employee is considered exempt or non-exempt under the FLSA depends on upon their duties, responsibilities, and salary.

Designation of employment positions as either exempt or non-exempt ~~status~~ is the responsibility of the Human Resources Office Department. Positions will be reviewed based on upon the actual work responsibilities and salary assigned to each position. When a question arises as to exempt or non-exempt status, Human Resources will refer to FLSA provisions to determine if the position meets the salary exemption criteria as determined by the Federal government law.

501.2 Non-Covered Employees

Non-covered employees include elected officials, policy-making appointees, outside legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners detainees, and certain trainees.





502: Employment Classifications

Issued By:

Human Resources

Date Modified:

Date Approved:

Effective Date:

502.1 Employment Types

Employees are classified in one (1) of three (3) categories based on hours worked and eligibility of employee benefits.

502.1.1: Full Time Employees

Employees with regular schedules of thirty-seven and one half (37.5) hours or more per week and are eligible for full-time benefits. A full-time employee may be reclassified as a part-time, casual or temporary if these requirements are not met.

502.1.2: Part Time Employees

Employees with regular schedules of less than thirty-seven and one half (37.5) hours per week and are eligible for part-time benefits which vary based on hours worked. A part-time employee may be reclassified as full-time if hours meet or exceed thirty-seven and one half (37.5) or to full-time, casual, or temporary if these requirements are not met: unable to maintain a normal work schedule.

502.1.3: Interns, Casual, Seasonal and Temporary Employees

Casual and Temporary are defined as Employees with varied or limited work schedules and-or limited or seasonal employee's who's work schedule is limited to a defined time period within the calendar year. Employees in these classifications are not benefit eligible.

Use of the term "temporary" in this handbook is not intended nor should it be construed as intending, that non-temporary employees are considered permanent. No one's employment with the City is guaranteed to be permanent. All employees are at-will and can quit or be discharged at any time for any reason or no reason at all so long as the basis is not discriminatory.

Employees in this category will be reviewed on an annual basis to determine if there have been any hours worked. Those without hours worked, with the exception of election workers, will be terminated based-effective on their last official day with hours recorded.

502.2 Department Heads

Department Heads are the appointed heads of major City departments, including those governed by a separate committee, commission, or board of trustees.


502.3 Non-Exempt Employees

An employee who is eligible for overtime, or comp-time at a rate of time and one half (1/2), for all hours worked over forty (40) hours per week.

Additional work outside of a non-exempt employee's normal schedule must be approved by a supervisor. This includes phone calls and emails related to work activities for more than a de minimus amount of time outside of their normal work hours.

502.4 Exempt Employees

Exempt employees are not subject to the wage and hours provisions of the FLSA.

	503: Work Period			
	Issued By:	Human Resources	Date Modified:	May 2025
	Date Approved:		Effective Date:	

The standard work period, as defined by the Fair Labor Standards Act (FLSA), is a fixed period of seven consecutive calendar days for employees who are not designated as emergency personnel (e.g., Police and Firefighters). Work periods for Police and Fire personnel are governed by the provisions in their respective Collective Bargaining Agreements.

Employees are paid in arrears, meaning they receive compensation for hours worked during the prior pay period.

The work period establishes both the day of the week and the time of day when the employee's work cycle begins and ends. For non-emergency personnel, the standard work period runs Monday through Sunday, unless an alternative schedule is defined by department-specific work rules.

Work schedules vary based on an employee's role, location, departmental requirements, and the evolving needs of the City. These schedules are determined by the department supervisor, with input from the department head.



504: Time Worked and Timekeeping Requirements

Issued By:	Human Resources	Date Modified:	
Date Approved:		Effective Date:	

The daily work schedule is set by the supervisor. Employees should be at their workstation, ready to begin their workday at their designated start time.

504.1 Non-Exempt Personnel

Time worked includes all time non-exempt employees are required to be on duty at their prescribed workplaces and all time during which they are permitted to work.

Those employees will be compensated for all time they have been scheduled to work and that supervisors know or have reason to know they are working. Those employees who work without authorization are subject to disciplinary action up to and including termination. Supervisors must report any work employees do on their own time with or without prior authorization. Ignoring such is a violation of policy and prohibited by the FLSA. Supervisors are required to report any work performed by employees outside of scheduled hours, regardless of whether it was authorized in advance. Failure to report such work is a violation of company policy and may constitute noncompliance with the Fair Labor Standards Act (FLSA).

Employees are required to accurately report all actual hours worked using the City's time reporting system. Failure to correctly record or falsification of actual work time is subject to disciplinary action up to and including termination. Supervisors are responsible for approving all hours worked or recorded as absent. Supervisors are not permitted to adjust an employee's timecard above or below what is actually worked as it is a violation of FLSA policy and subject to disciplinary action up to and including termination.

Where an employee has worked additional hours without prior approval, a supervisor may then adjust an employee's schedule to prevent overtime or request the additional hours be recorded as compensation time in accordance with FLSA standards. A supervisor does have the authority to discipline an employee for such violations.

504.1.1 Compensatory Time (Comp Time)

Non-exempt personnel may accrue compensatory time (comp time) for any hours worked beyond their normal weekly amount. Any hours worked beyond 40 hours in a work period will be accrued at time and one-half. An employee may only work more than their normal schedule if approved by their supervisor or as a result of a work emergency.

Unless the employee requests immediate payment, comp time will be accrued in a comp time bank, recorded by payroll. Employees may then take the time off when approved by their supervisor. The

combination of worked hours and comp hours may not exceed the total budgeted amount for the position during the budget year.

Example:

Normal hours worked in a work period is 37.5 hours. The employee works 45 hours in a work period.

37.5 hours	Regular
2.5 hours	Compensation time – straight time
5 hours	Compensation time at 1.5

The first 2.5 hours are recorded as straight time as they are more than the normal scheduled hours but less than 40. The remaining 5 hours are converted to 7.5 hours. When added to the first 2.5 hours a total of 10 hours is then placed into the employee compensatory leave

Per the FLSA, the maximum number of hours of compensatory time (comp time) that may be accrued is 240 for general employees and ~~480 for public safety employees~~ the amount allowed in the Collective Bargaining Agreement (CBA) for union employees. Comp time balances for full and part-time employees will be paid out at the end of every even numbered year, unless prohibited by contract or a work rule.

504.2 Exempt Personnel

Exempt employees are paid on a salary basis and are not eligible for overtime. Time records for exempt employees should still reflect an accurate accounting of time worked and paid time off. Exempt employees are expected to work the necessary hours to complete their job and are to understand this may exceed the standard work week.

Full day absences require the use of paid leave, except in very rare circumstances with approval from the Mayor or Library Director for Library employees. If, due to an emergency, the employee works through the weekend, or during several nights, the Mayor may allow the employee to take a day off without the substitution of paid leave at the recommendation of the Department Head. The Library Director may do the same for library employees.

504.2.1 Flex Time for Exempt Employees

Exempt employees, as a requirement of their position, may be subject to working hours outside of their standard work schedule. As such, it is reasonable for an employee to adjust their schedule to allow for work life balance so long as the adjustment does not interfere with normal business operations.

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505: Absence Reporting

Issued By:

Human Resources

Date Modified:

Date Approved:

Effective Date:

It is important that all employees be at work at their scheduled time. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Employees must notify their supervisors as ~~afar~~ in advance as possible if they anticipate being absent. Notification must occur no, but not later than forty-five (45) minutes before their prior to the scheduled starting time for an absence, and no later than if they expect to be absent or fifteen (15) minutes prior if arriving late. It is an employee's responsibility to ensure confirmation of notice is received. that the supervisor receives and confirms the notice.

