

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, January 22, 2024

TIME: 7:00 pm

LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 842 2598 0703 Passcode: 403116 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/84225980703?pwd=RXJDTWk3L3p5MHZsZ2ZlSTFURGNtQT09>

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. MOTION TO APPOINT CHAIRPERSON FOR THIS MEETING
3. MOTION TO ALLOW REMOTE ATTENDANCE BY A TOWN BOARD MEMBER FOR THIS MEETING
4. APPROVE MINUTES

January 8, 2024 Town Board Meeting

5. PUBLIC FORUM
6. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
7. CORRESPONDENCES
 - a. Winnebago County Solid Waste Report – December 31, 2023
8. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions January 22, 2024.
 - b. Report from Fire Chief Dan Osero for Fourth Quarter 2023
 - c. Report from Fire Inspector Jerry Mavroff on second half 2023 Fire Inspections
 - d. Resolution 2024-01 - Certified Survey Map, Woodenshoe Rd
Applicant: Randall Averbeck and Sally Liebhauser
James and Jacqueline Revocable Trust
Location of Premises: 7074 Woodenshoe Road and 7050 Woodenshoe Road
Tax Parcel No: 010-008903 and 010-0089
 - e. Approve Statement of Work from Clifton Larsen Allen for 2023 Audit Services and Compliation and Preparation of Financial Statements.
 - f. Discussion of Credit Card Policy including Draft Resolution 2024-02 and Draft Policy
 - g. Discussion of Policy for Remote Attendance at Meetings including Draft Resolution 2024-03

9. FUTURE AGENDA TOPICS AND MEETINGS

- a. Public Information Meeting for Larsen Road Reconstruction, Tuesday January 23, 2024 from 5:30 p.m. until 7:30 p.m.
- b. Fire Department Business Meeting, Wednesday February 7, 2024 at 6:00 p.m.
- c. Next Regularly Scheduled Town Board Meeting, Monday February 12, 2024, at 7:00 p.m.

10. OLD BUSINESS

11. NEW BUSINESS

12. ADJOURN

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
January 17, 2024

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 17, 2024 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

January 12, 2024

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 Dan Osero, Rod Muttart, Steve Kuehnel, Ed King, Deb King, Jeremy Kwiatkowski, Regina Uerkwitz, Winnebago County Deputy Erickson, Cyndi Pleshek, Nate Simington, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

No Remote Access was provided for this meeting.

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

Approval of Minutes

Motion: T. Wilde / B. Cardoza to approve December 11, 2023 Town Board meeting minutes.

Motion carried 5:0:0.

Public Forum

- R. Uerkwitz spoke regarding credit cards for Town employees. She would like to understand the audit firm's stance on Town issued credit cards today and if it has changed from previous advice. She requested a summary of the total amount that employees are charging to their personal card on an annual basis. The Board should consider the risk for fraudulent use and the time involved for monitoring credit card charges.

Public Forum for Recognized Municipal and County Officials

- Winnebago County Deputy N. Erickson introduced himself and was available for questions.
- Eric Haywood introduced himself, he is running for Judge for Winnebago County Branch 1. E. Haywood gave a summary of his background and asked that people vote for him on February 20, 2024.

Correspondences

- Building Permit Report as of December 31, 2023

Discussion/Action.

Vouchers Payroll and Bank Transactions

Ratify Vouchers and Bank Transactions December 30, 2023.

Motion: J. Weiss / D. Bluma to approve.

T. Wilde asked for more details on the invoice for the water heater, \$3,950. E. Skerke explained that was a replacement for the failed unit at the Town Hall.

Motion Carried 5:0:0.

Approve Vouchers, Payroll and Bank Transactions January 8, 2024.

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

Motion Carried 5:0:0.

Presentation

Presentation of Recognition of Service plaque to Ed King for 30+ years of service to Town of Neenah Fire department, including 20+ years as Fire Chief.

- R. Schmeichel presented Ed King with a plaque for his 30 plus years of Service. Ed King accepted and thanked the Town Board for their support throughout his tenure and stated it was an honor and privilege to serve the community.

