

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, January 27, 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 the January 6, 2025 Regular (minutes can be found on the City's website)
3. Folder Machine Replacement (Attachments) (Kaiser)
4. Fiscal Matters: December 2024 Vouchers (Attachments) (Rasmussen)
5. City Attorney Report (Rashid)
  - a. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding trial with Walmart over multiple years' tax appeals suits.
  - b. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.
6. Adjournment

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

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, January 6, 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 Erickson at 5:30 pm.

**Present:** Chairman Erickson, Vice-Chair Boyette, Council President Borchardt, and Aldermen Steiner, and Ellis, Director of Finance Rasmussen, Human Resources Director Fairchild, and City Clerk Nagel.

**Also present:** Mayor Lang, City Attorney Rashid, Planner Kasimor, Aldermen Lendrum and Pollnow Jr., Citizens Flo Bruno, Frank Cuthbert and Scott Becher.

**Absent/Excused:** None.

1. **Public Appearances:**

A. Scott Becher, 1061 Green Acres Lane – Spoke on The Community Development Consultant Agreement. Mr. Becher would prefer a longer, more detailed agreement than the one proposed.

2. **Minutes: Motion/Second/Carried Ellis/Boyette to approve the minutes from the December 9, 2024 Regular Meeting and December 18, 2024 Special Meeting as written.** All voting aye.

3. **2025 Intermunicipal Agreement for Dial A Ride (Attachments) (Kasimor)**

**Motion/Second/Carried Borchardt/Steiner for Council to approve the 2025 Intermunicipal Agreement for the Dial-A-Ride Program as presented.** All voting aye.

Planner Kasimor advised intermunicipal agreement with the City of Appleton allows the use of State and Federal funds received by Valley Transit for Dial-A-Ride program costs for City residents. The City of Neenah pays the remaining costs of the program not covered by State and Federal funding. The City of Menasha reimburses us for their portion of the program costs. There are no major changes from the 2024 agreement.

4. **Community Development Consultant Agreement (Attachments) (Fairchild)**

**Motion/Second/Carried Borchardt/Ellis recommend Council approve the recommendation by the Mayor and the Director of Human Resources the agreement Director Haese's employment agreement as presented. Motion carried in a voice vote, 4-1 with Boyette voting no.**

Upon the recent announcement of Director Haese's retirement, it has been determined that continued part-time consulting would be advantageous to the City. To that end, an employment agreement has been drafted outlining terms and conditions of continued part-time employment with Director Haese as a Planning Advisor. This would make Director Haese a part-time employee, not an independent contractor. His institutional knowledge, working relationships, and commitment on Arrowhead Park, the Town of Clayton Boundary Agreement, downtown parking, and other special project are beneficial for the city to retain

Report

Report

while accommodating Director Haese's retirement. The rate of pay is fixed salary rate per week, and falls under the FLSA rate in order for Director Haese to maintain his pension.

There was discussion on past practice with directors staying on as a part-time employee/consultant to assure a smooth and advantageous transition. There was discussion on Community Development Succession Plan that is in place. Committee members understanding of the agreement is the Director Haese has been assigned very specific tasks due to scope, sensitivity, and relationships, and will be continuing employment on a part-time basis until a suitable replacement is on-board. A job description will be posted after review and adjustments are made to the one on file.

Alderman Ellis called the question.

5. **Fiscal Matters: November 2024 Vouchers (Attachments) (Rasmussen)**

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

6. **City Attorney Report (see item #6 on closed session below) (Rashid)**

7. **The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding possible settlement with Walmart over multiple years' tax appeals suits.**

**Motion/Second/Carried Borchardt/Ellis for the Committee to convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding possible settlement with Walmart over multiple years' tax appeals suits.** Motion carried in voice vote 5-0.

At 5:55 PM, the Committee convened into closed session.

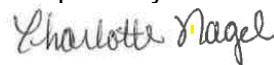
8. **The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.**

The Committee did not reconvene into open session.

9. **Adjournment**

**Motion/Second/Carried Borchardt/Ellis to adjourn the meeting 6:03 pm.** All voting aye.

Respectfully submitted,



Charlotte Nagel  
City Clerk



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

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

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**DATE:** January 23, 2025  
**TO:** Mayor Lang and Members of the Finance & Personnel Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
Vicky Rasmussen, Director of Finance  
**RE:** Folder machine replacement

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The City has a folding machine used by all departments to fold mailings for distribution. It saves substantial staff time in preparing those distributions. Our current folding machine was purchased in 2016 and is now subject to frequent breakdowns, which seriously reduces efficiency. The maintenance agreement for that equipment has expired. Finance Department Office Manager Raddatz reached out to several companies for pricing on a new folding machine. The low-cost proposals were from Office Enterprises, Inc., for Quadient equipment. A purchase pricing summary is shown below. Lease options were also considered. Regardless of the unit, the cost of a lease equals the purchase price in just under 4 years and has the same maintenance cost.

