

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, January 23, 2023

TIME: 7:00 pm

LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 881 7957 5693 Passcode: 947878 Phone (312) 626-6799

<https://us02web.zoom.us/j/88179575693?pwd=T0szQzhXZ09BWkhMMjhYSWIMOHEydz09>

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD

2. APPROVE MINUTES

January 09, 2022 Town Board Meeting

3. PUBLIC FORUM

4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS

5. CORRESPONDENCES

- a. Winnebago County Solid Waste – December 2022 Report

6. DISCUSSION / ACTION

- a. Approve Vouchers, Payroll and Bank Transactions January 23, 2023.
- b. Approve Transfer of funds to BNY Mellon/Pershing per Ehlers Portfolio Recommendations
- c. Approve Master Services Agreement, Statement of Work-Audit Services and Statement of Work-Compilation Services with Clifton Larsen Allen for December 31, 2022 Audit services.
- d. Report from Parks and Trails Committee Chair Tom Jankowski.
- e. Approve Resolution 2023-04 2022 Budget Amendment.
- f. Appoint Jeff Buchta to the Parks and Trails Committee to fill the unexpired term vacated by James Pawlowski, term will expire on April 30, 2024.
- g. Discussion and possible action of request from Lessee of Town owned barn on parcel 010- 02180603 near 1561 Oakridge Road.
- h. Discussion and possible action regarding rental of Town Hall to non-residents.
- i. Discussion and possible action regarding policy of mandatory trash and recycling services for residential properties in the Town of Neenah.
- j. Report from Jody Andres, Hoffman Construction and Design on potential project for improvements at the Town of Neenah Municipal Building.

7. FUTURE AGENDA TOPICS AND MEETINGS

- a. Fire Department Business Meeting Wednesday February 1, 2023 at 6:00 p.m.
- b. Stormwater Utility District Meeting, Thursday February 9, 2023 at 8:00 a.m.
- c. Next Regularly Scheduled Town Board Meeting, Monday February 13, 2023, at 7:00 p.m.

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURN

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
January 19, 2023

Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 920-725-0916. A quorum of other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on January 19, 2023 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

January 9, 2023

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956 and offered via Zoom

Present: Chairman Robert Schmeichel, Supervisor David Bluma, Supervisor Brooke Cardoza, Supervisor James Weiss, and Supervisor Thomas Wilde.

Also in Attendance: Fire Chief Chad Dolphin, Ben Hamblin, McMahon Engineering, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke

Also in Attendance via Zoom: None

R. Schmeichel called the meeting to order at 7:00 pm. Pledge of Allegiance was recited.

Approval of Minutes

Motion: B. Cardoza / D. Bluma to approve December 28, 2022 Town Board meeting minutes.
Motion carried 5:0:0

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- None

Correspondences

- Building Permit Report – December 2022
- Fire Department Financial Report December 2022

Discussion/Action.

Compensation Schedule

Approve Resolution 2023-01 - 2023 Compensation Schedule.

- E. Skerke summarized the changes to the schedule, Administrator/Clerk/Treasurer Salary and Wisconsin Retirement.

Motion: J. Weiss / B. Cardoza to approve.

Motion Carried 5:0:0.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions January 9, 2023.

- E. Skerke made a revision to the Voucher List to update the Account balances to reflect activity through January 9th including bank transfers and tax settlement payments.

Motion: T. Wilde / B. Cardoza to approve with revisions to account balances.

Motion Carried 5:0:0.

Fire Department Personnel

Accept resignation of Fire Fighter Crystal Timmer effective January 9, 2023.

- C. Dolphin reviewed her resignation letter and his follow up meeting with her.

Motion: B. Cardoza / D. Bluma to approve.

Motion Carried 5:0:0.

Reports

Semi Annual Report from Fire Inspector Jerry Mavroff

Due to illness, this report is postponed to a future Town Board Meeting

Agreement

Approve 2023 General Engineering Agreement with McMahon Associates, Inc.

- B. Hamblin reviewed the agreement, it is a standard agreement year to year, any project under \$9,000 falls under the agreement, projects that will exceed \$9,000 require a separate agreement. 2023 rates are revised as provided in the agreement.

Motion:

J. Weiss / B. Cardoza to approve.

Motion Carried 4:0:0.

Resolutions

Approve Resolution 2023-02 – Town Action for Text Amendment / Zoning Map Amendment for Winnebago County Zoning Chapter 24 – Wittman Regional Airport.

Motion: R. Schmeichel / D. Bluma to approve.

Motion Carried 5:0:0.

Approve Resolution 2023-03 – Resolution to Expand Town of Neenah Sanitary District #2 for gaps in coverage near Sugar Tree Lane.

- B. Hamblin reviewed the purpose of the correction to the Sanitary District Boundaries, there are three small areas that were excluded in 1991 when the district was amended.
- E. Skerke noted the proposed Resolution addressed only two of the small sections. She will revise the Resolution to include the third small section. This correction does not impact the Sanitary District or their ability to serve the properties in any way. All of the parcels involved are already being served.

Motion: T. Wilde / C. Bluma to approve with noted correction to include three areas to document.

Motion Carried 5:0:0.

Future Agenda Topics and Meetings

- Town of Neenah Sanitary District #2 Meeting, Tuesday January 10, 2023 at 7:00 p.m.
- Next Regularly Scheduled Town Board Meeting, Monday January 23, 2023, at 7:00 p.m.

Old Business

- T. Wilde questioned the information provide at the WTA Meeting regarding ARPA funds and Police/Fire radios. C. Dolphin responded that he believes that the local police fire and rescue also use the same radios. The Fire Association requested APA funds to purchase radios for each of the communities.

New Business

- E. Skerke provided information on upcoming WAT District Meetings and the Annual Convention in October. Board members should let her know if they want to attend any of the District sessions and to make their reservations for the convention.

Adjourn Meeting

Motion: B. Cardoza / D. Bluma to adjourn. Motion carried. Meeting adjourned at 7:30 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval

Voucher List Authorization - January 23, 2023

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
1/24/2023	General MM	Checking	\$ 44,000.00	1-23-2023 Vouchers

Check Details:

Accounts Payable: \$ 44,345.63

Notification of New Vendors

Concord Health Supply, Inc.

Payroll	Payroll	\$	-
	Expense Reimburse	\$	-
	Gross Payroll	\$	-
	Net Payroll	\$	-

Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>
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Paid via Bank Transfer:

Nationwide:

Federal Tax/Medicare:

State Taxes:

Wisconsin Retirement: \$ -

Wisconsin Health Insurance

Fire Department Payroll Deductions

Account Balances as of January 24, 2023 - after requested transfers per this Voucher List

	PROSPERA CU	Community First CU
Checking	\$ 7,963	\$ -
Membership account	\$ 25	\$ -
General MM	\$ 1,429,938	\$ 405,316
General CD - CFCU	n/a	\$ -
Taxes Collected	\$ 1,662,977	\$ -
Impact Fee	\$ 7,008	\$ -
Tullar Rd Fund	\$ 34,830	\$ -
Storm Water	\$ 1,010,645	\$ -
TOTAL	\$ 4,153,385	\$ 405,316