Agreements

Approve 2024 General Engineering Agreement with McMahon Associates Inc.

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

Motion Carried 5:0:0.

Industrial Development Board Per Capita Funding

Approve Statement of Intent of 2024 Winnebago County Industrial Development Board Per Capita Funds of \$3,648.00.

Motion: J. Weiss / B. Cardoza to complete the form with the intent for the Town of Neenah to apply for the per capita funding.

R. Schmeichel would like the Town to apply with the intent to use to engage a professional firm for their services for development. R. Schmeichel to make the presentation to the committee.

Motion Carried 5:0:0.

Credit Card use Policy

- Discuss obtaining Town credit cards and develop a policy for their use.
- General discussion with the Board, E. Skerke and D. Osero regarding the purpose and proposed use for a Town issued credit card to facilitate purchases.
- E. Skerke to draft a policy for Town Board consideration, T. Wilde will assist with the draft. The Town Board will be required to authorize who is provided a card and what the credit limit will be.
- J. Weiss requested a report of the historical use of personal credit card use. E. Skerke to provide before the next Town Board meeting.
- Discussion only, no action was taken.

Future Agenda Topics and Meetings

- ~~Public Information Meeting for Larsen Road Reconstruction, Tuesday January 9, 2024 from 5:30 p.m. until 7:30 p.m.—Note: Due to weather , this meeting was postponed until Tuesday January 23, 2024 from 5:30 p.m. – 7:30 p.m.~~
- ~~Sanitary District #2 Commissioner Meeting, Tuesday January 9, 2024 at 7:00 p.m. Note: Due to weather, this meeting was postponed until Tuesday January 16, 2024 at 7:00 p.m.~~
- Plan Commission Meeting, Monday January 15, 2024 at 7:00 p.m.
- Next Regularly Scheduled Town Board Meeting, Monday January 22, 2024, at 7:00 p.m.

Old Business

- General discussion regarding the progress of the Town Hall remodel project. The Keating Park project is on hold until Spring.

New Business

- E. Skerke would like to reschedule the Stormwater Utility District from the regularly scheduled date of February 8th to Thursday February 29th at 8:00 a.m.
- D. Osero invited every Town Board member to the Appreciation Dinner, this is an opportunity for the Fire Fighters and Town Board members to meet with each other.

Adjourn Meeting

Motion: J. Weiss / B. Cardoza to adjourn. Motion carried. Meeting adjourned at 7:57 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT – pending Approval

Voucher List Authorization - January 22, 2024

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
1/9/2024	Taxes Collected MM	Checking	\$ 1,206.72	Tax Payer Refunds Batch #10-13
1/18/2024	Taxes Collected MM	Checking	\$ 2,312.94	Tax Payer Refunds Batch # 14-17
1/19/2024	Taxes Collected MM	Checking	\$ 305.56	Tax Payer Refunds Batch # 18-20
1/23/2024	General MM	Checking	\$ 120,000.00	1-22-2024 Vouchers

Check Details:

Accounts Payable	\$ 85,649.80	
Check # 28712 - USPS	\$ 402.00	Postage - Election Mailings
Tax Payer Refund Checks 1-9-2024	\$ 1,206.72	Batch #10-13
Tax Payer Refund Checks 1-11-2024	\$ 2,312.94	Batch # 14-17
Tax Payer Refund Checks 1-18-2024	\$ 305.56	Batch #18 - 20

Notification of New Vendors American Floor Mats

Payroll	Payroll	\$ 200.00
	Expense Reimburse	\$ 134.83
	Gross Payroll	\$ 334.83
	Net Payroll	\$ 329.93

TNFD Payroll	Gross Payroll	\$ 30,817.50
	Net Payroll	\$ 26,969.63

Paid via Bank Transfer:

Nationwide:	\$ 2,311.36
Federal Tax/Medicare:	\$ 796.87
TNFD - Payroll Deductions	\$ 3,051.00

Account Balances as of January 23, 2023 - after requested transfers per this Voucher List