If an employee's absence ~~continues for more than extends beyond~~ one working day, the employee must provide daily status updates daily reports should be made to their employee's supervisor, regarding the employee's status (unless other alternative arrangements have been made.) For example, an employee ~~out with a stomach flu should call in daily; whereas an employee out due to an extended medical event should check in as updates are available or otherwise instructed. absent due to a short-term illness such as the stomach flu should check in each day, while an employee on extended medical leave should provide updates as new information becomes available or as otherwise directed by their supervisor."~~

Sick leave audits are conducted on a regular basis. Employees identified as abusing sick leave who are not otherwise protected under FMLA may be subject to disciplinary action up to and including termination.



506: Voluntary Furlough

Issued By:

Human Resources

Date Modified:


Date Approved:

Effective Date:

Non-union employees are eligible to participate in the City's voluntary furlough program. This program allows employees to take time off, unpaid, for non-medical leaves.

Furlough days are neither guaranteed, nor required. Employees may request time off through their supervisor. Upon supervisory approval, the request will go to Human Resources for confirmation that the employee is eligible for the leave and Human Resources will provide the final approval.

The maximum time to be taken is three (3) weeks per year. Additional time off may be approved by the Mayor or Library Board. Time can be taken in increments of a minimum of four (4) hours to a maximum of one (1) work week.

	507: Holidays			
	Date Last Reviewed:	1/29/2025	Date Modified:	1/29/2025
	Date Approved:		Effective Date:	

507.1 Recognized Holidays

The City recognizes the following as paid holidays:

- New year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving (non-library employees only)
- Christmas Eve Day
- Christmas Day
- 4 floating holidays (5 for library employees)

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Commented [VR1]: Library has always got 5 floating holidays. It didn't list that number in the current policy and should have

507.2 Observance Procedures

The following holiday rules apply to non-library and non-union employees who do not have work rules that provide different holiday practices.

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Holiday	Observance Procedures
New Year's Day	When the holiday does not fall on a day of the week the following is true: <ul style="list-style-type: none"> • Saturday, observed the preceding Friday. • Sunday, observed the following Monday.
Memorial Day	Third Monday in May
Independence Day	When the holiday does not fall on a day of the week the following is true: <ul style="list-style-type: none"> • Saturday, observed the preceding Friday. • Sunday, observed the following Monday.
Labor Day	First Monday in September
Thanksgiving Day	Forth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve Day	When the holiday does not fall on a day of the week the following is true: <ul style="list-style-type: none"> • Saturday, observed the preceding Friday. • Sunday, observed the following Tuesday.
Christmas Day	When the holiday does not fall on a day of the week the following is true: <ul style="list-style-type: none"> • Saturday, observed the preceding Friday. • Sunday, observed the following Monday.

The City recognizes some holidays are not set based on day of the week but rather a set calendar day. In those instances, observance procedures are defined as shown in the chart below. Should those days be observed on a day other than the actual holiday, the Mayor and Department Head may decide to alter

the observed day based on department workload and schedules. As such a floating holiday will be awarded in those instances.

For employees required to work a holiday who do not have work rules governing this practice, the employee may choose to take the holiday on a different day near the holiday.

507.3 Floating Holidays

Employees are awarded floating holidays annually (January 1) in the following manner:

- Library employees: 5 days
- General non-union employees: 4 days

Floating holidays must be approved by the employee's supervisor prior to using. Floating holidays are to be used within the calendar year awarded and cannot be carried forward.

New employees will be credited with floating holidays based on the employee's hire date and will be available for use upon 60 days of employment unless otherwise notated in the employee's offer letter.

New employees are eligible for floating holidays after 60 days of employment at the following rates based on employment status and benefit eligibility:-


- ~~Hired January 1 through June 30 — all eligible holidays~~
- ~~Hired July 1 through September 30 — one half of eligible rate~~
- ~~Hired October 1 through December 31 — none~~

Part-time employees shall be eligible for pro-rated holiday pay based upon the ration of budgeted hours as compared to full-time hours.

~~Non-Probationary~~ Employees terminating employment who have provided a 2-week notice shall be compensated for all unused floating holidays.

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	508: Vacation			
	Issued By:	Human Resources	Date Modified:	1/29/254/10/2025
	Date Approved:		Effective Date:	

508: Vacation

508.1 Accrual Rates

Vacation accruals are credited at the beginning of the calendar year (January 1) based ~~on~~ upon the employee’s years of service at the time accruals are applied.

Vacation leave, with pay, shall be granted ~~to full-time employees based on~~ upon credited service years and ~~to budgets budgeted hours of workfull-time employees based upon using~~ the following schedule

- ~~60 days of employment~~ 1 week
- ~~1 year~~ 1 week (two weeks total after first year)
- ~~5 years~~ 3 weeks
- ~~11 years~~ 4 weeks
- ~~17 years~~ 5 weeks (maximum allowance for non-union employees hired after 1/1/11)
- ~~24 years~~ 6 weeks (maximum allowance for non-union employees hired prior to 1/1/11)

Service Years	Accrued Leave
0-4 Years	2 Weeks
5- 9 10 Years	3 Weeks
10- 16 14 Years	4 Weeks
17-23 Years15-24 Years (maximum allowance for non-union employees hired after 1/1/11)	5 Weeks
2 5 4 Years or More (maximum allowance for non-union employees hired prior to 1/1/11)	6 Weeks

New Hire Employees will be awarded prorated vacation based on the month of hire and any awarded service credit. Leave is not available until completing six (6) months of employment.

Service credit may be issued in some circumstances to advance vacation in an effort to recruit new employees. Such considerations will be granted based on position, prior experience, and market competitiveness. Any enhanced vacation offers, to include early usage of leave, must be approved by the ~~HR~~ Human Resources Director. The prorated issuance of leave based on the approved amount of service credit for newly hired employees is as follows:

Hired Month	0-4 Years Service Credit	5 or more Years Service Credit
January	10 days	15 days
February	9 days	13 days
March	8 days	12 days
April	7 days	11 days
May	6 days	10 days

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<u>June</u>	<u>5 days</u>	<u>9 days</u>
<u>July</u>	<u>4 days</u>	<u>7 days</u>
<u>August</u>	<u>3 days</u>	<u>5 days</u>
<u>September</u>	<u>2 days</u>	<u>3 days</u>
<u>October</u>	<u>1 day</u>	<u>2 days</u>
<u>November</u>	<u>0 days</u>	<u>1 days</u>
<u>December</u>	<u>0 days</u>	<u>0 days</u>
<u>Following December, leave not used will be rolled over and accruals will be awarded in full beginning January of the following year based on the normal vacation schedule.</u>		

Department Heads shall be credited with five (5) weeks of vacation regardless of years of service due to the regular expectation of Department Heads to surpass normally scheduled work hours. If, when hired, a Department Head has 254 years or more of credited service, an additional week (6th) shall be given. When a Department Head is expected to be away from work for more than one (1) week, such leave must be approved through the Mayor's office.

In some cases, an enhanced vacation package may be necessary to recruit new employees. Any enhanced vacation offer must be approved by the HR Director.

Years of service is determined by an employee's hire date. Vacation accruals are credited at the beginning of the calendar year (January 1) for employees with one or more years of continuous service. Those departments where an employee earned additional vacation in a calendar year may have that allowance credited upon the employee's anniversary date.