_____ Schmeichel _____ Bluma _____ Cardoza _____ Weiss _____ Wilde

10:48 AM

01/20/23

Town of Neenah
Check Detail
 January 18 - 24, 2023

Accounts Payable
\$ 44,345.63

Date	Num	Name	Memo	Account	Paid Amou...
01/24/2	28...	Aberdean Consult...		11010-1 · Checking ...	
01/23/2	65...		service desk support	51420-4 · Office Exp...	-36.25
01/23/2	65...		new computer set up - ...	51420-4 · Office Exp...	-438.02
01/23/2	65...		Jan 2023 monthly billing	51420-4 · Office Exp...	-404.00
TOTAL					-878.27
01/24/2	28...	BP Neenah Stand...	52210-4	11010-1 · Checking ...	
01/23/2	12/...			52210-4 · Fire Dept. ...	-102.59
TOTAL					-102.59
01/24/2	28...	City of Neenah	24540-0	11010-1 · Checking ...	
01/23/2			2022 water useage fro...	52210-8 · Fire Dept. ...	-272.78
TOTAL					-272.78
01/24/2	28...	College Kids, LLP		11010-1 · Checking ...	
01/23/2	21...		Clothing Purchased - re...	24100-0 · Fire Expen...	-2,425.50
TOTAL					-2,425.50
01/24/2	28...	Concord Health S...		11010-1 · Checking ...	
01/23/2	97...		per EMS Flex Grant - s...	52300-1 · First Resp...	-1,018.80
TOTAL					-1,018.80
01/19/2	EFT	Department of Em...	690365459000	11010-1 · Checking ...	
			690365459000	21530-0 · WRS Paya...	-376.72
			690365459000	21530-0 · WRS Paya...	-376.72
TOTAL					-753.44
01/24/2	28...	Glatfelter Specialt...		11010-1 · Checking ...	
01/23/2	20...		Award amount	52210-5 · Fire Dept ...	-11,478.83
			Admin Fee	52210-5 · Fire Dept ...	-1,340.00
TOTAL					-12,818.83
01/24/2	28...	Grantmasters Inc.		11010-1 · Checking ...	
01/23/2			Modify and resubmit 20...	52211-1 · Fire Depart...	-500.00
TOTAL					-500.00
01/24/2	28...	Harters Fox Valley...		11010-1 · Checking ...	
01/23/2	29...			53634-0 · Garbage C...	-12,499.34
			fuel surcharge	53634-0 · Garbage C...	-749.96
				53635-0 · Recycling	-3,915.95
			fuel surcharge	53635-0 · Recycling	-234.96
01/23/2	27...		invoice from 2022 - on ...	55200-6 · Parks - Ha...	-119.77
TOTAL					-17,519.98

10:48 AM

01/20/23

Town of Neenah
Check Detail
January 18 - 24, 2023

Date	Num	Name	Memo	Account	Paid Amou...
01/18/23	EFT	Nationwide	0035742002	11010-1 · Checking ...	
			0035742002	21520-0 · Nationwide...	-415.50
TOTAL					-415.50
01/18/23	EFT	Nationwide	0035742002	11010-1 · Checking ...	
			0035742002	21520-0 · Nationwide...	-520.29
TOTAL					-520.29
01/18/23	EFT	Nationwide	0035742002	11010-1 · Checking ...	
			0035742002	21520-0 · Nationwide...	-2,148.45
TOTAL					-2,148.45
01/24/23	28...	Oshkosh Fire and ...		11010-1 · Checking ...	
01/23/23	18...			52210-9 · Fire Dept. ...	-35.00
TOTAL					-35.00
01/18/23	28...	Register of Deeds		11010-1 · Checking ...	
			Recording of Boundary ...	51420-4 · Office Exp...	-30.00
TOTAL					-30.00
01/24/23	28...	Secure Fire and S...		11010-1 · Checking ...	
01/23/23	35...		Annual Subscription - ...	51420-8 · MB Utilities	-420.00
TOTAL					-420.00
01/24/23	28...	Speedy Clean		11010-1 · Checking ...	
01/23/23	77...		Hunters Point Clean Ou...	6-54400 · SW - Ditch...	-3,275.00
TOTAL					-3,275.00
01/24/23	28...	Village of Fox Cro...		11010-1 · Checking ...	
01/23/23	14...		December 2022 snow p...	53311-3 · Hwy Exp- ...	-1,770.11
TOTAL					-1,770.11
01/24/23	28...	WE Energies		11010-1 · Checking ...	
01/23/23	1/1...		Mahler Park	55200-7 · Parks - W...	-108.67
				53420-0 · Street Ligh...	-233.00
				53420-0 · Street Ligh...	-1,490.60
				55200-8 · Conservan...	-18.86
			Franzoi Park	55200-7 · Parks - W...	-124.59
				51420-8 · MB Utilities	-1,233.81
TOTAL					-3,209.53

10:48 AM

01/20/23

Town of Neenah
Check Detail
January 18 - 24, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
01/20/2	E...	Wisconsin Dept. o...	036-0000609164-02 Q...	11010-1 · Checking ...	
			036-0000609164-02 Q...	24000-0 · Payroll Lia...	-383.18
TOTAL					-383.18
01/24/2	28...	Wisconsin Media /...		11010-1 · Checking ...	
01/23/2	00...		Sprig 2023 Type A Notice	51440-2 · Election Ex...	-69.24
TOTAL					-69.24

MEMORANDUM

To: Town Board

From: Ellen Skerke, Administrator-Clerk-Treasurer



Date: January 20, 2023

Memo: Investment Proposal

The Town Board recently approved the Investment Policy and authorized opening an investment account through Ehlers Investment Partners and Pershing, BNY Mellon. Two accounts have been opened and ready for funds. Ehlers has provided a proposed investment portfolio per the attached. I asked her to offer three scenarios, investing \$500,000, \$750,000 or \$1,000,000. At this time we are discussing Town funds only. We will discuss Stormwater funds at the Stormwater Utility District Meeting on February 9, 2023.

The Town of Neenah does not currently have a "General Fund Policy" that would give direction as to what would be an appropriate level to keep liquid, and easily accessible in the general fund at Prospera Credit Union sufficient to operate. The Investment Policy which was recently approved gives direction of where funds can be invested and for how long, not how much. I am doing some research on this type of policy.

I prepared a worksheet to summarize the current general fund balance and some points to consider as the Board discusses the three scenarios presented. I will review the worksheet at the Town Board meeting. Please call or stop in if you have questions or would like additional information before the meeting.

Page two of the worksheet provides a side-by-side summary of the three scenarios from Ehlers and current Certificate of Deposit rates offered at Prospera Credit Union and Community First Credit Union for consideration.