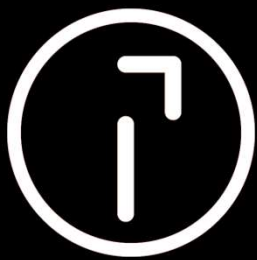
Item	Total Equipment Price	Annual Maintenance after Year 1
Quadient DS40i	\$5,257.00	\$888.00
Quadient DS64i	\$10,923.50	\$1,525.00

The lower cost option essentially provides the functionality that we currently have. The higher cost option has greater processing speed, feeder capacity, and multi-document feeding. This level of equipment may allow us to prepare mailings in-house that are currently being outsourced.

We have experience with this vendor and equipment manufacturer. Our current mailing machine is also Quadient equipment, and we have been very satisfied with its performance and support.

While the research for this replacement started prior to budget adoption, it was not at a point to be included in the 2025 budget request that was presented to the Mayor and Council. After discussing the matter with Director Rasmussen, we are requesting that it be purchased using public equipment fund balance. The fund balance is approximately \$485,000 at this time.

Staff requests that Council approve the purchase of a Quadient DS64i Folder Inserter from Office Enterprises, Inc., at a cost of \$10,923.50.



# BUSINESS CASE

## City of Neenah Folder Inserter Inquire

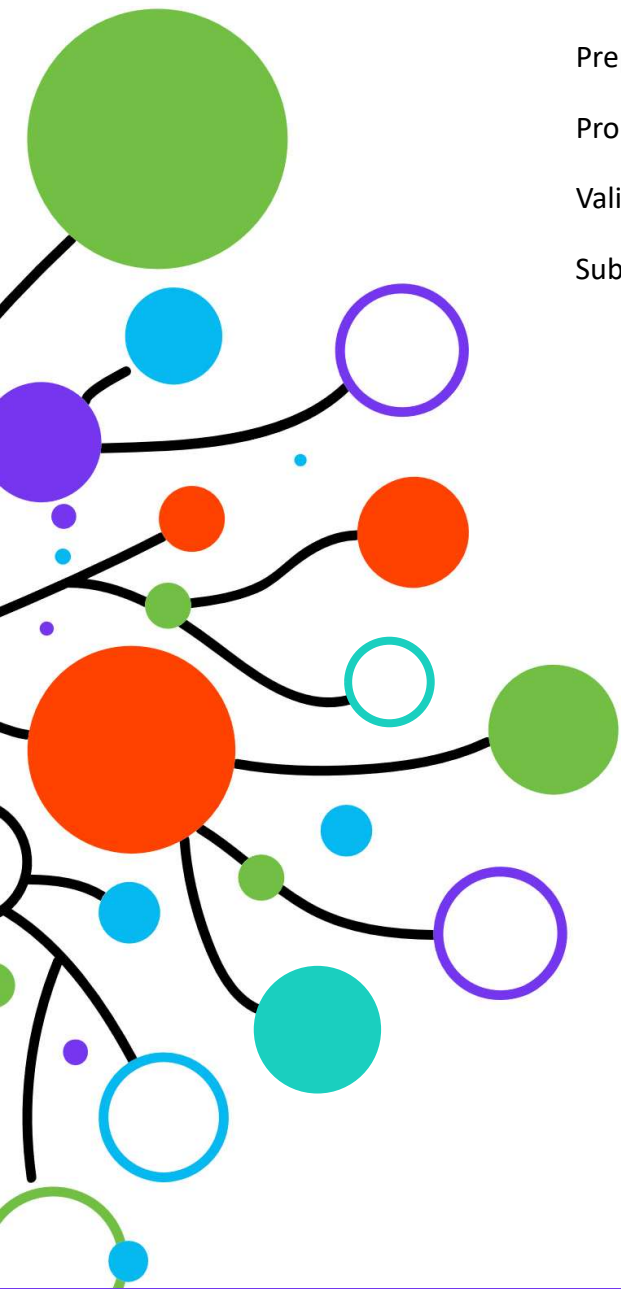
Prepared for: **Lorie Raddatz, Finance Administrative Assistant**

Proposal date: October 4<sup>th</sup> 2024

Valid until: NASPO Government Contract Update

Submitted by: **Office Enterprises, Inc.**

Max Brink, Account Executive  
[maxb@theoeigroup.com](mailto:maxb@theoeigroup.com)  
(715) 359-1234





## Introduction to OEI

### Company Information – Office Enterprises, Inc.

OEI was incorporated in 1983 with offices in Weston, Appleton, and Superior WI. Our Weston location is the corporate office serving more than 5,200 clients in Wisconsin, Minnesota, and the Upper Peninsula of Michigan. OEI specializes in technologies for Mailing Operations and Commercial Furniture Systems.