Part-Time employees shall receive prorated vacation benefits based upon budgeted hours of work. In cases where an employee has a break in employment, an employee's years of employment shall be accumulated from the most recent date of hire. When an employee's status changes from part-time to full-time, the accruals will be credited at a full-time rate as of January 1 the following year. Mid-year changes from part-time to full-time may result in adjustments to vacation accruals for the remainder of which such time, to with necessary adjustments to be determined by the Department Head in consultation with Human Resources

508.2 Rollover Provisions

The maximum carryover allowed for vacation is fifteen (15) days. Any unused vacation at the end of the calendar year in excess of fifteen (15) days shall be forfeited except with Mayoral or Library Board approval for extenuating circumstances. Department Heads shall be required to keep department vacation leave records and proactively ensure employees are utilizing available leave above the rollover allowance to prevent any unintended loss of time.

508.32 Vacation Leave Usage

Vacation use must be approved in advance by the employee's Department Head and shall generally be scheduled at a mutually convenient time. Department Heads shall schedule their vacation in a way that does not unreasonably impede the operation of the department.

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Additional provisions exist for employees who are requesting vacation for an approved FMLA or General Medical leave event. See corresponding policy for more details.

Holidays occurring during scheduled vacation periods shall not be counted against an employee's vacation allowance. ~~Funeral leave or illnesses of an employee or their immediate family occurring during scheduled vacation periods shall be counted against the employee's scheduled vacation and not other leave.~~

508.43 Payout Procedures Upon Separation

Provided an employee satisfies a proper two (2) -weeks' (thirty (30) days for department heads) notice or the City's agreement ~~not to require-waive such~~ notice, those with one (1) or more years of service are eligible to have remaining accruals paid out ~~to the City's Retirement Health Savings plan at the employee's normal salary rate.~~ as follows:

Retirees: Upon the retiree's exit interview with Precision retirement, a determination of final payouts will be decided and applied as directed through this interview process.

Non-retirees: Upon issuance of the employee's final payroll check, vacation hours within the allowable limit will be paid out on the following payroll check. Such payout is subject to reduction based on any outstanding premiums, deductions, or prorated allowances.

~~As vacation leave is credited prior to earning, employees who leave employment with less than one year of service will be required to pay back any vacation used during their employment.*~~


~~In departments where additional vacation is credited on January 1 and at an employee's anniversary, if an employee leaves employment prior to their actual anniversary date, the City will take the value of the vacation already used from the final paycheck regardless of notice.~~

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	509: Sick Leave and Provisions		
	Issued By:	Human Resources	Date Modified:
	Date Approved:		Effective Date:

509.1 Accrual Rates

Sick leave accrues at a rate of one (1) day per month of employment, based on budgeted hours for the position. Such leave is given after the completion of one (1) full calendar month of employment. The maximum accrual rate for non-union employees is one-hundred and eighty (180) days.

509.2 Sick Leave Provisions

Sick leave is intended to provide employees with short-term income protection in the event of an illness and may only be used in the following meansmanner:

- For illness of oneself where the employee may be contagious or is otherwise incapacitated
- For illness of a dependent child who is unable to care for themselves
- For medical appointments s-for oneself or dependent children
- For an FMLA approved event as defined in the FMLA policy

Sick Leave may not be used for an illness -or event other than for anyone other than those outlined above. Where an employee's spouse is ill or injured, the event may only be covered under Sick Leave if the spouse qualifies for an approved FMLA event.

Employees are encouraged to contact Human Resources if they feel they may qualify for FMLA. See the policy as provided in this handbook. Where an employee is out for three (3) or more days consecutively or three (3) or more days for a recurring event, the employee shall be referred to Human Resources for FMLA.

Abuse or unauthorized use of sick leave shall result in disciplinary action.

509.3 Sick Leave Usage

Employees shall report sick leave promptly to the employee's Supervisor or Department Head. Sick leave must be used in no fewer than fifteen (15) minute increments.

509.4 Work Release


Employees absent for more than three days due to a personal injury or illness will be required to present a medical release or other acceptable evidence of illness/injury in order to return to work. Exceptions to this rule should be requested through Human Resources.

509.5 Payout Procedures Upon Separation

Under the Wisconsin Retirement System (WRS), sick leave is payable to employees who separate due to disability or retirement up to one hundred and twenty (120) days. Those who leave voluntary voluntarily or otherwise for any other reason forfeit any accrued and unused leave balances.

Those employees hired after 1/1/2011 will receive fifty percent (50%) of their accrued leave balance with a ninety (90) day maximum payout while those hired before that day date will receive a one hundred percent (100%) balance payout up to the maximum allowed. ~~Under some circumstances,~~ ~~the s~~Sick leave payout for employees ~~may shall~~ be paid into a retirement health savings account or a deferred compensation plan and be thereby non-taxable, ~~subject pursuant to~~ IRS standard regulations.

Regular library employees who switch to an on-call status after reaching retirement age as defined by WRS (regardless of their participation), are eligible for the payout provisions as detailed above.

	510: FMLA Replaces Policy 2009-1		
	Date Last Reviewed:	5/2024	Date Modified: 5/2024
	Date Approved:		Effective Date:

The Family and Medical Leave Acts (FMLA) provides eligible employees with up to twelve (12) workweeks of unpaid protected leave each calendar year for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law. Where the laws differ, the City follows the language of the one that is most beneficial to the employee.

510.1 Eligible Employees

In accordance with state and federal FMLA laws, employees must be employed for a minimum of twelve (12) months to qualify for such leave. The employee must also work a minimum of one thousand (1,000) hours for state benefits and one thousand two hundred and fifty (1,250) hours for federal benefits. The leave applies to both full and part-time employees so long as these prerequisites have been met.

Where an employee and the employee's spouse are both employed by the City, the combined total hours/weeks used cannot exceed the total hours allowed under the law for any one individual.

The City operates under a rolling calendar year using a one-year lookback period.

510.2 Qualifying Events

An employee may request FMLA where they meet the guidelines as defined by state and/or federal law. Such leave includes but may not be limited to:

- A personal injury or illness
- Birth/Adoption of a child
- Care for a family member with a serious health condition whereby the term family member and serious health condition is defined by state/federal law
- A qualifying exigency arising from military service as defined by the USERRA
- Military caregiver leave as defined by FMLA and the USERRA

In all cases, Human Resources will defer to the current state and federal laws to ensure compliance.

510.3 Requesting FMLA Leave and Approval Process

Employees are to notify Human Resources at least thirty (30) days prior to when leave is needed when leave is foreseeable, such as in the case of the birth or adoption of a child. Where leave is not foreseeable, the employee is to notify Human Resources as soon as the need for leave is apparent.

Employees will be required to complete all necessary documentation to verify the need for FMLA. Failure to report the need for leave in a timely manner or submit the necessary documentation may result in denial of the requested leave and potentially subject the employee to discipline under City policies.

Upon completion of all necessary paperwork, Human Resources will provide a response to the employee notifying them of their approval or denial of leave. Those who have been approved must continue to comply with necessary updates and documentation as detailed further in the contents of this policy.

510.3 FMLA and Paid Leave

For both Wisconsin and Federal, FMLA leave is unpaid. The City may require employees to use available accrued leave while on FMLA. Such leave will run concurrently with FMLA. Any leave provided by a Collective Bargaining Agreement will be substituted for federal FMLA leave. Employees may not compound accruals with FMLA to extend the time allowed under the state and federal statutes. Some provisions may exist under the City's general medical leave policy.