Investment Advisory Services

Town of Neenah



Competitive Pricing & In-Depth Market Analysis

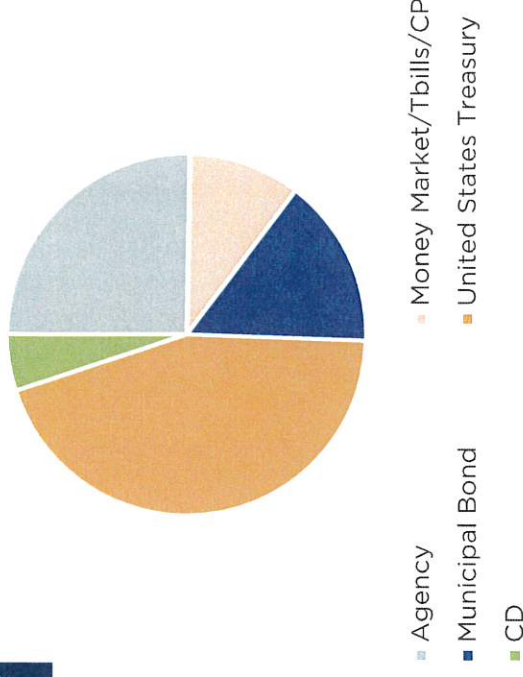
- Ehlers is your resource for investment guidance and expertise- acts as an extension of your team
- Nationwide network of banks and brokers- best price execution and broad array of investment options

Maximum Yield - High Grade		1 Year	3 Yr	5 Yr	7 Yr	10 Yr	15 Yr	15+ Yrs
Municipals		2.45	2.23	2.30	2.50	2.74	3.06	3.31
Taxable Muni		4.68	5.00	4.25	4.45	4.20	5.86	5.83
Corporates		4.99	5.13	4.57	4.47	4.71	5.15	5.33
Agencies		4.84	5.12	5.15	5.41		4.49	4.58
MBS								
CD's		4.61	4.71	4.61	4.50			4.71
Treasuries		4.75	4.62	3.88	3.66	3.67	3.82	3.93

Example Rates as of 1/13/2022
ICE TMCBonds.com

Proposed Portfolio \$500,000

Investment Type	Est Coupon	Maturity	Approximate Face Value
Money Market/Tbills/CP	3.75%	Mar-23	\$50,000
Municipal Bond	4.84%	Jul-23	\$25,000
Agency	4.73%	Aug-23	\$50,000
Agency	4.84%	Oct-23	\$75,000
CD	4.75%	Apr-24	\$25,000
United States Treasury	4.58%	May-24	\$50,000
United States Treasury	4.43%	Aug-24	\$20,000
United States Treasury	4.27%	Dec-24	\$50,000
Municipal Bond	4.41%	Apr-25	\$50,000
United States Treasury	4.75%	Sep-25	\$100,000



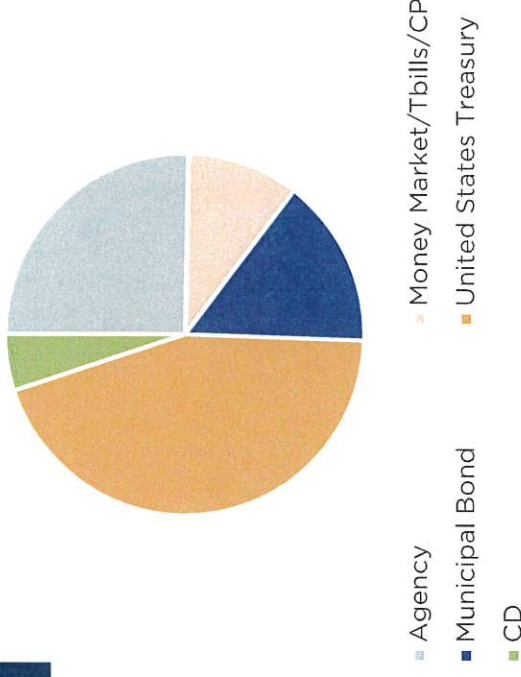
Annual Income Estimate: \$16,000
Annual Fee Estimate: \$1,250

All income projections based upon laddered/reinvestment strategy with periodic maturities with an average daily balance in core funds of \$500,000. Projected income based on 2023 average and currently available investment yields, subject to change and availability- dependent upon investment rates available at time of execution.

Income and fee projections could be increase or decrease, depending on the pace of actual expenditures or reinvestments.

Proposed Portfolio \$750,000

Investment Type	Est Coupon	Maturity	Approximate Face Value
Money Market/Tbills/CP	3.75%	Mar-23	\$75,000
Municipal Bond	4.84%	Jul-23	\$50,000
Agency	4.73%	Aug-23	\$75,000
Agency	4.84%	Oct-23	\$100,000
CD	4.75%	Apr-24	\$50,000
United States Treasury	4.58%	May-24	\$75,000
United States Treasury	4.43%	Aug-24	\$45,000
United States Treasury	4.27%	Dec-24	\$75,000
Municipal Bond	4.41%	Apr-25	\$75,000
United States Treasury	4.75%	Sep-25	\$125,000



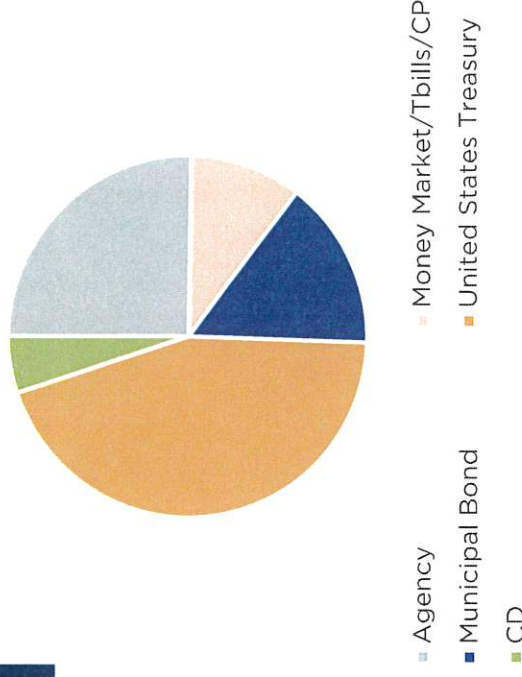
Annual Income Estimate: \$24,000
Annual Fee Estimate: \$1,875

All income projections based upon laddered reinvestment strategy with periodic maturities with an average daily balance in core funds of \$750,000. Projected income based on 2023 average and currently available investment yields, subject to change and availability- dependent upon investment rates available at time of execution.

Income and fee projections could be increase or decrease, depending on the pace of actual expenditures or reinvestments.

Proposed Portfolio \$1,000,000

Investment Type	Est Coupon	Maturity	Approximate Face Value
Money Market/Tbills/CP	3.75%	Mar-23	\$100,000
Municipal Bond	4.84%	Jul-23	\$50,000
Agency	4.73%	Aug-23	\$100,000
Agency	4.84%	Oct-23	\$150,000
CD	4.75%	Apr-24	\$50,000
United States Treasury	4.58%	May-24	\$100,000
United States Treasury	4.43%	Aug-24	\$40,000
United States Treasury	4.27%	Dec-24	\$100,000
Municipal Bond	4.41%	Apr-25	\$100,000
United States Treasury	4.75%	Sep-25	\$200,000



Annual Income Estimate: \$32,000
Annual Fee Estimate: \$2,500

All income projections based upon laddered reinvestment strategy with periodic maturities with an average daily balance in core funds of \$1,000,000. Projected income based on 2023 average and currently available investment yields, subject to change and availability - dependent upon investment rates available at time of execution.

Income and fee projections could be increase or decrease, depending on the pace of actual expenditures or reinvestments.