#### OEI's Mail Division Product Sets:

- Mailing Machines – Apply USPS discounted postage rates, Seal envelopes, add Slogans
- S.M.A.R.T Parcel Shipping System – Manage your Shipping, Mailing, Accounting, Reporting, and Tracking requirements all from a single application.
- Mailing Applications – Departmental Cost Accounting & Reports, Certified Mail, Data Quality to reduce return/undeliverable mail, USPS Presort discounting
- Intelligent Folder Inserter Systems – Read barcodes, Automate workflows to separate, fold & insert document sets into envelopes
- Impress Automate Software - Business Process Automation, Omni-Channel Customer Communication Management, Customer Portal, Work from Home, Branding, Barcoding
- Impress Distribute Centers – Mail Fulfillment Services, Disaster Recovery, Business Continuity
- Smart Parcel Lockers and Inbound Parcel Tracking Systems
- Letter Openers
- Pressure Sealers
- Monochrome Envelope Address Printers & Digital Color Printers (envelopes, packets, boxes...)
- Tabbers / Strappers / Shredders / Joggers

Industry services which OEI exceeds beyond our competition as your technology vendor are:

- **Service and Supply Requests** – To service and assist our customers we have multiple channels for our customers to request service and supplies
  - Live Attendant to assist you during normal business hours, 715-359-1234
  - Access the OEI website and process your service & supply requests via our customer portal “eInfo”
- **Service Department**
  - 5 Certified Service Technicians ensuring timely and quality service completion
  - Live person answers your phone call to assist with service, support, supplies requests
  - Service requests are triaged by our Service Manager or the Lead Service Technician
  - Typical response time for Service to return calls to our customers is within 10 minutes
  - Typical onsite service is same day or next day depending on the severity of the issue and the time of day the service request is received
- **Customer Support**
  - OEI dedicated Inside Sales Support and Administration staff assist our customers with Quadient billing and support questions
  - OEI Inside Sales Support and Administration staff assist our customers with supply ordering

Office Enterprises / 6002 Municipal Street, Weston WI 54476 / 715.359.1234 / [www.theoeigroup.com](http://www.theoeigroup.com)



## Executive Summary

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The City of Neenah is in the process of evaluating folder inserter technology to meet their updated needs.

Office Enterprises (OEI) is the Quadient Certified Dealer for WI (Western, Central, Northern, Fox Valley), Northern MN, and the UPMI. OEI and the City have reviewed together the current workflows and volumes to verify technology configuration and implementation plan.

Discovery findings present our recommendation of the Quadient Ds64i. The DS64i multiple page feed trays features addresses the Cities requirement to be able to process mail pieces from 1-5 pages.



## NASPO Government Lease & Pricing Summary

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OEI is presenting the Quadient DS64i priced via the NASPO contract. The NASPO contract pricing presents an approximate 17% to 23% discount compared to the Commercial pricing.

- OEI Equipment Maintenance – With approval from the city, OEI will bill the annual Equipment Maintenance. On average OEI is able to save the city 32% over the term of the contract.
  - DS40i NASPO Contract Equipment Maintenance = \$1,255.00/year
  - Optional OEI Billed Equipment Maintenance = \$888.00/year
  - First Year at \$0
  - Savings to City = \$2,723.00 over contract (43%)
  
  - DS64i NASPO Contract Equipment Maintenance = \$1,855.00/year
  - Optional OEI Billed Equipment Maintenance = \$1,525.00/year
  - First Year at \$0
  - Savings to City = \$3,175.00 over contract (34%)



## Key Specifications

<b>Processing speed:</b> Up to 1,350 filled envelopes/hour	<b>Envelope sizes:</b> #10, 6" x 9.5"
<b>Document feeder capacity:</b> 100 sheets each	<b>Job memory:</b> Up to 15 programmable jobs
<b>Insert feeder capacity:</b> 100 business reply envelopes	<b>Fold types:</b> Tri (C), single, double parallel, no fold
<b>Envelope feeder capacity:</b> 100	<b>Folding capacity:</b> Auto mode - 2 sheets, Hand feed - 5 sheets
<b>Security:</b> Double feed control	<b>Fold-only mode:</b> Standard
<b>Document sizes:</b> 8.5" x 11" Letter or 8.5" x 14" Legal	<b>Remote diagnostics:</b> Standard, via Wi-Fi connection



### 1. High-Capacity Vertical Stacker

Holds up to 500 filled envelopes. Preserves printing order. On-the-fly unloading.

### 2. User Interface

7" color touchscreen with graphically rich menus and automatic new job setup.