510.4 FMLA and Worker's Compensation

FMLA and Worker's compensation will run concurrently (at the same time) provided the injury meets the criteria for a serious health condition as defined by law. Substitution of accrued paid leave is not allowed for Worker's Compensation absences unless an applicable labor agreement provides otherwise. Refer to the Worker's Compensation policy for more information in this regard.

510.5 Intermittent Medical Leave

Intermittent leave occurs when an employee's FMLA approved event does not require an employee to remain off work for the duration of the event. This may be for instances such as periodic medical appointments or reduced work schedules. In any case, employees should make every effort to not unduly disrupt the City's operations.

The City allows for intermittent leave to be taken in no less than fifteen (15) minute increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for leave.

510.6 Continuous Medical Leave

Employees out for an extended period under FMLA are to provide regular updates as available to Human Resources. Human Resources will provide necessary information to the employee's supervisor in compliance with HIPPA laws.

510.7 Health Insurance Benefits

Group health insurance coverage will be maintained for employees while on FMLA leave, on the same terms as if the employees continued to work. Employees are required to pay their regular portion of the health insurance premium payments on a schedule established by the City. Premiums not paid within 30 days of the duty date may result in cancellation of coverage upon written notice to the employee of the potential cancellation. In which case, the cancellation will be backdated to the last date of payment.

The City may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of thirty (30) calendar days.) The City may not collect premiums if the reason the employees does not return is due to continuation, reoccurrence, or onset of a serious health condition which would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

Should an employee lose coverage while on FMLA, the employee may be reinstated upon their return and upon repaying any outstanding premiums owed.

510.8 Return to Work Requirements

Any employee returning from FMLA for their own serious health condition must provide a written release before they will be allowed to work.

510.8.1 Release with Restrictions

Where an employee has been returned to work with restriction, the employer must be able to reasonably accommodate such restrictions without an undue hardship for the employee to be allowed to return to duty. In which case, at any time the employee does not comply with the restrictions, or the restrictions create an undue hardship to the employer, the employer may decline the employee's ability to return to work.

510.8.2 Release without Restrictions

Where an employee has been returned to work without restrictions, an employee must provide a medical release statement signed by their treating physician. In some cases, a fitness for duty statement may be required before an employee may be allowed to return to duty. This statement must show the employee is able to perform the essential functions of the employee's job without need for accommodation.

An employee will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition unless the conditions qualify under the ADA and a reasonable accommodation can be made.



511: General Medical Leave

Issued By:

Human Resources

Date Modified:

4/25/2025

Date Approved:

Effective Date:

Employees may apply for General Medical Leave (GML) in circumstances where they do not qualify for or have otherwise exhausted FMLA. (See [policy the 510: Family Medical Leave Act Policy](#) for more information)

GML will be considered for employees whose work restrictions prevent them from being able to perform the essential functions of their position due to a personal medical event.

Under such conditions, an employee must request GML as a reasonable accommodation. The accommodation request must contain the following information:


1. A statement from a licensed physician or treating facility outlining any restrictions the employee may have.
2. The date the employee will begin the need for accommodations.
3. The expected date the employee will be able to resume the essential functions of their position.

Upon providing the necessary documentation, the request will be reviewed by Human Resources to determine if the accommodation can be met or if the request results in an undue hardship to the City. All requests are considered on a case-by-case basis, and in conjunction with the Americans with Disabilities Act (ADA).

Should GML be granted, employees must use any accrued leave before going without pay. Employees are expected to check in on a weekly basis and provide updates as available. Additionally, employees must maintain any benefits premiums for the period they are approved for GML or may be subject to a loss of such coverage. Such provisions and payment arrangements should be discussed at the time of the employee's GML request.

Upon the conclusion of the agreed upon GML, if an employee is unable to resume the essential functions of their job, a new request may be made at that time. Again, Human Resources will review the request for any hardships and determine if an extension can be granted.

At any time, requests resulting in an undue hardship to the City may be denied and may result in the City's inability to hold an employee's position as a result of their absence.

	512: Funeral Leave			
	Replaces Policy 2011-1			
	Issued By:	Human Resources	Date Modified:	5/20244/10/25
	Date Approved:		Effective Date:	

In the event of a death in an employee's family, full- and part-time employees may be granted paid funeral leave based on the relationship to the deceased, as outlined below:

512.1 Immediate Family

Employees may be granted up to five (5) scheduled workdays of paid funeral leave for the death of an immediate family member. If additional time beyond seven (7) calendar days is requested, the employee may utilize alternate available leave or voluntary furlough.

Immediate family members include:

- Spouse
- Parents (including stepparents, foster parents, and parents-in-law)
- Siblings
- Children (including stepchildren, adopted children, or children under the employee's legal guardianship)

512.2 Secondary Family

Employees may be granted up to three (3) scheduled workdays of paid funeral leave for the death of a secondary family member.

Secondary family members include:

- Grandparents
- Grandchildren
- Brothers- or sisters-in-law
- Any other relative residing in the employee's household at the time of death

512.3 Other Relatives

For the death of other relatives not covered above (e.g., aunts, uncles, cousins, or extended family members of a spouse), employees may be granted one (1) day of paid leave to attend the funeral.

512.4 Additional Leave

Employees may request additional paid leave through their Department Head. Such requests:

- Will be considered on a case-by-case basis
- May be approved or denied at the sole discretion of the Department Head
- Will be charged to any available accrual balance or may be furloughed at the employee's discretion

512.5 Documentation Requirements

All funeral leave requests require:

- A completed Funeral Leave Authorization Form
- Supporting documentation (e.g., obituary, funeral notice, etc.)

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~~In the event of a death in an employee's immediate family, full and part time employees may be granted up to five (5) scheduled workdays of paid funeral leave to handle matters related to death and grieving. If additional time beyond seven (7) calendar days is needed, the employee may request alternate leave as available or voluntary furlough.~~

~~-~~

~~The term "immediate family" includes the employee's spouse, parents (including stepparents, foster parents, and parents-in-law), siblings, children, stepchildren, adopted children or children for whom the employee has parenting responsibilities over.~~

~~-~~

~~In the event of a death of an employee's secondary family member, full and part time employees may be granted up to three (3) scheduled workdays.~~

~~-~~

~~The term "secondary family" member includes the employee's grandparents, brother, sister, grandchild, or any other relative living in the employee's residence at the time of death.~~

~~-~~

~~For the death of any other relative not otherwise outlined above, the employee will be allowed a leave of one day to attend the funeral. Examples would include cousins, aunts, uncles, or a spouse's family member not already mentioned above.~~

~~-~~

~~Employees may request additional paid leave through the Department Head. Such requests will be handled on a case-by-case basis and may be approved or denied solely at the Department Head's discretion. Additional time off will be charged against an employee's sick leave.~~

~~-~~

~~Any such leave as described requires a completed funeral leave authorization form and corresponding supporting documentation.~~



514: Jury Duty and Court Appearances

Issued By:	Human Resources	Date Modified:	4/10/2025
Date Approved:		Effective Date:	

514.1 Eligibility for Paid Leave

Employees required to render jury service, appear in court on behalf of the City, or appear as a non-party pursuant to a subpoena during normal working hours shall receive their regular pay for the actual time spent in service. This time should be reported as Jury Duty or Court Leave.

514.2 Reporting and Documentation

Employees must provide advance notice and documentation of the court requirement to their supervisor. Time off will be granted only for the actual hours of required service.

Supervisors may require written proof of attendance and release times.

Employees are expected to return to work as soon as reasonably possible following release from court. An employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in a court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Duty or Court Leave. Time off for such service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service. Employees are to return to work as soon as possible after being released from the court.