Ehlers' Investment Fees

- Transparent fees based on average monthly assets under management
 - ✓ Includes all finance committee or board meetings & travel expenses
 - ✓ Includes cash flow forecasting and strategy planning
 - ✓ All terms memorialized in Investment Advisory Agreement
 - ✓ Can establish flat fee structures for specific scopes of work
- We charge NO other management, check writing, ACH or wire fees. And No investment mark-ups
- .25 basis points annually based upon AUM average daily balances
(approximately .020% per month)

Your Ehlers Investments Team

Tami Olszewski, CPFIM

Senior Investment Adviser

Portfolio Planning & Creation

Dawn Lawson

Senior Client Service Advisor

Portfolio Analysis & Administration

Logan Schwartz

Portfolio Analyst

Fixed-Income Securities Trading & Cash Flow and Account Balance Forecasting

Important Disclosures

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.

Town of Neenah
Cash Flow Analysis
As of January 20, 2023

	12-31-2022	
	Balance	% Earnings
11010-1 · Checking - Prospera (150)	\$ 3,838	0.08%
11011-1 · General MM - Prospera (124)	\$ 1,241,014	1.51%
11011-4 · CFUCU Membership Account	\$ 405,316	1.09% was in a CD until November 2022
11055-1 · Impact Fee - Prospera (037)	\$ 7,008	0.10%
11320-1 · Tullar Rd Fund - Prospera (051)	\$ 34,830	2.00% 14 Month CD 9/25/2023
6-11020 · SW Savings - Prospera (127)	\$ 852,843	1.51%
TOTAL	\$2,544,849	

Town Analysis	Amount Invested	\$ 500,000	\$ 750,000	\$ 1,000,000
Balance in Reserves as of 12/31/2022	% of 12/31/2022 Reserves	Invested with Ehlers	30.37%	45.56%
				60.74%
	Balance remaining locally			
	of 12-31-2022 reserves	\$ 1,146,330	\$ 896,330	\$ 646,330

What percentage of anticipated expenses should be kept in the General Fund?

2023 Budgeted Revenues	\$ 1,233,737
2023 Budget Expenses	\$ 1,509,710
2022 Actual Expenses	\$ 1,241,971

If the Town policy were to keep 20% of prior year actual expenses in the General Fund:

If the Town policy were to keep 20% of current year budgeted expenses in the General Fund:	\$ 248,394	required General Fund Balance
	\$ 301,942	required General Fund Balance

If the Town policy were to keep 20% of prior year actual expenses in the General Fund:

If the Town policy were to keep 20% of current year budgeted expenses in the General Fund:	\$ 620,986	required General Fund Balance
	\$ 754,855	required General Fund Balance

Town of Neenah
Cash Flow Analysis
As of January 20, 2023

Note - the 2023 Budget includes interest earnings of \$10,000 for the year.

Amount Invested	
\$ 500,000	\$ 750,000
\$ 14,750	\$ 22,125
	\$ 29,500

Potential Net Interest
Earning per year

Estimated Rate	Maturity Date			
3.75%	Mar-23	50,000	75,000	100,000
4.84%	Jul-23	25,000	50,000	50,000
4.73%	Aug-23	50,000	75,000	100,000
4.84%	Oct-23	75,000	100,000	150,000
4.75%	Apr-24	25,000	50,000	50,000
4.58%	May-24	50,000	75,000	100,000
4.43%	Aug-24	20,000	45,000	40,000
4.27%	Dec-24	50,000	75,000	100,000
4.41%	Apr-23	50,000	75,000	100,000
4.75%	Sep-25	100,000	125,000	200,000
	Total	495,000	745,000	990,000
Total Value of Investments that mature in 2023		200,000	300,000	400,000
Total Value of Investments that mature in 2024		145,000	245,000	290,000
Total Value of Investments that mature in 2025		150,000	200,000	300,000
	Total	495,000	745,000	990,000

As of 1-20-2023	
Prospera Credit Union	
5 month, 20 month or 30 month CD	4.50%
Community First Credit Union	
16 Month CD	4.55%
8 month CD	4.30%



Master Services Agreement

Neenah, Town of
1600 Breezewood Ln
Neenah WI 54956
MSA Date: November 1, 2022

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Neenah, Town of ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our

engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice of law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to

do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading

the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Neenah, Town of anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your information. Such information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the course of providing services to the Village to determine whether to offer you relevant materials. Your consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from November 1, 2022, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Bryan Grunewald, CPA

Principal

920-803-3147

bryan.grunewald@claconnect.com

Response:

This MSA correctly sets forth the understanding of Neenah, Town of

CLA

CLA

Bryan Grunewald, CPA

Bryan Grunewald, CPA, Principal

SIGNED 1/17/2023, 3:24:30 PM CST

Client

Neenah, Town of

SIGN:

Robert Schmeichel, Board Chairman

DATE:

Neenah, Town of

SIGN:

Ellen Skerke, Clerk-Treasurer

DATE:



Statement of Work - Audit Services

November 1, 2022

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 1, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Neenah, Town of ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2022.

Bryan Grunewald, CPA is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Neenah, Town of, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of adjusting journal entries

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error,

and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with modified cash basis of accounting (a special purpose framework), which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for

any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Lack of segregation of duties

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards. Because we will not perform a detailed examination of all transactions, material misstatements,

whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, Government Auditing Standards do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also

agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information

incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators, cognizant or oversight agencies for the audit or pass-through agencies, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the

supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulators, cognizant or oversight agencies for the audit or pass-through agencies. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. The total fees and expenses for the engagement will not exceed \$10,385. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Neenah, Town of.

CLA

CLA

Bryan Grunewald, CPA

Bryan Grunewald, CPA, Principal

Client

Neenah, Town of

SIGN:

Robert Schmeichel, Board Chairman

DATE:

Neenah, Town of

SIGN:

Ellen Skerke, Clerk-Treasurer

DATE:



January 19, 2023

Statement of Work - Compilation Services

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 1, 2022 made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Town of Neenah ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2022.

Bryan Grunewald, CPA is responsible for the performance of the compilation engagement.

Year-end financial reports

We will prepare select year-end reports of Town of Neenah, which are identified below, to be included in the form prescribed by Wisconsin Department of Revenue, and perform a compilation engagement with respect to the prescribed form.

Municipal Financial Report Form (Form C)

Engagement objectives

The objectives of our engagement are to:

- Prepare the prescribed form in accordance with the requirements prescribed by the Wisconsin Department of Revenue based on information provided by you.
- Apply accounting and financial reporting expertise to assist you in the presentation of the prescribed form without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the prescribed form in order for it to be in accordance with the requirements prescribed by the Wisconsin Department of Revenue.

Our responsibilities

We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Engagement procedures and limitations

We are not required to, and will not, verify the accuracy or completeness of the information you will provide

to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the prescribed form.

Our engagement cannot be relied upon to identify or disclose any prescribed form misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's prescribed form that we may not identify as a result of misrepresentations made to us by you.

Our Report

As part of our engagement, we will issue reports that will state that we did not audit or review the prescribed form and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

Our report will indicate that the prescribed form are prepared in accordance with the requirements prescribed by the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

Each report will include a statement that the report is intended solely for the information and use of management, those charged with governance, others within the entity, Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

There may be circumstances in which the report may differ from its expected form and content. If, for any reason, we are unable to complete the compilation of your prescribed form, we will not issue a report on such prescribed form as a result of this engagement.