	PROSPERA CU	Prospera CD	BNY Mellon - Pershing	Total
Checking	\$ 4,274			
Membership account	\$ 25			
General MM	\$ 1,110,698		\$ 781,714	\$ 1,892,412
Impact Fee	\$ 8,016			
Taxes Collected	\$ 1,628,634			\$ 1,628,634
Tullar Rd Fund	\$ -		\$ 37,257	
Storm Water	\$ 453,594	\$ 260,283	\$ 518,067	\$ 1,231,943
CFCU	\$ 522			
TOTAL	\$ 3,205,762	\$ 260,283	\$ 1,337,038	
		GRAND TOTAL	\$ 4,803,083	

_____ Schmeichel _____ Bluma _____ Cardoza _____ Weiss _____ Wilde

10:57 AM

01/18/24

Town of Neenah
Check Detail
January 23, 2024

Accounts Payable

\$ 85,649.80

Date	Num	Name	Memo	Account	Paid Amou...
01/23/2024	28717	Aberdean Consulting L...		11010-1 · Checking - Prospera (...)	
01/22/2024	69583			51420-4 · Office Expenses	-722.00
TOTAL					-722.00
01/23/2024	28718	American Floor Mats		11010-1 · Checking - Prospera (...)	
01/22/2024	1713256			51610-1 · Maintenance & Operations	-502.53
TOTAL					-502.53
01/23/2024	28719	BP Neenah Standard S...	52210-4	11010-1 · Checking - Prospera (...)	
01/22/2024	Dec 2023			52210-4 · Fire Dept. Fuel	-243.32
TOTAL					-243.32
01/23/2024	28720	Braze Ace Hardware	90012	11010-1 · Checking - Prospera (...)	
01/22/2024	Dec 2023			55200-3 · Parks - Supplies & Maint...	-72.52
TOTAL					-72.52
01/23/2024	28721	Dempsey Law Firm, The		11010-1 · Checking - Prospera (...)	
01/22/2024	78			51300-0 · Legal Services	-1,341.00
TOTAL					-1,341.00
01/23/2024	28722	Fremont Wolf River EMS		11010-1 · Checking - Prospera (...)	
01/22/2024			CPR Training - 8 individuals	52300-1 · First Resp. Training/Sup...	-80.00
TOTAL					-80.00
01/23/2024	28723	Harters Fox Valley Dis...		11010-1 · Checking - Prospera (...)	
01/22/2024	579031			53634-0 · Garbage Collection Expe...	-13,399.59
				53635-0 · Recycling	-4,196.30
TOTAL					-17,595.89
01/23/2024	28724	Hoffman Planning And...		11010-1 · Checking - Prospera (...)	
01/22/2024	23445-9		App # 9 town renovation	51520-0 · Engineering Services	-52,364.67
TOTAL					-52,364.67
01/23/2024	28725	Keepers Landscapers ...		11010-1 · Checking - Prospera (...)	
01/22/2024	1601		11/26/2023 and 12/3/2023	55200-8 · Conservancy Park Expe...	-60.00
TOTAL					-60.00
01/23/2024	28726	Krueger True Value		11010-1 · Checking - Prospera (...)	
01/22/2024	155443			52210-3 · Fire Dept Supplies and ...	-26.06
TOTAL					-26.06