### 4. Feeders

Up to 2 multi-format FlexFeeders that can transport full-size sheets as well as short inserts. An additional insert feeder is available for dedicated handling of items like reply envelopes.

### 3. CIS Scanner

Reads OMR, 1D and 2D codes printed anywhere on the document.



### 7. Envelope Feeder

150-envelope capacity with on-the-fly reloading. Envelopes can be sealed after filling.

### 6. Precision Folding

Up to 5 sheets (upgradeable to 8) using various fold types.

### 5. Collator

Accumulates sheets and inserts so they can be neatly folded together.

## Additional Specifications

**Processing speed:** Up to 2,000/hour (upgradeable to 2,500)

**Security:** Mechanical double feed control

**FlexFeeder capacity:** 325 sheets/slips or 50 reply envelopes

**Standard document sizes:** 8.5" x 11" and 8.5" x 14"

**Insert feeder capacity:** 325 slips/50 reply envelopes (upgradeable to 1,200/325)

**Standard envelope sizes:** #10 and 6" x 9.5"

**Feeder linking (automatic switching):** Standard

**Fold types:** Tri (C/Z), single, double parallel, no fold

**Multi-document feeding (from same feeder):** Up to 3

**Job presets:** Up to 50 programmable jobs

**Multi-page hand feeding:** Standard, stapled or unstapled

**Remote diagnostics/assistance:** Standard, via LAN or Wi-Fi



## Financial Considerations

Quadiant DS40i– NASPO Lease with OEI Equipment Maintenance		Pricing valid based on NASPO Contract at time of order
01	60-month lease	\$111.45 per month
02	Freight, delivery, installation, & equipment operator training	Included
03	OEI Equipment Maintenance – Billed Annually >1 <sup>st</sup> Year = Free >2 <sup>nd</sup> Year = \$888.00	
<b>Total Monthly Lease Payment</b>		\$111.45 per month
<b>Annual Recurring Equipment Maintenance</b>		\$888.00 per year

Quadiant DS64i– NASPO Lease with OEI Equipment Maintenance		Pricing valid based on NASPO Contract at time of order
01	60-month lease	\$231.58 per month
02	Freight, delivery, installation, & equipment operator training	Included
03	OEI Equipment Maintenance – Billed Annually >1 <sup>st</sup> Year = Free >2 <sup>nd</sup> Year = \$1,525.00	
<b>Total Monthly Lease Payment</b>		\$231.58 per month
<b>Annual Recurring Equipment Maintenance</b>		\$1,525.00 per year



## Financial Considerations

Quadiant DS40i– NASPO Purchase with OEI Equipment Maintenance		Pricing valid based on NASPO Contract at time of order
01	Purchase Price	\$5,257.00
02	Freight, delivery, installation, & equipment operator training	Included
03	OEI Equipment Maintenance – Billed Annually >1 <sup>st</sup> Year = Free >2 <sup>nd</sup> Year = \$888.00	
<b>Total Equipment Price</b>		<b>\$5,257.00</b>
<b>Annual Recurring Equipment Maintenance</b>		<b>\$888.00 per year</b>

Quadiant DS64i– NASPO Purchase with OEI Equipment Maintenance		Pricing valid based on NASPO Contract at time of order
01	Purchase Price	\$10,923.50
02	Freight, delivery, installation, & equipment operator training	Included
03	OEI Equipment Maintenance – Billed Annually >1 <sup>st</sup> Year = Free >2 <sup>nd</sup> Year = \$1,525.00	
<b>Total Equipment Price</b>		<b>\$10,923.50</b>
<b>Annual Recurring Equipment Maintenance</b>		<b>\$1,525.00 per year</b>



**MEMORANDUM**

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

**From:** Chairman Erickson *JE*

**Date:** January 23, 2025

**Re:** December Voucher Review

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

1. December General Expenditure Voucher Nos. 2304 through 22391 (\$305,675.18) and 2260 through 2341 and 59521 through 59697 (\$1,250,892.07) and December payroll (\$860.00) for a combined total of \$1,557,427.25.
2. December Automated Transfers Nos. 1 through 60 totaling \$3,087,018.49.

I recommend their approval.