514.3 Compensation and Fee Remittance

Employees who receive compensation (such as a jury fee) from the court must either remit the compensation to the City to retain their full City pay or choose to keep the compensation and forgo City pay for the hours they are absent from work.

Employees are not required to remit any portion of court compensation specifically designated for expenses, such as travel or meals, provided such expenses are properly documented.

An employee compensated for jury duty or other court services cannot receive both compensation and their regular pay from the City. The employee must remit the court service payment or jury fee to the City, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The employee is not required to remit to the City that portion of the compensation from the court that was properly documented for expenses such as travel and meal expenses.

514.4 Personal Legal Matters

Employees subpoenaed or appearing in court for personal matters (i.e., cases unrelated to the City) must use available vacation or floating holiday time. If no paid leave is available, the employee may request unpaid leave or furlough. An employee subpoenaed to testify in their own case, or any case unrelated to the City of Neenah, shall be required to use vacation or floating holiday time as available to receive compensation or be granted a leave of absence without pay.

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515: Voting Policy (Wis. Stat. § 6.76)

Issued By:

Human Resources

Date Modified:

New Policy

Date Approved:

Effective Date:

515.1 Policy Statement

The City encourages all employees to exercise their right to vote in local, state, and federal elections. In accordance with Wisconsin Statute §6.76, employees may request up to three (3) consecutive hours of time off during polling hours on election day to vote.

515.2 Request Procedure


Employees must submit their request at least one (1) day prior to the election through normal time off procedures. Employees will not be subject to discipline or adverse action for requesting time off to vote.

515.3 Scheduling Voting Leave

Supervisors may designate the specific time of day the employee is excused to vote, based on operational needs. Time off must be scheduled to minimize disruption to City services while ensuring the employee has adequate time to vote.

515.4 Compensation

Voting leave is unpaid under state law; however, employees may choose to use vacation time, compensatory time, or furlough leave to cover the time off if desired.

	516: Direct Deposit			
	Issued By:	Human Resources	Date Modified:	
	Date Approved:		Effective Date:	

516.1 Pay Schedule

Employees are paid bi-weekly on Thursdays via direct deposit.

516.2 Pay Stub Access

Electronic pay stubs are available to view and print through the City’s website or intranet portal.

516.3 Direct Deposit Options

Employees may choose to have their pay deposited into up to two (2) financial institutions or accounts. Split deposits must be designated in fixed dollar amounts as allowed by the payroll system.

516.4 Employee Responsibility

Employees are responsible for providing accurate and up-to-date banking information to ensure proper and timely distribution of payroll. Any changes to banking details must be submitted in writing to the Payroll Department within a reasonable time frame prior to the next scheduled pay date.

Employees are paid bi-weekly on Thursdays via direct deposit. Pay stubs may be viewed and printed through the City’s website or vi the intranet. Employees may elect to have their pay split between no more than two financial institutions. It is the responsibility of the employee to provide up to date and accurate banking information to insure proper distribution of the employee’s payroll.

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	517: Payroll Processing and Benefit Election Responsibilities			
	Issued By:	Human Resources	Date Modified:	May 2025
	Date Approved:		Effective Date:	

517.1 Department Responsibilities

Payroll responsibilities are shared between the Finance Department and Human Resources Department.

- Human Resources is primarily responsible for entering and submitting all benefit election and employment status changes before the payroll deadline.
- Finance/Payroll is responsible for:
 - Auditing submitted changes
 - Validating employee timesheets
 - Issuing payroll accurately and on time

If changes are not submitted before the payroll deadline, they will be processed in the next available payroll cycle.


517.2 Employee Responsibilities

Employees are responsible for reviewing their pay stubs to ensure that all benefit elections and deductions (e.g., health, dental, retirement) are accurately reflected. Any discrepancies should be reported immediately to Human Resources.

517.3 Election Audits and Adjustments

The City conducts periodic audits of benefit elections and payroll deductions to ensure accuracy and reconcile with the general ledger.

- If discrepancies are found, the City reserves the right to seek restitution for unpaid employee premiums.
- If repayment is required, and can be completed within the same calendar year, the City may accommodate a payment plan.
- Employees may use available paid leave accruals (excluding sick leave) to assist in repaying any owed premiums.

	707: Income Continuation Insurance (ICI) Policy		
	Issued By:	Human Resources	Date Modified: 4/25/2025
	Date Approved:		Effective Date:

707.1: Benefit Overview:

Eligible employees of the City may elect to enroll in Income Continuation Insurance (ICI) upon hire. This benefit becomes available after a waiting period of thirty (30) calendar days. ICI is administered by the State, and all premiums are the responsibility of the employee.

ICI provides wage replacement to employees who are unable to work due to personal injury or illness, following the defined waiting period. Once approved, coverage continues until the employee either returns to work or is approved for permanent disability benefits—whichever occurs first.

Use of ICI must comply with the City's accrual policies. Employees may not receive ICI payments while also using paid leave accruals.

707.2: Corresponding Medical Leave Policies:

To access ICI benefits, employees must first apply for and be approved under the Family and Medical Leave Act (FMLA). While FMLA does not provide wage replacement, it does offer job protection during an approved leave period. (Refer to Policy 510: Family Medical Leave for more information.)

If an employee is unable to return to work following the conclusion of FMLA, the City offers an additional option through General Medical Leave. (Refer to Policy 511: General Medical Leave for further details.)

707.3 Accrual Utilization and ICI Benefits

Because Income Continuation Insurance (ICI) benefits may extend beyond both FMLA and General Medical Leave periods, the City requires employees to adhere to the following sequence of accrual usage before becoming eligible for unpaid leave beyond the initial two (2) weeks permitted under the State FMLA provision and prior to receiving ICI benefits:

Sick Leave

Employees must first use up to six weeks of available sick leave. Sick leave balances in excess of six weeks may be retained and available upon the employee's return to work.

Compensatory Leave

After sick leave is utilized, employees must exhaust any available compensatory leave in full.

Vacation Leave

Before approval for unpaid leave, employees must reduce their vacation leave according to one of the following criteria:

- The employee has utilized all other available accruals and reached twelve (12) weeks of leave, thereby requiring an extension under General Medical Leave; or

- The employee has not yet reached twelve (12) weeks of leave, but their vacation balance has been reduced to ten (10) days or fewer.

The purpose of this provision is to allow employees to retain a limited amount of leave time for future use upon their return to work. If the employee is ultimately unable to return to work following the conclusion of all approved FMLA and General Medical Leave, any remaining accruals will be paid out in accordance with their respective policies.



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Steiner

Date: June 4, 2025

Re: April Voucher Review

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

1. April General Expenditure Voucher Nos. 2664 through 2766 (\$336,216.16) and 2614 through 2710 and 60089 through 60187 (\$1,791,733.56) and April payroll (\$1,464.72.) for a combined total of \$2,129,414.44.
2. April Automated Transfers Nos. 1 through 68 totaling \$5,077,223.95.

I recommend their approval.