Town of Neenah
Check Detail
January 23, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/23/2024	28727	LaForce LLC		11010-1 · Checking - Prospera (...)	
01/22/2024	3139FT			51610-1 · Maintenance & Operations	-891.00
TOTAL					-891.00
01/23/2024	28728	McMahon Associates, ...		11010-1 · Checking - Prospera (...)	
01/22/2024	933556		Town	53311-9 · Hwy - GIS	-3,514.20
			Sundial Ln drain issue	6-56000 · SW- GIS	-2,769.30
			Hunters Point Rd	6-59200 · Stormwater - Engineering	-1,956.50
				6-59200 · Stormwater - Engineering	-551.40
TOTAL					-8,791.40
01/23/2024	28729	WE Energies		11010-1 · Checking - Prospera (...)	
01/22/2024	487238...		Mahler Park	55200-7 · Parks - WE Energies	-96.34
				53420-0 · Street Lighting - All Elect...	-1,806.52
				55200-8 · Conservancy Park Expe...	-17.97
			Franzoi Park	55200-7 · Parks - WE Energies	-120.36
				51420-8 · MB Utilities	-646.22
TOTAL					-2,687.41
01/23/2024	28730	Winnebago Cty. Treas...		11010-1 · Checking - Prospera (...)	
01/22/2024	26925			52210-3 · Fire Dept Supples and ...	-192.00
TOTAL					-192.00
01/23/2024	28731	Winnebago Liquid Wa...	51610-1	11010-1 · Checking - Prospera (...)	
01/22/2024	188681		1-6-2024 service	51610-1 · Maintenance & Operations	-80.00
TOTAL					-80.00

11:12 AM
01/18/24

Town of Neenah
Check Detail
January 15, 2024

28712

\$ 402.00

Date	Num	Name	Memo	Account	Paid Amou...
01/15/2024	28712	USPS		11010-1 · Checking - Prospera (...)	
01/15/2024	Jan 24			51440-2 · Election Expenses	-402.00
TOTAL					-402.00

2:22 PM
01/05/24

Town of Neenah
Check Detail
January 4, 2024

Tax Refund
Batch 10-13 \$ 1,206.72

Date	Num	Name	Memo	Account	Paid Amou...
01/04/2024	28652	zz Basler, Samuel and ...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-60.15
TOTAL					-60.15
01/04/2024	28658	zz Clark, Dale and Car...	2023 Property Tax refund #12	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-103.13
TOTAL					-103.13
01/04/2024	28659	zz Garcia, Froylan	2023 Property Tax refund #12	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-53.71
TOTAL					-53.71
01/04/2024	28661	zz Hammerschmidt, Je...	2023 Property Tax refund #13	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-109.16
TOTAL					-109.16
01/04/2024	28655	zz Hull, David and Sus...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-91.46
TOTAL					-91.46
01/04/2024	28651	zz Krahn, Jeffrey	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-56.24
TOTAL					-56.24
01/04/2024	28654	zz Lautenschlager, Jos...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-89.48
TOTAL					-89.48
01/04/2024	28653	zz Meyer, Ron and Mic...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-112.86
TOTAL					-112.86
01/04/2024	28660	zz Olsen, Brett & Kalyn	2023 Property Tax refund #12	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-95.73
TOTAL					-95.73
01/04/2024	28657	zz Sahli, Michael and ...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-207.64
TOTAL					-207.64

2:22 PM
01/05/24

Town of Neenah
Check Detail
January 4, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/04/2024	28656	zz Sommerfeldt, Skeet...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-110.46
TOTAL					-110.46
01/04/2024	28650	zz Wolfe, Robble and ...	2023 Property Tax refund #10	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-116.70
TOTAL					-116.70

9:00 AM
01/11/24

Town of Neenah
Check Detail
January 11, 2024

Tax Payer Refunds
#14-#17 \$2,312.94

Date	Num	Name	Memo	Account	Paid Amou...
01/11/2024	28704	ZZ Burgett, Jeffry and ...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-89.50
TOTAL					-89.50
01/11/2024	28692	zz Chambers, Steven	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-72.16
TOTAL					-72.16
01/11/2024	28686	zz Coulthard, Michael ...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-63.59
TOTAL					-63.59
01/11/2024	28685	zz Dederling, Chad and...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-53.59
TOTAL					-53.59
01/11/2024	28706	zz Derouin, Crystal	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-71.00
TOTAL					-71.00
01/11/2024	28687	zz Feuerstahler, Joel a...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-60.72
TOTAL					-60.72
01/11/2024	28703	zz Frink Gregory and J...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-117.97
TOTAL					-117.97
01/11/2024	28695	zz Fuchs, Dane and M...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-102.32
TOTAL					-102.32
01/11/2024	28700	zz Galvin, Robert and ...	2023 Property Tax Refund... #17	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-160.74
TOTAL					-160.74
01/11/2024	28683	zz Geyer, John & Holly	2023 Property Tax Refund Batch #16	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-60.04
TOTAL					-60.04