Management responsibilities

The engagement to be performed is conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledges and understands that our role is to prepare prescribed form in accordance with the requirements prescribed by the Wisconsin Department of Revenue and assist management in the presentation of the prescribed form in accordance with the requirements prescribed by the Wisconsin Department of Revenue. Management, and those charged with governance, as appropriate, have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARs:

- The selection of the financial reporting framework to be applied in the preparation of the prescribed form and determining that the financial reporting framework is acceptable in the circumstances.
- The preparation and fair presentation of the prescribed form in accordance with the requirements prescribed by the Wisconsin Department of Revenue.
- The inclusion of all informative disclosures required to be included in the form prescribed by the Wisconsin Department of Revenue, if applicable.

-- The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the prescribed form that are free from material misstatement, whether due to fraud or error.

-- The prevention and detection of fraud.

-- To ensure that the entity complies with the laws and regulations applicable to its activities.

-- The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.

-- To provide us with the following:

- Access to all information relevant to the preparation and fair presentation of the prescribed form, such as records, documentation, and other matters.

- Additional information that may be requested for the purpose of the engagement.

- Unrestricted access to persons within the entity with whom we determine it necessary to communicate.

Responsibilities and limitations related to accounting services

For all accounting services we may provide to you, including the preparation of your prescribed forms, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

The prescribed form and our compilation reports thereon are for management's use. If you intend to reproduce and publish the prescribed form and our reports thereon, they must be reproduced in their entirety.

With regard to the electronic dissemination of prescribed form that have been subjected to a compilation engagement, including prescribed form published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue a preliminary draft prescribed form to you for your review. Any preliminary draft prescribed form should not be relied on or distributed.

Engagement administration and other matters

A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Fees

Our professional fees for this service are included in the fees outlined in the Statement of Work for audit services for the year ended December 31, 2022. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and SSARs

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our compilation engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to compilation services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our engagement to prepare your financial statements and to perform a compilation engagement with respect to those same financial statements, and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

CLA

CLA

Bryan Grunewald, CPA

Bryan Grunewald, CPA, Principal

SIGNED 1/19/2023, 1:28:24 PM CST

Client

Town of Neenah

SIGN:

Robert Schmeichel, Board Chairman

DATE:

Town of Neenah

SIGN:

Ellen Skerke, Clerk-Treasurer

DATE:

Resolution 2023-04

Amending the 2022 Budget Adopted by the Town Board of the Town of Neenah of Winnebago County, Wisconsin

A resolution changing the 2022 budget of the Town of Neenah, Winnebago County, Wisconsin, adopted by a two-thirds majority vote of the entire membership of the Town Board.

WHERE AS;

That year-to-date 2022, the General Government expense line item has a surplus of \$47,930.00

That year-to-date 2022, the Culture, Recreation and Education expense line item has a deficit of \$3,225.00;

NOW THEREFORE BE IT RESOLVED by a two thirds majority vote of the Town of Neenah Board of Supervisors as follows:

That the sum of \$ 3,225 is hereby transferred from General Government, Maintenance Operations expense account (51610-1) to Culture, Recreation and Education, Park Supplies and Maintenance account (55200-3).

Adopted this 23rd day of January 2023.

TOWN OF NEENAH

By:

Robert E. Schmeichel, Town Chairman

Attest:

Ellen Skerke, Town Administrator-Clerk-Treasurer

Roll Call Vote:

Chairman Robert Schmeichel _____

Supervisor David Bluma _____

Supervisor Brooke Cardoza _____

Supervisor Jim Weiss _____

Supervisor Tom Wilde _____

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/Over Receipt
1																		
2		RECEIPTS																
3	Taxes	Town Portion of Property Tax	491,602		191,156	178,186	-	17,723	-	-	-	104,538	-	-	-	-	491,602	0
4		Public Accommodation Taxes	0		-	332	-	-	143	-	-	832	-	-	1,300	-	2,607	2,607
5		Sub Total	491,602	0	191,156	178,518	-	17,723	143	-	-	105,370	-	-	1,300	-	494,209	2,607
6		MFL Taxes	0		-	-	-	-	-	8	-	-	-	-	-	-	8	8
7		MFL State Aid	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
8		Ag Use Conversion	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
9		State Shared Revenues	46,601		-	-	-	-	-	-	6,990	-	-	-	39,612	-	46,602	1
10		Utility Revenues	253,263		-	-	-	-	-	-	899	37,090	-	-	19,050	210,177	267,216	13,953
11		Fire Ins-2%	19,000		-	-	-	-	-	-	19,655	-	-	-	-	-	19,655	655
12		Video Service Provider Aid	10,484		-	-	-	-	-	-	10,484	-	-	-	-	-	10,484	0
13		Personal Property Aid	5,918		-	-	-	-	5,918	-	-	-	-	-	-	-	5,918	0
14		Computer Aid	1,798		-	-	-	-	-	-	1,798	-	-	-	-	-	1,798	0
15		State Grant Fire/EVS	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
16		Fema Grant	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
17		State Grant-Local Trns Aid	88,169		21,981	-	-	21,981	-	-	-	-	-	21,981	-	-	87,922	-247
18		Local Road Improvement Aid	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
19		State Grant-Recycling	9,400		-	-	-	-	-	9,448	-	-	-	-	1,200	-	9,448	48
20		Election Grant	0		-	-	-	-	-	-	-	600	-	-	-	-	1,800	1,800
21		County Recycling Surplus Rebate	0		-	-	-	-	-	11,366	-	-	-	-	-	-	11,366	11,366
22		Sub Total	434,653	0	21,981	6,816	1,684	21,981	6,786	20,822	61,807	37,690	-	21,981	59,862	218,307	470,348	35,715
23		Time Warner	15,000		-	4,979	-	-	4,976	-	-	5,266	-	-	5,305	-	20,476	5,476
24		AT&T Franchise Fee	1,250		-	311	-	-	303	-	-	268	-	-	260	-	1,141	-109
25		Liquor, Beer, & Cigarette Licenses	900		-	-	-	10	-	-	1,079	-	-	-	10	-	1,099	199
26		Operators Licenses	80		-	-	-	-	-	-	90	-	-	-	-	-	90	10
27		Dog Licenses Fees	1,500		245	130	876	105	10	20	-	-	20	-	15	(228)	1,203	-297
28		Building Permits	15,000		176	1,371	784	1,058	1,521	2,204	900	983	756	1,222	1,747	1,165	13,887	-1,113
29		Road Permits	500		25	25	25	25	25	175	50	25	-	75	50	-	500	0
30		Zoning Permits & Fees	200		-	-	-	-	-	-	420	210	-	210	-	-	840	640
31		Other Regulatory Permits & Fees	200		-	-	-	-	-	-	-	-	-	-	150	-	150	-50
32		Violation Fines Paid	0		-	-	-	-	-	-	-	-	-	-	-	-	0	0
33		Sub Total	34,630	0	2,446	6,816	1,684	1,198	6,786	2,399	2,539	6,762	776	1,507	7,537	937	39,387	4,757
34		Clerk Assessment Letters	1,400		100	100	140	80	80	160	60	220	140	120	100	-	1,300	-100
35		911 Signs	0		-	-	-	-	6	-	-	-	-	-	-	-	-	-4
36		Reproduction	160		-	-	-	-	-	-	-	-	-	-	-	80	80	-80
37		Clayton Fire Department	0		-	-	-	-	-	-	-	-	-	-	5	-	5	5
38		Street Lighting	1,620		807	-	-	-	-	-	-	-	-	-	-	-	0	0
39		Public Charges	0		-	-	-	-	-	-	-	-	1,109	-	-	-	1,916	296
40		Sub Total	3,180	0	907	100	140	80	86	160	60	220	1,249	120	105	70	3,298	117