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

Attachments

EXPENDITURE ABSTRACT FOR PERIOD APRIL 1 THROUGH APRIL 30, 2025
EXPLANATION OF AUTOMATED TRANSFERS

Transfer No.	Transfer Date	Amount	Vendor	Purpose	Budget/Cost Center
1	4/1/25	\$3,218.24	BANCORP	FSA/HRA Debit Card Prefund	N/A
2	4/1/25	\$1,334.24	DELTA DENTAL	Vision Premium	FRINGE BENEFIT DIST.
3	4/2/25	\$3,831.00	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
4	4/2/25	\$2,455.14	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
5	4/2/25	\$4,378.48	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
6	4/3/25	\$15,326.56	UMR	3/26 - 4/1 Health Insurance Disbursements	FRINGE BENEFIT DIST.
7	4/4/25	\$686.00	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
8	4/4/25	\$3,393.27	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
9	4/8/25	\$7,699.59	BANCORP	FSA/HRA Debit Card Prefund	N/A
10	4/9/25	\$11,103.23	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
11	4/9/25	\$1,874.38	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
12	4/9/25	\$1,985.71	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
13	4/10/25	\$17,737.37	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
14	4/10/25	\$3,596.25	MISSIONSQUARE	Employee IRA Contributions	N/A
15	4/10/25	\$1,984.70	MIDAMERICA	FICA Alternative Plan #3121	N/A
16	4/10/25	\$49.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
17	4/10/25	\$6,605.52	COMMUNITY FIRST CU	FD Union Dues	N/A
18	4/10/25	\$1,446.47	ASSOCIATED BANK	Child Support	N/A
19	4/10/25	\$551,118.28	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
20	4/10/25	\$1,620.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
21	4/10/25	\$1,200.00	NATIONWIDE	Employee IRA Contributions	N/A
22	4/10/25	\$5,042.83	QUADIENT	Postage	N/A
23	4/10/25	\$65,146.49	UMR	4/2 - 4/8 Health Insurance Disbursements	FRINGE BENEFIT DIST.
24	4/11/25	\$147,660.58	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
25	4/11/25	\$105,090.75	CVMIC	Quarterly Workers Compensation	N/A
26	4/11/25	\$1,623.64	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
27	4/14/25	\$50,059.39	UMR	Admin Fee and Stop Loss	FRINGE BENEFIT DIST.
28	4/14/25	\$2,462.65	ASSOCIATED BANK	Mar Bank Service Fee	N/A
29	4/15/25	\$9,937.25	CVMIC	Quarterly Workers Compensation - Water	N/A
30	4/15/25	\$2,450.83	BANCORP	FSA/HRA Debit Card Prefund	N/A
31	4/15/25	\$29,736.99	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
32	4/15/25	\$840,200.62	WINNEBAGO COUNTY TREASURER	April Tax Settlement	N/A
33	4/15/25	\$1,425,363.33	NJSD	April Tax Settlement	N/A
34	4/15/25	\$176,679.16	FOX VALLEY TECHNICAL COLLEGE	April Tax Settlement	N/A
35	4/16/25	\$2,964.00	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
36	4/16/25	\$1,741.62	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
37	4/16/25	\$1,930.25	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
38	4/17/25	\$46,549.89	UMR	4/9 - 4/15 Health Insurance Disbursements	FRINGE BENEFIT DIST.
39	4/18/25	\$611.60	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
40	4/18/25	\$8,845.36	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
41	4/21/25	\$2,156.60	WISCONSIN DEPT OF REVENUE	March Sales Tax	N/A
42	4/21/25	\$625.00	ASSOCIATED TRUST	1st QTR of Annual Fee	N/A
43	4/22/25	\$2,101.94	BANCORP	FSA/HRA Debit Card Prefund	N/A
44	4/23/25	\$905.61	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
45	4/23/25	\$338.27	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
46	4/23/25	\$2,222.00	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
47	4/24/25	\$17,462.37	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
48	4/24/25	\$3,371.25	MISSIONSQUARE	Employee IRA Contributions	N/A
49	4/24/25	\$17,422.56	PELION/PRECISION PRIME	RHS Employee Benefit	N/A
50	4/24/25	\$2,414.68	MIDAMERICA	FICA Alternative Plan #3121	N/A
51	4/24/25	\$49.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
52	4/24/25	\$1,381.39	ASSOCIATED BANK	Child Support	N/A
53	4/24/25	\$522,336.22	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
54	4/24/25	\$1,620.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
55	4/24/25	\$1,200.00	NATIONWIDE	Employee IRA Contributions	N/A
56	4/24/25	\$38,922.64	UMR	4/16 - 4/22 Health Insurance Disbursements	FRINGE BENEFIT DIST.
57	4/25/25	\$138,410.91	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
58	4/25/25	\$2,316.56	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
59	4/25/25	\$571.98	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
60	4/29/25	\$3,136.52	BANCORP	FSA/HRA Debit Card Prefund	N/A
61	4/29/25	\$336,216.16	US BANK	2/26-3/25 P-Card Statement	N/A
62	4/30/25	\$3,864.78	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
63	4/30/25	\$4,513.34	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan	N/A
64	4/30/25	\$5,170.01	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan	N/A
65	4/30/25	\$228,784.41	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST.
66	4/30/25	\$32,844.93	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
67	4/30/25	\$8,660.19	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
68	4/30/25	\$131,463.97	WE ENERGIES	Invoices	N/A
APRIL TOTAL		\$5,077,223.95			