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

Attachments

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

Transfer No.	Transfer Date	Amount	Vendor	Purpose	Budget/Cost Center
1	12/2/24	\$293,504.01	HEALTH PARTNERS	Dec Insurance Premiums	FRINGE BENEFIT DIST.
2	12/2/24	\$1,502.59	DELTA DENTAL	Vision Premium	FRINGE BENEFIT DIST.
3	12/2/24	\$309,575.00	DTC	Principal & Interest Payment	N/A
4	12/3/24	\$30,856.23	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
5	12/3/24	\$2,119.99	BANCORP	FSA/HRA Debit Card Prefund	N/A
6	12/4/24	\$3,692.78	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
7	12/4/24	\$6,439.83	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
8	12/4/24	\$589.51	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
9	12/5/24	\$842.00	USPS	PO Boxes	N/A
10	12/5/24	\$1,834.38	MIDAMERICA	FICA Alternative Plan #3121	N/A
11	12/5/24	\$49.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
12	12/5/24	\$6,378.02	COMMUNITY FIRST CREDIT UNION	FD Union Dues	N/A
13	12/5/24	\$1,222.75	ASSOCIATED BANK	Child Support	N/A
14	12/5/24	\$662,714.14	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
15	12/5/24	\$1,695.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
16	12/5/24	\$1,150.00	NATIONWIDE	Employee IRA Contributions	N/A
17	12/5/24	\$19,623.00	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
18	12/5/24	\$4,346.75	MISSIONSQUARE	Employee IRA Contributions	N/A
19	12/6/24	\$202,678.15	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
20	12/6/24	\$398.00	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
21	12/6/24	\$12,967.74	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
22	12/10/24	\$600.44	QUADIENT	Postage	N/A
23	12/11/24	\$3,164.24	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
24	12/11/24	\$3,765.49	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
25	12/11/24	\$8,219.61	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
26	12/13/24	\$810.85	BANCORP	FSA/HRA Debit Card Prefund	N/A
27	12/13/24	\$482.76	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
28	12/13/24	\$3,687.21	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
29	12/13/24	\$2,310.09	ASSOCIATED BANK	Nov Bank Service Fee	N/A
30	12/16/24	\$32,250.98	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
31	12/17/24	\$1,760.32	BANCORP	FSA/HRA Debit Card Prefund	N/A
32	12/18/24	\$3,958.80	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
33	12/18/24	\$2,114.82	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
34	12/18/24	\$5,373.64	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
35	12/19/24	\$19,013.00	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
36	12/19/24	\$3,986.75	MISSIONSQUARE	Employee IRA Contributions	N/A
37	12/19/24	\$2,426.22	MIDAMERICA	FICA Alternative Plan #3121	N/A
38	12/19/24	\$49.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
39	12/19/24	\$1,222.75	ASSOCIATED BANK	Child Support	N/A
40	12/19/24	\$542,147.83	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
41	12/19/24	\$1,695.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
42	12/19/24	\$1,150.00	NATIONWIDE	Employee IRA Contributions	N/A
43	12/20/24	\$983.35	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
44	12/20/24	\$2,152.61	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
45	12/20/24	\$154,958.08	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
46	12/20/24	\$954.50	WISCONSIN DEPT OF REVENUE	Nov Sales Tax	N/A
47	12/24/24	\$1,693.96	BANCORP	FSA/HRA Debit Card Prefund	N/A
48	12/24/24	\$25.00	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
49	12/24/24	\$3,558.09	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
50	12/26/24	\$3,953.03	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
51	12/26/24	\$54,000.00	UMR	Insurance Security Deposit	FRINGE BENEFIT DIST.
52	12/27/24	\$1,264.53	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
53	12/27/24	\$350.00	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
54	12/31/24	\$1,030.35	BANCORP	FSA/HRA Debit Card Prefund	N/A
55	12/31/24	\$234,721.83	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST.
56	12/31/24	\$305,675.18	US BANK	11/26-12/26 P-Card Statement	N/A
57	12/31/24	\$1,625.88	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
58	12/31/24	\$1,190.88	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
59	12/31/24	\$111,144.51	WE ENERGIES	Invoices	N/A
60	12/31/24	\$3,368.04	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
<b>DECEMBER TOTAL</b>		<b>\$3,087,018.49</b>			