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/over Receipt
1																		
46	Intergov't Charges	Garbage	184,361		71,925	114,921	-	-	143	-	-	6,619	(10,192)	-	-	-	183,416	-945
47		Recycling	17,189		6,713	-	-	-	13	-	-	360	10,192	-	-	-	17,278	89
48		Sub Total	201,550	0	78,638	114,921	-	-	156	-	-	6,979	-	-	-	-	200,694	-856
49		Other Misc. Receipts	0		1	10	900	-	1,663	4,085	-	-	-	(58)	58	0	6,659	6,659
50		Fire Dept Donations for Truck	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-
51		Rental Receipts - Land	720		60	60	60	60	1,165	60	60	60	-	-	-	500	2,085	1,365
52		Cell Tower Lease	18,264		1,537	1,537	-	3,075	1,537	1,537	1,537	1,537	1,537	1,537	1,583	1,583	18,540	276
53		Proceeds from Sale of Town Property	0		-	-	-	-	-	-	-	-	-	-	-	-	-	0
54		Interest Earned	5,800		741	687	724	694	771	941	1,265	1,284	1,460	1,699	1,542	1,783	13,590	7,790
55		Taxes Collected Interest	1,400		864	469	0	0	0	0	1	9	-	-	-	979	2,324	924
56		Misc. Interest	0		-	-	-	-	-	-	-	-	-	-	-	-	-	0
57		Mehlar Park / Franzoi Park Rental	1,600		-	150	345	150	240	1,200	560	240	45	410	-	-	3,340	1,740
58		Municipal Building Rent	0		-	100	-	100	100	-	-	-	200	(100)	-	-	400	400
59		Insurance Premium Refunds	0		-	-	-	-	1,040	-	-	-	482	-	-	-	1,522	1,522
60		Sub Total	27,784	0	3,204	3,013	2,029	4,079	6,517	7,824	3,423	3,130	3,725	3,488	3,183	4,845	48,460	20,676
61		Stormwater Reimbursement	18,000		-	-	-	-	-	-	-	-	18,000	-	-	-	18,000	0
62		Sanitary District Admin Fee	35,000		-	-	-	17,500	-	-	-	-	17,500	-	-	-	35,000	0
63	Debt Service	Proceeds from Long Term Debt	0		-	-	-	-	-	-	-	-	-	-	-	-	-	0
64	Sub Total		1,246,379		296,332	303,368	3,853	62,560	19,606	31,205	67,829	160,151	41,250	27,096	71,986	224,160	1,309,395	63,016
65		Fund Balance Applied	316,382	0	-	-	-	-	-	-	-	-	-	-	-	-	(67,425)	-
66	Overall	Total	1,562,760	0	296,332	303,368	3,853	62,560	19,606	31,205	67,829	160,151	41,250	27,096	71,986	224,160	1,241,970	63,016
67																		
68																		

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/over Receipt
1																		
69																		
70		EXPENSES																
71		Chairman Salary	14,760		1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	14,760	-
72		Chairman Per Diem	2,475		45	45	315	270	180	405	270	585	135	180	360	45	2,295	180
73		Chairman Expenses	1,200		12	-	-	13	42	339	28	-	72	14	41	11	653	547
74		Chairman Payroll Liability	1,577		-	-	-	-	-	-	-	-	-	-	-	-	1,552	25
75		Supervisor Salaries	29,520		2,460	2,460	2,460	2,460	2,460	2,460	2,460	2,460	2,460	2,460	2,460	2,460	29,520	-
76		Supervisors Per Diem	4,320		90	315	765	425	380	315	585	270	45	360	900	225	4,675	(355)
77		Supervisors Expenses	500		16	62	173	31	141	101	71	744	-	33	84	-	1,455	(955)
78		Supervisor Payroll Liability	3,096		-	-	-	-	-	-	-	-	-	-	-	-	3,112	(16)
79		Codification	3,323		-	-	-	-	-	995	-	-	-	-	-	-	995	2,328
80		Board of Review	225		-	-	-	-	-	90	-	-	-	-	-	-	90	135
81		Website	1,200		-	-	-	-	-	685	-	-	-	-	-	-	685	515
82		Membership Seminars - Board	7,200		918	60	-	1,239	-	124	-	-	1,230	-	925	-	4,486	2,714
83		Legal	45,000		2,307	3,630	4,994	2,453	182	2,617	3,585	2,417	1,365	3,476	2,663	6,981	36,668	8,332
84		Admin/Clerk/Treasurer - Salary	61,800		5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,195	5,150	5,195	5,195	61,935	(135)
85		Admin/Clerk/Treasurer Expenses	600		40	14	63	35	48	28	28	62	17	-	57	33	426	174
86		Deputy Clerk/Treasurer	27,000		1,950	1,928	1,863	1,652	1,895	1,863	1,922	1,382	2,403	1,845	2,250	2,363	23,313	3,687
87		Clerk Payroll Liability	8,125		-	-	-	-	-	-	-	-	-	-	-	-	7,758	367
88		Clerk Retirement Expense	4,017		348	322	335	335	335	335	335	335	338	335	338	338	4,026	(9)
89		Clerk Health Insurance	8,900		740	740	740	740	740	740	740	740	740	740	740	785	8,930	(30)
90		Office Expenses	14,500		871	1,591	966	2,613	1,675	359	826	1,849	269	863	947	5,943	18,772	(4,272)
91		Postage	1,650		6	2	-	2	-	-	-	-	16	1,440	3	4	1,473	177
92		Newsletter	2,400		-	-	419	-	-	418	-	-	-	448	-	443	1,728	672
93		Office Telephone	3,480		285	285	300	300	300	300	300	300	300	300	300	300	3,569	(89)
94		MB - Utilities	6,600		1,105	1,267	1,127	969	746	989	336	362	341	173	568	924	8,907	(2,307)
95		Alcohol Licensing	150		-	-	-	-	-	-	-	-	58	-	-	-	58	92
96		Membership Seminars Clerk	1,500		-	60	-	-	-	-	-	20	520	-	-	-	600	900
97		Election Wages	9,000		-	-	580	1,055	70	-	-	1,393	538	-	2,349	-	5,985	3,016
98		Election Expenses	3,800		463	543	166	327	139	223	699	336	87	340	-	247	3,569	231
99		Auditor	9,030		-	-	-	5,985	-	3,045	-	-	-	-	-	-	9,030	-
100		Engineering Services	5,000		531	-	-	-	-	-	-	-	-	-	-	-	531	4,469
101		Assessor Contract	14,800		-	3,700	-	-	-	3,700	-	-	3,700	1,567	3,700	-	16,367	(1,567)
102		State Manufacturing Assessment	1,800		-	-	-	-	-	-	-	-	-	-	-	-	-	1,800
103		Maintenance/Operations	38,014		1,252	1,045	81	485	81	4,597	174	2,145	185	117	234	5,675	16,070	21,944
104		Maintenance Salary	5,000		200	160	140	70	100	140	150	76	70	-	150	344	1,610	3,390
105		Maintenance Payroll Liability	458		-	-	-	-	-	-	-	-	-	-	-	-	-	-
106		Insurance	24,000		-	-	-	-	-	15,857	6,078	-	-	553	-	-	22,488	1,512
107		Covid 19 Related Expenses	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
108		Medicare taxes	-		559	190	182	181	181	201	544	166	192	183	206	(2,786)	-	-
109		Nationwide	-		2,884	982	960	955	954	1,058	2,832	879	1,335	965	1,086	(14,889)	-	-
110		Sub Total	366,020		23,462	25,780	23,031	28,974	17,030	48,363	28,341	32,477	22,773	22,771	26,797	28,292	318,090	47,930