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Pymt Date	Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
04/03/2025	2614	ASSOCIATED APPRAISAL CONSULTANTS	179640	3,041.67	APR ASSOCIATED APPRAISAL		General Fund	Community Development
04/03/2025	2622	GEI CONSULTANTS INC	3172867	7,368.02	LLBDM SERVICES 2/1/25-2/2	8/25	Facility Improvement Fund	Parks
04/03/2025	2623	GRAPHIC COMPOSITION LLC	250420	6,073.00	NEENAH NOTES SPRING		General Fund	Mayors
04/03/2025	2624	GRAYMONT WESTERN LIME INC	35237683RI	4,926.69	HYDRATED LIME		Water	Other
04/03/2025	2627	MCMAHON	938405	3,936.57	BOOSTER STATION CONST SER	VICES 2/2-3/1	Water	Other
04/03/2025	2628	MENASHA, CITY OF	22585	2,219.13	ST 35 11/18/24 - 1/19/25		Neenah Menasha Fire	Fire Department
		MENASHA, CITY OF	MAR 2025 COURT	6,978.20	MAR COURT FINES		Joint Municipal Court Fd	Administration Exp.
04/03/2025	2631	NEENAH ANIMAL SHELTER INC	33837	3,990.00	2024 CONTRACT OVER FEES -	57 ANIMALS	General Fund	Police
		NEENAH ANIMAL SHELTER INC	APR 2025	2,083.33	APR 25 - ANIMAL SHELTER P	AYMENT	General Fund	Police
04/03/2025	2632	NEENAH MENASHA SEWERAGE COMMISSION	2025052	181,725.46	APR PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2025058	10,255.00	APR INTEREST PYMT-CW LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2025058	10,064.00	APR PRINCIPAL PYMT-RE LOA	N	Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2025058	48,603.00	APR PRINCIPAL PYMT-CW LOA	N	Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2025058	4,194.00	APR INTEREST PYMT-RE LOAN		Sewer Operating Utility	Sewer Operations
04/03/2025	2636	SEH INC	483895	7,449.28	ST 31 REMODEL SERVICES TH	RU 2/28	Facility Improvement Fund	Fire Department
04/03/2025	2641	WINNEBAGO COUNTY TREASURER	MAR 2025 COURT	4,575.64	MAR COURT FINES		Joint Municipal Court Fd	Administration Exp.
04/10/2025	2644	BAKER TILLY US LLP	BT3120325	33,211.00	AUDIT SVCS THRU 3/31		General Fund	Finance
		BAKER TILLY US LLP	BT3122373	8,000.00	2024 UTILITY AUDIT SERVIC	ES THRU 1/31/25	Water	Other
04/10/2025	2645	BAYCOM INC C/O OWNERSEDGE INC	EQUIPINV054581	6,171.00	2025 IPRO-ARBITRATOR SUPP	ORT	Capital Equipment Fund	Information Systems
04/10/2025	2646	BENITEK LLC	PSINV103230	2,500.00	APR BENITEK		Capital Equipment Fund	Information Systems
04/10/2025	2650	ENERGY CONTROL & DESIGN INC	103461IN	7,082.00	ST 32 HOT WATER UNIT HEAT	ER REPLACEMENT	General Fund	Fire Department
04/10/2025	2652	GRAYMONT WESTERN LIME INC	35237784RI	5,317.33	HYDRATED LIME		Water	Other
04/10/2025	2653	KUBISCH, MEG	03/24-05/23	2,073.60	INSTRUCTOR PAYMENT		General Fund	Contracted Programs
04/10/2025	2656	NEENAH FOUNDRY COMPANY	177582	22,600.00	DETECTABLE WARNING PLATES		Streets,Utility,Sidewalks	Sidewalks / Trials
04/10/2025	2661	WILLIAM P SCOTT ATTORNEY AT LAW INC	2025004R	3,160.00	MAR ARROWHEAD LEGAL		Facility Improvement Fund	Other
		WILLIAM P SCOTT ATTORNEY AT LAW INC	2025002R	7,840.00	JAN - MAR ARROWHEAD LEGAL		Facility Improvement Fund	Other
04/30/2025	2664	U S BANK	04-13-25	10,557.24	MACQUEEN EMERGE/EQUIP	SWEPPER PARTS	Fleet Management	Municipal Facilities
		U S BANK	04-13-25	14,144.00	TCAW OCC HEALTH	FEB PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance
		U S BANK	04-13-25	6,488.12	LEVENHAGEN OIL CORPORATI	DIESEL/2504 GALLONS	Fleet Management	
		U S BANK	04-13-25	17,541.99	COMPASS MINERALS AMER	ROAD SALT/1486592	General Fund	Land Maintenance
		U S BANK	04-13-25	3,926.86	COMPASS MINERALS AMER	ROAD SALT/1481935	General Fund	Land Maintenance
		U S BANK	04-13-25	5,300.00	HUMANITY	2025 ALADTEC RENEWAL	Capital Equipment Fund	Information Systems
		U S BANK	04-13-25	22,735.72	COMPASS MINERALS AMER	ROAD SALT/1481371	General Fund	Land Maintenance
		U S BANK	04-13-25	15,996.38	LEVENHAGEN OIL CORPORATI	LEAD FREE/6013 GALLONS	Fleet Management	
04/17/2025	2665	CHEMTRADE CHEMICALS US LLC	90221659	8,010.56	FERRIC SULFATE		Water	Other
04/17/2025	2666	ENERGY CONTROL & DESIGN INC	103529IN	2,675.00	BUILDING AUTOMATION SYSTE	M CITY HALL	General Fund	Municipal Building
04/17/2025	2669	GRAYMONT WESTERN LIME INC	35238044RI	5,291.63	HYDRATED LIME		Water	Other
04/17/2025	2672	MENASHA, CITY OF	MAR 2025 WRS	43,251.49	MAR RETIREMENT-MENASHA		Benefit Accrual Fund	Retirement & Taxes
04/17/2025	2677	SECURIAN FINANCIAL GROUP INC	MAY 2025 2832L	5,168.69	MAY INSURANCE		Benefit Accrual Fund	Insurance
04/24/2025	2684	CARRICO AQUATIC RESOURCES INC	20251997	19,000.00	WATER MANAGEMENT AGREEMEN	T	General Fund	Independent Programs
04/24/2025	2685	CLOUDPOINT GEOSPATIAL INC	INV05491	3,675.00	GIS SOFTWARE		General Fund	Community Development
04/24/2025	2687	DONALD HIETPAS & SONS INC	04-03-25	3,771.86	CITY SIDE LEAD SERVICE -	417 3RD ST	Water	Other
04/24/2025	2688	ENERGY CONTROL & DESIGN INC	103621IN	2,843.25	MAINTENANCE AGRMT - TEMP	CONTROLS	General Fund	Municipal Facilities
		ENERGY CONTROL & DESIGN INC	103660IN	6,232.23	BOILER REPAIR		General Fund	Public Library
04/24/2025	2691	FUTURE NEENAH INC	12383	7,300.00	FNI SUMMER CONCERT SPONSO	RSHIP	General Fund	Celebration/Commemoration
04/24/2025	2693	GRAYMONT WESTERN LIME INC	35238329RI	5,078.32	HYDRATED LIME		Water	Other
		GRAYMONT WESTERN LIME INC	35238656RI	5,343.03	HYDRATED LIME		Water	Other
04/24/2025	2701	M3 INSURANCE	119448	2,839.00	MAY CONSULTING FEES		Benefit Accrual Fund	Insurance
04/24/2025	2705	TRANSCENDENT TECHNOLOGIES LLC	M8012	9,000.00	2025 ASCENT HOSTING		Capital Equipment Fund	Information Systems
		TRANSCENDENT TECHNOLOGIES LLC	M8069	3,500.00	ASCENT INBOX SETUP		Capital Equipment Fund	Information Systems
04/24/2025	2710	WINNEBAGO COUNTY TREASURER	134489	33,490.26	MAR 2025 LANDFILL CHARGES		General Fund	Sanitation
04/30/2025	2712	U S BANK	04-13-25	6,705.00	CORE & MAIN - W/005	W629909/MAIN PARTS	Water	Other
		U S BANK	04-13-25	10,615.05	BTS*FERGUSON001	440801/S COMMERCIAL MATER	Water	Other
		U S BANK	04-13-25	6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	04-13-25	2,354.40	CLIO.COM 888-858-2546	2025 CLIO SUBSCRIPTION	Capital Equipment Fund	Information Systems
		U S BANK	04-13-25	4,133.12	BAKER & TAYLOR LLC	BOOKS	General Fund	Public Library
		U S BANK	04-13-25	5,152.00	BTS*FERGUSON001	439806/S COMMERCIAL MATER	Water	Other
		U S BANK	04-13-25	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
		U S BANK	04-13-25	4,387.52	BTS*FERGUSON001	440840/S COMMERCIAL MATER	Water	Other
		U S BANK	04-13-25	2,492.00	CONWAY SHIELD	0535050/STRUCTURE FIRE BO	Neenah Menasha Fire	Other
		U S BANK	04-13-25	3,851.14	CDW GOVT #AD42L5W	REPLACEMENT LAPTOP (1)	Capital Equipment Fund	Information Systems
04/30/2025	2713	U S BANK	04-25-25	8,869.00	SHERWIN INDUSTRIES	MASTIC	General Fund	Street Maintenance
		U S BANK	04-25-25	14,144.00	TCAW OCC HEALTH	MAR PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance
		U S BANK	04-25-25	4,307.00	DIAMOND VOGEL PAINT #207	FIELD PAINT	General Fund	Parks
		U S BANK	04-25-25	4,550.00	LAKESHORE RECYCLING SYST	MAR DUMPSTER PICKUP	General Fund	Sanitation