Dec 2024 Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
12/05/2024	2262	CAMERA CORNER	INV266203	58,434.00	RPL NETWORK SWITCHES		Capital Equipment Fund	Information Systems
		CAMERA CORNER	INV266489	37,390.00	RPL NETWORK SWITCHES		Capital Equipment Fund	Information Systems
12/05/2024	2264	ENERGY CONTROL & DESIGN INC	101481IN	23,384.00	ST HVAC UPDATES		Facility Improvement Fund	Fire Department
12/05/2024	2267	GRAYMONT WESTERN LIME INC	35232073RI	4,961.00	HYDRATED LIME		Water	Other
12/05/2024	2271	MENASHA, CITY OF	NOV 2024 WRS	45,037.81	NOV NMFR RETIREMENT-MENAS	HA	Benefit Accrual Fund	Retirement & Taxes
12/05/2024	2274	NEENAH MENASHA SEWERAGE COMMISSION	2024298	40,657.00	DEC PRINCIPAL PYMT-CW LOA	N	Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024298	2,513.00	DEC INTEREST PYMT-RE LOAN		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2024298	13,963.00	DEC PRINCIPAL PYMT-RE LOA	N	Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2024298	9,882.00	DEC INTEREST PYMT-CW LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024292	87,957.84	DEC PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
12/05/2024	2277	PRIMADATA LLC	68483	2,258.24	NOV UTILITY BILLS-POSTAGE		General Fund	Finance
12/05/2024	2278	QUALITY TRUCK CARE CENTER INC	R10102671701	3,281.19	E36 REPAIR		Neenah Menasha Fire	Fire Department
12/12/2024	2286	ENERGY CONTROL & DESIGN INC	101545IN	3,643.02	ST 32 BOILER REPAIRS		General Fund	Fire Department
12/12/2024	2289	GRAEF	135825	13,273.19	ARROWHEAD PARK DESIGN THR	U 10/26	Facility Improvement Fund	Other
12/12/2024	2290	GRAYMONT WESTERN LIME INC	35232295RI	4,970.68	HYDRATED LIME		Water	Other
12/12/2024	2291	GRIES ARCHITECTURAL GROUP INC	24112671	3,449.15	PAVILION DRAWING & SPECIF	ICATIONS	Facility Improvement Fund	Other
12/12/2024	2293	MCMAHON	937183	7,893.91	PROFESSIONAL SERVICES 9/2	9-11/2 CONTRACT A	Water	Other
12/12/2024	2294	MENASHA, CITY OF	NOV 2024 COURT	2,589.12	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/12/2024	2296	PRIMADATA LLC	68698	5,472.86	POSTAGE-2024 TAX BILLS		General Fund	Finance
12/12/2024	2301	WINNEBAGO COUNTY TREASURER	NOV 2024 COURT	2,389.90	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/12/2024	2302	WIRTH + BAYNARD LAW OFFICES	270	4,775.00	SEP - OCT WI REALTORS INV	OICE	Liability Insurance	Liability Insurance
		WIRTH + BAYNARD LAW OFFICES	269	9,885.00	MAY THROUGH NOV MINKS INVO	ICE	Liability Insurance	Liability Insurance
12/31/2024	2304	U S BANK	12-15-24	9,340.05	LEVENHAGEN OIL CORPORATI	LEAD FREE/3508 GALLONS	Fleet Management	
		U S BANK	12-15-24	3,058.65	BTS*VERMEERWISCONSIN	ENGINE REPAIR #78B	Recycling Fund	Recycling Program
		U S BANK	12-15-24	6,240.00	LAKESHORE RECYCLING SYST	OCT DUMPSTER PICKUP	General Fund	Sanitation
		U S BANK	12-15-24	6,192.84	LAKESHORE RECYCLING SYST	OCT COMMERCIAL DUMPSTER	General Fund	Sanitation
		U S BANK	12-15-24	8,320.00	STREICHER'S MO	SUPPRESSORS	General Fund	Police
		U S BANK	12-15-24	6,285.29	LAKESHORE RECYCLING SYST	SEP COMMERCIAL DUMPSTER	General Fund	Sanitation
		U S BANK	12-15-24	14,090.50	LEVENHAGEN OIL CORPORATI	DIESEL/5008 GALLONS	Fleet Management	
		U S BANK	12-15-24	3,285.14	KUEHL ELECTRIC INC	NICOLET & THIRD-NEW PED I	Streets,Utility,Sidewalks	Traffic Control
12/19/2024	2305	CAMERA CORNER	INV268689	5,000.00	CCCP SUPPORT BLOCK		Information Systems	Information Systems
12/19/2024	2307	CHEMTRADE CHEMICALS US LLC	90176300	8,823.60	FERRIC SULFATE		Water	Other