General Government

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/over Receipt
1																		
111	Public Safety	Fire Protection	121,350		36,654	3,048	6,521	5,810	2,900	(484)	21,990	7,422	12,220	541	1,448	23,563	121,634	(284)
112		First Responders	9,400		3,960	100	608	-	-	-	3,010	-	-	590	-	-	8,268	1,133
114		Fire/First Payroll Liability	7,294		-	-	-	-	-	-	-	-	-	-	-	6,119	6,119	1,175
115		Bldg. Inspection	20,000		471	1,317	730	991	1,081	2,052	960	892	711	1,383	1,614	2,343	14,544	5,456
116		Animal Control Salary	200		-	-	-	40	40	-	-	-	-	-	-	-	80	120
117		Animal Control Expenses	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
118		Address Signs (911) Salary	200		-	-	-	-	-	-	-	-	-	-	-	-	-	-
119		Address Signs (911) Expenses	500		-	-	-	-	-	-	-	-	-	-	-	-	-	-
120		Sub Total	158,944	-	41,085	4,465	7,858	6,925	4,021	1,568	25,960	8,379	12,991	2,514	2,977	32,252	150,936	8,008
121		Hwy. & Street Admin.	275,101		2,420	25,523	15,271	12,380	7,019	24,289	2,319	3,774	30,932	13,137	6,226	20,872	164,161	110,940
122	Public Works	Road Projects	310,000		-	-	-	-	-	-	-	-	-	-	-	-	116,657	193,343
123		Highway Payroll Liability	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
124		Public Notices	100		(19)	-	-	-	-	400	-	-	(400)	-	45	-	27	73
125		Street Lighting	24,000		1,723	1,788	1,780	2,546	1,761	1,769	1,768	1,765	1,771	1,192	231	3,208	20,801	3,199
126		Garbage	153,970		12,217	12,455	12,605	13,954	13,485	14,129	14,539	14,314	13,740	13,764	14,264	14,015	163,481	(9,511)
127		Recycling	45,723		3,833	3,905	3,905	3,908	4,275	4,427	4,555	4,485	4,305	4,312	4,394	5,115	51,419	(5,696)
128		Sanitary Sewer Special Assessment	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
129		Sanitary Sewer User Fee	13,200		6,600	-	-	-	-	-	6,600	-	-	-	-	-	13,200	-
130		Weed Control	-		-	-	-	-	-	-	-	21	-	-	-	-	21	(21)
131		Property Clean Up	-		-	-	-	-	6,149	(4,348)	18,446	-	-	-	-	4,004	24,250	(24,250)
132	Culture, Rec, and Edu	Sub Total	822,094	-	26,774	43,672	33,561	32,787	32,189	40,665	48,726	24,358	61,596	88,998	74,035	47,214	554,018	268,076
133		Trails	23,330		-	100	-	250	-	11,130	-	-	11,808	1,312	-	-	24,600	(1,270)
134		Conservancy Park	6,000		126	223	157	1,540	979	1,080	520	197	161	64	1,230	-	6,277	(277)
137		Parks Expenditures	83,896		289	980	259	2,450	9,746	11,627	11,339	13,836	13,238	12,384	366	9,060	85,574	(1,678)
138		Sub Total	113,226		415	1,303	416	4,240	10,725	23,836	11,859	14,033	25,207	13,760	1,596	9,060	116,451	(3,225)
141		Fire Truck Purchase	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
142		Sub Total	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
143		Fire Truck	28,962		-	28,962	-	-	-	-	-	-	-	-	-	-	28,962	0
144		Assessment	27,138		-	27,138	-	-	-	-	-	-	-	-	-	-	27,138	0
145	Debt Principle	Franzoi Shelter	40,115		-	40,115	-	-	-	-	-	-	-	-	-	-	40,115	0
146		Fire Truck	724		-	724	-	-	-	-	-	-	-	-	-	-	724	(0)
147		Assessment	1,374		-	1,374	-	-	-	-	-	-	-	-	-	-	1,374	0
148		Franzoi Shelter	4,164		-	4,164	-	-	-	-	-	-	-	-	-	-	4,164	(0)
149		Sub Total	102,477		-	102,476	-	-	-	-	-	-	-	-	-	-	102,476	1
150		Total Expenditures	1,562,760		91,736	177,697	64,867	72,926	63,964	114,433	114,386	69,248	122,447	128,043	105,406	116,818	1,241,971	320,790
151		NET Receipts less Expenditures	-		204,596	125,671	(61,014)	(10,366)	(44,359)	(83,228)	(46,557)	90,904	(81,197)	(100,947)	(33,419)	107,341	(0)	
152																		
153																		

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/over Receipt
1																		
154		Stormwater Funds																
155		Stormwater Fee	412,444	-	155,720	233,262	-	-	-	-	-	11,490	-	-	-	-	400,472	11,972
156		Stormwater Interest	2,200	-	191	210	284	269	304	378	523	719	944	1,073	1,074	1,109	7,077	(4,877)
157		Stormwater Interest CD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
158																		
159		Total Receipts Stormwater	414,644	0	155,911	233,472	284	269	304	378	523	12,209	944	1,073	1,074	1,109	407,549	7,095
160		Town website	75	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75
161		Educational brochures	50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50
162		Town newsletter	140	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140
163		NEWSWC membership	590	-	610	-	-	-	-	-	-	-	-	-	-	-	610	(20)
164		Total Public Education	855	0	610	0	0	0	0	0	0	0	0	0	0	0	610	245
165		Stormwater complaints	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
166		NEWSWC meeting attendance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
167		Total Public Involvement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
168		Basement plumbing / sump pump ins	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
169		Garage floor drain inspections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
170		County septic inspections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
171		On-going outfall field screening	5,000	-	643	603	-	-	-	-	-	-	-	-	-	-	-	-
172		Total Illicit Discharge	5,000	0	643	603	0	0	0	0	0	0	0	0	0	0	2,282	2,718
173		Pond maintenance - Town Hall	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
174		Pond maintenance - Conservancy Pond	2,000	-	-	-	-	-	-	788	-	-	-	153	250	-	1,191	809
175		Pond Inspection Program	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
176		Pond Sediment Dredging	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
177		Street Sweeping	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
178		Grass swale / road ditch clean out	500	-	-	-	-	3,119	-	-	-	-	185	-	(3,586)	-	(282)	782
179		Grass swale / road ditch maintenance	4,200	-	-	-	-	-	-	-	-	3,724	-	2,713	-	-	6,437	(2,237)
180		Road salt / deicers (education)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
181		Turf nutrient management (Mahler P)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
182		Municipal staff / elected official train	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
183		Total Municipal Pollution Prevention	8,700	0	0	0	0	3,119	0	788	0	3,724	185	2,865	-3,336	0	7,347	-447
184		Conservancy Pond - Fountain	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
185		CTH 'O' Pond (capital cost or debt ser	16,000	-	167	33,890	242	1,575	1,888	1,571	8,518	-	4,018	6,739	5,807	1,157	65,572	(49,572)
186		Grass swale soil amendments (capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
187		Grass swale infiltration testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
188		Total Stormwater Quality Management	16,000	0	167	33,890	242	1,575	1,888	1,571	8,518	0	4,018	6,739	5,807	1,157	65,572	-49,572
189		Storm Sewer System Map - GIS	1,000	0	633	0	-317	0	0	0	0	0	0	0	0	0	317	583
190		DNR Stormwater Permit Fee	2,000	0	0	0	0	0	612	0	0	500	0	0	0	0	1,112	888
191		Culvert / Bridge Replacements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
192		Storm Sewer Cleaning / Televising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
193		Storm Sewer/Ditch Replacement	10,000	-	-	-	-	-	-	-	-	8,294	1,923	77	3,675	-	13,969	(3,969)
194		Flood Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
195		Total Drainage / Flood Management	10,000	0	0	0	0	0	0	0	0	8,294	1,923	77	3,675	0	13,969	-3,969
196		Town Board Per Diems	1,000	-	-	-	-	-	-	135	-	-	405	-	-	-	900	100
197		Engineering/Planning	63,900	-	-	192	-	-	-	657	-	-	1,820	-	306	3,801	6,775	57,125
198		Legal	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	234	1,266