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		U S BANK	04-25-25	2,294.25	LAKESHORE RECYCLING SYST	MAR RECYCLING	Recycling Fund	Recycling Program
		U S BANK	04-25-25	19,112.83	LEVENHAGEN OIL CORPORATI	DIESEL-7520 GALLONS/81029	Fleet Management	
		U S BANK	04-25-25	2,420.00	TCAW OCC HEALTH	MAR LABS	Benefit Accrual Fund	Insurance
04/30/2025	2766	U S BANK	04-25-25	8,106.00	DOUGLAS INDUSTRIES	TENNIS EQUIPMENT	Facility Improvement Fund	Parks
		U S BANK	04-25-25	2,686.64	BAKER & TAYLOR LLC	BOOKS	General Fund	Public Library
		U S BANK	04-25-25	2,996.99	TOYS FOR TRUCKS MENASHA	HITCH/COVER FOR TRUCK	Neenah Menasha Fire	Other
		U S BANK	04-25-25	2,107.07	LANDIS+GYR TECHNOLOGY,	MAR 2025 METER READS	Water	Other
		U S BANK	04-25-25	2,234.88	AIRGAS - NORTH	9159774888/CARBON DIOXIDE	Water	Other
04/03/2025	60093	BODELIN, JAMES	SEWER/REIMB	2,500.00	724 HIGGINS AVE - SEWER	LATERAL REPLACEMENT REIMB	Sewer Capital Fund	Sewer Repair/Replacement
04/03/2025	60095	CR FOCHS LLC	6756	2,460.00	CONDUIT AND WIRING		Water	Other
04/03/2025	60098	GB LEAD SERVICES LLC	537	6,879.00	LEAD MINING IN RANGE		General Fund	Police
04/03/2025	60099	HEARTLAND BUSINESS SYSTEMS LLC	771162H	15,808.70	O365 MAY COTERM		Capital Equipment Fund	Information Systems
		HEARTLAND BUSINESS SYSTEMS LLC	771162H	7,179.25	O365 MAY COTERM		Neenah Menasha Fire	Fire Department
		HEARTLAND BUSINESS SYSTEMS LLC	771162H	49,200.00	CHARGED IN ERROR		General Fund	
04/03/2025	60100	NORDON INC	47966	22,153.16	ST 32 REMODEL FURNITURE		Facility Improvement Fund	Fire Department
04/03/2025	60105	STANTEC CONSULTING SERVICES INC	2367270	4,512.50	CDBG HOUSING STUDY ASSIST	ANCE THRU 3/7	Federal COVID Program	Block Grant
04/03/2025	60106	STATE OF WISCONSIN	MAR 2025 COURT	10,436.69	MAR COURT FINES		Joint Municipal Court Fd	Administration Exp.
04/03/2025	60107	VAN RITE PLUMBING INC	9890	3,500.00	CITY SIDE LEAD SERVICE -	426 3RD ST	Water	Other
04/10/2025	60112	BERGSTROM CHEVROLET BUICK	152069	45,964.10	LIGHT DUTY PICK UP TRUCK		Neenah Menasha Fire	Other
04/10/2025	60113	BLUE DOOR CONSULTING LLC	INV33847	5,509.79	JAN MARKETING/CONSULTING		Library Fd/ Misc. Trusts	Public Library
04/10/2025	60119	GB LEAD SERVICES LLC	539	2,985.00	HEPA FILTERS & PRE-FILTER	S - RANGE	General Fund	Police
04/10/2025	60123	INFOVISION SOFTWARE INC	EVM20250517	14,000.00	2025 EVOLVE SUPPORT		Capital Equipment Fund	Information Systems
04/10/2025	60125	MIRSBERGER SALES & SERVICE INC	CO0002076	12,791.50	VOLUNTEER TRAILER		General Fund	
04/10/2025	60130	POLYDYNE INC	1912247	17,190.00	C-308P POLYMER		Water	Other
04/10/2025	60131	PRECISELY SOFTWARE INCORPORATED	INV097163	7,515.23	2025 ITERA REPLICATION		Information Systems	Information Systems
04/17/2025	60142	ECS MIDWEST LLC	2045078	5,773.82	ARROWHEAD DEVELOPMENT THR	U 3/29	Facility Improvement Fund	Other
04/17/2025	60143	FEAKER & SONS COMPANY INC	CN2-25 PAY #1	92,606.95	PAY REQUEST NO.1_CONTRACT	2-25	Storm Water Management	Sewer Repair/Replacement
		FEAKER & SONS COMPANY INC	CN2-25 PAY #1	144,540.60	PAY REQUEST NO.1_CONTRACT	2-25	Sewer Capital Fund	Sewer Repair/Replacement
		FEAKER & SONS COMPANY INC	CN2-25 PAY #1	19,475.95	PAY REQUEST NO.1_CONTRACT	2-25	Storm Water Management	Sewer Repair/Replacement
		FEAKER & SONS COMPANY INC	CN2-25 PAY #1	9,975.00	PAY REQUEST NO.1_CONTRACT	2-25	Streets,Utility,Sidewalks	Upgrades-City Initiated
04/17/2025	60152	ONE SOURCE TECHNOLOGIES INC	16239	2,411.00	DOOR FOB WIRING/CARD READ	ER	Facility Improvement Fund	Fire Department
04/17/2025	60154	SABEL MECHANICAL LLC	2-24WV PAY #4	150,283.35	BOOSTER STATION - CONTRAC	T B	Water	Other
04/17/2025	60159	VINTON CONSTRUCTION COMPANY	25003X1	5,409.11	LOWER 4 INCH SANITARY LAT	ERAL AT MANHOLE STA O+73	Sewer Capital Fund	Sewer Repair/Replacement
04/24/2025	60163	APPLETON, CITY OF	16916	41,896.00	APR MASS TRANSIT		General Fund	Community Development
04/24/2025	60174	KARTECHNER BROTHERS LLC	4226	362,382.10	PAY REQUEST #1 CONT 3-24W		Water	Other
04/24/2025	60180	OPG-3 INC	8712	27,035.00	2025 LASERFICHE SUBSCRIPT	ION	Capital Equipment Fund	Information Systems
04/24/2025	60184	VINTON CONSTRUCTION COMPANY	25003X8	4,149.19	530 S COMMERCIAL_LOWER SA	NITARY LATERAL	Sewer Capital Fund	Sewer Repair/Replacement
		VINTON CONSTRUCTION COMPANY	25003X5	4,723.40	RAISE WATER MAIN CROSSING	AND MATERIAL	Water	Other
		VINTON CONSTRUCTION COMPANY	25003X11	3,147.87	602 S COMMERCIAL ST_LOWER	SANITARY SEWER LATERAL	Sewer Capital Fund	Sewer Repair/Replacement
		VINTON CONSTRUCTION COMPANY	25003X2	2,951.81	516 S COMMERCIAL_RAISE SA	NITARY LATERAL	Sewer Capital Fund	Sewer Repair/Replacement
		VINTON CONSTRUCTION COMPANY	25003X10	3,550.23	S COMMERCIAL ST CUT/CAP 8	INCH WATER MAIN	Water	Other
		VINTON CONSTRUCTION COMPANY	25003X7	6,729.51	526 S COMMERCIAL_LOWER SA	NITARY LATERAL	Sewer Capital Fund	Sewer Repair/Replacement
		VINTON CONSTRUCTION COMPANY	25003X6	4,288.88	LOWER MAIN CROSSING		Water	Other
04/24/2025	60185	WISCONSIN DEPT OF TRANSPORTATION	3950000390364	55,158.20	PR NO.1_COMMERCIAL ST_ROA	DWAY ITEM_JAN-MAR	Streets,Utility,Sidewalks	Upgrades-City Initiated
				1,970,520.52				