12/19/2024	2309	DONALD HIETPAS & SONS INC	11-25-24	18,600.00	STORM SEWER AT BOOSTER ST	ATION	Water	Other
		DONALD HIETPAS & SONS INC	CN3-24 PAY #8	74,564.38	PAY REQUEST NO.8_CONTRACT	3-24	Streets,Utility,Sidewalks	Upgrades-City Initiated
12/19/2024	2310	ENERGY CONTROL & DESIGN INC	101629IN	3,852.90	ST 32 HVAC REPAIRS		General Fund	Fire Department
12/19/2024	2313	GRAYMONT WESTERN LIME INC	35232610RI	5,195.74	HYDRATED LIME		Water	Other
12/19/2024	2319	SECURIAN FINANCIAL GROUP INC	JAN 2025 2832L	5,940.92	JAN 2025 INSURANCE		Benefit Accrual Fund	
12/19/2024	2320	SUPERION LLC	425820	3,015.00	CS FUSION API SETUP COSTS		Capital Equipment Fund	Information Systems
12/19/2024	2324	WINNEBAGO COUNTY TREASURER	134119	37,186.92	NOV 2024 LANDFILL CHARGE		General Fund	Sanitation
12/26/2024	2329	DONALD HIETPAS & SONS INC	11-13-24	10,531.29	SANITARY LATERAL WORK @ 1	370 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-14-24	9,342.39	SANITARY LATERAL WORK @ 1	345 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-15-24	4,473.73	SANITARY LATERAL PREP WOR	K @ S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-18-24	8,573.32	SANITARY LATERAL WORK @ 1	361 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	12-02-24	3,615.89	CONTRACTOR MOBILIZATION_S	AN LAT ON COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-12-24	10,106.61	SANITARY LATERAL WORK @ 1	360 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-26-24	5,325.56	SANITARY LATERAL WORK @ 1	345 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-27-24	5,010.52	STREET WORK FOR SAN LAT W	ORK ON COMMERCIAL	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-08-24	5,193.72	S COMMERCIAL ST SANITARY	LATERALS PREP WORK	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-20-24	4,721.80	STREET WORK FOR SAN LAT W	ORK ON COMMERCIAL	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	11-19-24	9,726.25	SANITARY LATERAL WORK @ 1	380 S COMMERCIAL ST	Sewer Capital Fund	Sewer Repair/Replacement
12/26/2024	2330	ENERGY CONTROL & DESIGN INC	101658IN	3,488.75	MAINTENANCE OF BOILER PUM	P	General Fund	Police
12/26/2024	2332	GRAPHIC COMPOSITION LLC	242772	5,585.00	PW SERVICES GUIDE		Recycling Fund	Recycling Program
		GRAPHIC COMPOSITION LLC	242772	6,603.00	NEENAH NOTES PRINT		General Fund	Mayors
12/26/2024	2333	GRAYMONT WESTERN LIME INC	35232979RI	4,798.86	HYDRATED LIME		Water	Other
12/26/2024	2334	JAMAR COMPANY	270728	8,150.00	ROOF REPAIRS / SEALING		Water	Other
12/26/2024	2336	MULTIMEDIA COMMUNICATIONS &	4713	4,818.37	ENGINEERING FOR 2024 FIBE	R PROJECT	Capital Equipment Fund	Information Systems
12/26/2024	2338	RUEKERT & MIELKE INC	154549	4,620.00	CECIL ST TOWER PAINTING I	NSPECTION 10/5-11/1	Water	Other
12/31/2024	2352	U S BANK	12-15-24	3,409.02	AMAZON MKTPL*ZL4RM84L2	LAPTOPS FOR SCHROEDER, LU	Information Systems	Information Systems
		U S BANK	12-15-24	2,424.70	NORTHERN LAKE SERVICE- IN	LAB TESTS	Water	Other
		U S BANK	12-15-24	2,854.99	RAYS TIRE APPLETON	TRACTOR TIRES	Water	Other
		U S BANK	12-15-24	2,330.00	FS COM INC	FIBER SFPS FOR SWITCH REP	Capital Equipment Fund	Information Systems
		U S BANK	12-15-24	3,642.00	CORE & MAIN - WI005	VLVBX PRTS/CATH PROT/NUTS	Water	Other
		U S BANK	12-15-24	6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	12-15-24	2,688.41	BAKER-TAYLOR	BOOKS	General Fund	Public Library
12/31/2024	2391	U S BANK	12-26-24	4,641.92	CDW GOVT #AC1LR7X	4 AIRTAMES/2 MEETUPS FOR	Neenah Menasha Fire	Fire Department