Town of Neenah - 2022 Budget Status Report

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			2022 Budget Approved	2022 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total to date	Under/over Receipt
1																		
199		Salary	1,000	-	-	20	-	120	60	40	80	80	240	60	80	153	933	67
200		Mileage and Expenses	250	-	-	6	-	47	13	15	23	21	63	23	28	19	257	(7)
201		Administrative Fee	18,000	-	-	-	-	-	-	-	-	-	18,000	-	-	-	18,000	-
202		Contract for Locate Services	800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800
203		Michel's Materials Utility Fee Repaym	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
204		Total Administrative	86,450	0	0	218	0	167	73	847	103	101	20,527	83	414	4,566	27,099	59,351
205		Total Stormwater Expenditures	130,005	0	2,053	34,711	-75	4,861	2,573	3,206	8,621	12,619	26,653	9,765	6,806	6,514	118,307	10,198
206		Net Stormwater Gain (Loss)	284,639	0	153,857	198,761	360	-4,592	-2,269	-2,827	-8,099	-410	-25,709	-8,692	-5,731	-5,406	289,242	-3,103
207																		
208																		
209																		
210		OTHER FUNDS																
211		ARPA Fund Revenue	184,583	-	-	-	-	-	-	184,583	-	-	-	-	-	-	184,583	-
212		ARPA Funds Used		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
213		Tullar Road Fund Revenues	2,000	-	-	-	-	-	-	2,000	-	-	-	-	-	-	2,000	-
214		Tullar Road Fund Interest Earned	102	-	9	8	9	-	-	-	-	58	58	56	58	-	257	(155)
215		Impact Fee Fund Revenues	1,500	-	-	500	-	-	-	500	-	-	-	-	-	500	1,500	-
216		Impact Fee Fund Interest Earned	5	-	0	0	0	0	0	1	1	-	1	-	-	2	6	(1)
217		Impact Fee Funds Used	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
218																		
219																		
220		Account Balances																
221		Checking												\$ 3,172	5,412	3,638		
222		Membership account												\$ 146	25	25		
223		General MM * Includes ARPA												\$ 1,155,266	1,113,451	1,241,014		
224		General - CFCU												\$ 404,993	405,175	405,316		
225		Taxes Collected												\$ -	0	3,501,607		
226		Impact Fee												\$ 6,504	6,508	7,008		
227		Tullar Rd Fund												\$ 34,715	34,773	34,830		
228		Storm Water												\$ 877,327	878,481	852,843		
229		TOTAL Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,482,124	\$ 2,443,826	\$ 6,046,281		
230																		

TOWN OF NEENAH – MUNICIPAL BUILDING – DAY LEASE

The Parties

The Parties to this Agreement are the Town of Neenah, a Wisconsin municipal organization (The Town), and _____ (Lessee).

The Recitals

The Town owns a Town Hall/Municipal Building at 1600 Breezewood Lane, Neenah, WI 54956.

The Town is willing to lease its Town Hall large meeting room, bathroom facilities, kitchenette serving area, and outside grounds for special event purposes, upon terms and conditions of this Lease, to **Town of Neenah Residents and/or Town of Neenah Property Owners**.

The leased area covered by this Agreement is exclusive of the Fire Department Apparatus room, fire truck ingress and egress driveway areas, Fire Department offices space, Town and Sanitary District Office space, and small meeting room B.

Lessee wishes to lease the space for a special event upon the terms and conditions of this lease.

The Agreement

THEREFORE, the Parties agree as follows:

The date of this Agreement is _____.

The Recitals are a part of this agreement.

The Town grants to Lessee and Lessee accepts from The Town the privilege of using the space for the period from _____ AM/PM to _____ AM/PM on the _____ day of _____, 20____, for the purpose of _____

Approximate number of people in attendance: _____.

Lessee shall pay to The Town for this privilege the sum of \$200.00 on or before the day of use. The fee is based on \$100.00 for each four-hour period (4 hours), or portion of an hour for the time exceeding four hours; plus \$100.00 Security Deposit, to be returned after the lease period and verification from The Town representative that premises are left clean and orderly, and that no damage has been caused to the premises.

If damage to the premises occurs during lease period, The Town shall send a bill for repairs and/or extra janitor services to the person signing this Agreement, and the Security Deposit shall be held until such bill has been paid.

TOWN OF NEENAH – MUNICIPAL BUILDING – DAY LEASE

The Town restricts attendance in the large meeting room to approximately 40 people and restricts parking to a manner that does not interfere with ingress/egress for Fire Trucks. The Town further restricts set up of the leased facilities to the day immediately prior to the event and requires clean up to be done with two hours immediately following the event.

Taking possession of the premises by Lessee shall constitute acknowledgement that they are in good condition. Lessee shall return the premises to the Town after the period of use in the same condition. Lessee shall be responsible for all damages that may occur to the premises during its use, and shall leave the premises in a clean and orderly manner.

Lessee shall not permit beer, wine, liquor, or other alcoholic beverages to be consumed on the premises. Lessee shall not permit hazardous substances on the premises. Lessee shall not allow smoking anywhere in the building. Open flames on the premises are prohibited. Lessee shall not nail, staple, or pin anything to the wall. Lessee shall not adjust the thermostat without permission from the Town.

Lessee shall hold the Town harmless from and shall defend and indemnify it from and against all liability for injuries to or death of persons or damage to property arising from activities under this Agreement, including loss predicated on active or passive negligence of The Town.

The Town shall provide utilities to the premises during the period of use.

Lessee shall have no right to assign or sublet the privileges of this lease.

Executed by the parties on the date of this Agreement.

For the TOWN OF NEENAH

For the LESSEE

By: _____

By: _____

Address: _____

Phone #: _____

Signed copies to:

Lessee

Town Clerk

Fire Chief