Dec 2024 Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
		U S BANK	12-26-24	4,085.04	TCAW OCC HEALTH	NOV LABS	Benefit Accrual Fund	Insurance
		U S BANK	12-26-24	4,620.00	CDW GOVT #AC1LR7X	6 AIRTAMES FOR CITY CONFE	Information Systems	Information Systems
		U S BANK	12-26-24	7,342.15	LEVENHAGEN OIL CORPORATI	LEAD FREE/3006 GALLONS	Fleet Management	
		U S BANK	12-26-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
		U S BANK	12-26-24	48,223.00	WOLTER, INC.	GENERATOR	Water	Other
		U S BANK	12-26-24	3,906.81	KUEHL ELECTRIC INC	GATEWAY PARK-MODIFY	General Fund	Community Development
		U S BANK	12-26-24	3,123.84	CDW GOVT #AC1L99P	5 MEETUPS FOR CITY CONFER	Information Systems	Information Systems
		U S BANK	12-26-24	3,658.96	AIRGAS - NORTH	CARBON DIOXIDE	Water	Other
		U S BANK	12-26-24	13,416.47	LEVENHAGEN OIL CORPORATI	DIESEL/5014 GALLONS	Fleet Management	
		U S BANK	12-26-24	3,280.00	FVTC FINANCIAL SERVICES	COURSES - FVTC	General Fund	Police
		U S BANK	12-26-24	6,598.94	LAKESHORE RECYCLING SYST	NOV COMMERCIAL DUMPSTER	General Fund	Sanitation
		U S BANK	12-26-24	10,400.00	TCAW OCC HEALTH	NOV PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance
12/05/2024	59522	APPLETON, CITY OF	15814	2,309.38	OCT DIAL A RIDE		Dial-A-Ride Transport Fd	Dial-A-Ride
12/05/2024	59528	JOHNSON CONTROLS SECURITY SOLUTIONS	40770194	6,931.24	ALARM SERVICE		General Fund	Other Pk & Rec Activities
12/05/2024	59539	UNDERWATER CONSTRUCTION CORPORATION	24102132	6,260.00	LAKE/RIVER INTAKE CLEANIN	G, INSPECTION	Water	Other
12/12/2024	59545	ARCHANGEL DEVICE LLC	WC124482	4,839.56	GUARDIAN ANGEL SAFETY LIG	HTS (44)	General Fund	Police
12/12/2024	59548	BOB'S QUALITY HEATING AND COOLING	56566221	8,700.00	HVAC INSTALL - 669 ELM ST	REET	Housing Fund	
12/12/2024	59550	CR FOCHS LLC	6460	13,285.00	ELECTRICAL UPDATE-669 ELM	STREET	Housing Fund	
12/12/2024	59560	MONROE TRUCK EQUIPMENT INC	46944	151,517.00	SNOW & ICE PACKAGE FLEET	#2	Capital Equipment Fund	Public Works
12/12/2024	59564	RIDGE TOP EXTERIORS INC	FOX2407791	5,000.00	HIH GRANT 324 3RD STREET		TIF Affordable Housing	
12/12/2024	59565	SEIBEL LAW OFFICES LLC	20241NEENAH	25,775.00	WALMART LITIGATION FEB-AP	R FEES	Liability Insurance	Liability Insurance
12/12/2024	59566	STANTEC CONSULTING SERVICES INC	2312492	5,229.25	CDBG HOUSING STUDY ASSIST	ANCE THRU 11/8	Federal COVID Program	Block Grant
12/12/2024	59567	STATE OF WISCONSIN	NOV 2024 COURT	5,927.73	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/12/2024	59569	VALSOFT CORPORATION INC	INV300271	6,641.25	ACOM EZDOCS MAINT 11/1/24	-10/31/25	Information Systems	Information Systems
12/19/2024	59575	CALNIN & GOSS INC	CN1124 PAY #1	129,161.95	PAY REQUEST NO.1_CONTRACT	11-24	Storm Water Management	Sewer Repair/Replacement
12/19/2024	59585	ONE SOURCE TECHNOLOGIES INC	15944	41,901.50	NEW CAMERAS AT PARKING RA	MP	Facility Improvement Fund	Public Works
12/19/2024	59587	SCHABEL EXTERIORS LLC	23221	2,089.50	CDBG 210 5TH STREET		Housing Fund	
12/19/2024	59588	STANDARD INSURANCE COMPANY	149579	2,354.33	DEC ANCILLARY BENEFITS		Benefit Accrual Fund	Insurance
12/26/2024	59682	ADVANTAGE POLICE SUPPLY INC	240527	2,663.00	40MM TRAINING INSERTS - R	ANGE	General Fund	Police
12/26/2024	59684	APPLETON, CITY OF	15959	43,418.00	DEC MASS TRANSIT		General Fund	Community Development
12/26/2024	59687	DW HARRISON NEENAH LLC	TAXES/REFUND	6,823.06	REFUND TAXES OVERPAYMENT	06-0647-00-00	Real Estate Tax Agency Fd	
12/26/2024	59690	NATURAL SOLUTIONS LLC	12030	4,050.00	EWf-BM PARK		General Fund	Parks
		NATURAL SOLUTIONS LLC	12031	2,700.00	EWf-CASTLE OAK PARK		General Fund	Parks
		NATURAL SOLUTIONS LLC	12029	3,375.00	EWf-GNP		General Fund	Parks
12/26/2024	59691	ONE SOURCE TECHNOLOGIES INC	15969	6,480.00	ONE SOURCE SUPPORT HOURS	BLOCK (80)	Information Systems	Information Systems
12/26/2024	59693	POLYDYNE INC	1884598	19,269.60	C-308 POLYMER		Water	Other
12/26/2024	59697	WISCONSIN DEPT OF TRANSPORTATION	3950000376382	2,291.81	SEP-NOV PROFESSIONAL SRVS	-COMMERCIAL STREET	Streets.Utility.Sidewalks	Upgrades-City Initiated
				1,372,707.50				