Town of Neenah
Check Detail
January 11, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/11/2024	28698	zz Schumann, Brad an...	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-52.82
TOTAL					-52.82
01/11/2024	28688	zz Scott, Donald and A...	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17 - three parcels	26102-0 · R.E. Tax Refunds to Tax...	-86.77
TOTAL					-86.77
01/11/2024	28689	zz St Mary, Jason and ...	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-83.89
TOTAL					-83.89
01/11/2024	28696	zz Turba, Timothy and ...	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-124.42
TOTAL					-124.42
01/11/2024	28691	ZZ Van Bogart, Angelo...	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-86.74
TOTAL					-86.74
01/11/2024	28711	zz Van Linn, Steven	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-90.10
TOTAL					-90.10
01/11/2024	28690	zz Wittig, David and Amy	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-91.29
TOTAL					-91.29
01/11/2024	28705	zz Wood, James	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-38.35
TOTAL					-38.35
01/11/2024	28709	zz Young, Suzanne	2023 Property Tax Refund...	11010-1 · Checking - Prospera (...	
			#17	26102-0 · R.E. Tax Refunds to Tax...	-43.78
TOTAL					-43.78

1:02 PM
01/17/24

Town of Neenah
Check Detail
January 17 - 18, 2024

Tax Payer Refunds
Batch 18-20 \$305.56

Date	Num	Name	Memo	Account	Paid Amou...
01/18/2024	28716	zz Bartz, Todd	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#19	26102-0 · R.E. Tax Refunds to Tax...	-95.61
TOTAL					-95.61
01/18/2024	28715	zz Dennis, Fay	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#20	26102-0 · R.E. Tax Refunds to Tax...	-20.00
TOTAL					-20.00
01/18/2024	28713	zz Hablewitz, Adam & ...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#18	26102-0 · R.E. Tax Refunds to Tax...	-91.88
TOTAL					-91.88
01/18/2024	28714	zz Parsons, Colton an...	2023 Property Tax refund	11010-1 · Checking - Prospera (...	
			#18	26102-0 · R.E. Tax Refunds to Tax...	-98.07
TOTAL					-98.07

10:51 AM

01/18/24

Town of Neenah

Check Detail

January 26, 2024

Payroll

Gross = 334.83

Net = 309.93

Date	Num	Name	Memo	Account	Paid Amou...
01/26/2024	DD1696	Davis, Douglas	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	51610-2 · Maintenance - Salary	-200.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-15.00
			Direct Deposit	21520-0 · Nationwide Payable	15.00
			Direct Deposit	51610-1 · Maintenance & Operations	-71.57
			Direct Deposit	65000 · Medicare Taxes	-2.90
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.90
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.90
			Direct Deposit	2110 · Direct Deposit Liabilities	268.67
TOTAL					0.00
01/26/2024	DD1718	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52210-3 · Fire Dept Supplies and ...	-63.26
			Direct Deposit	2110 · Direct Deposit Liabilities	63.26
TOTAL					0.00

Town of Neenah
 Check Detail
 January 25, 2024

TNFD Payroll
 Gross = \$ 30,817.50
 Net = \$ 24,969.63

Date	Num	Name	Memo	Account	Paid Amou...
01/25/2024	DD1697	Bertagnoli, Eric	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-3.00
			Direct Deposit	21520-0 · Nationwide Payable	3.00
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	65000 · Medicare Taxes	-0.58
			Direct Deposit	21514-0 · Medicare Taxes Payable	0.58
			Direct Deposit	21514-0 · Medicare Taxes Payable	0.58
			Direct Deposit	2110 · Direct Deposit Liabilities	14.42
TOTAL					0.00
01/25/2024	DD1698	Crause, Ricky	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-180.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-75.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-50.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-60.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-27.38
			Direct Deposit	21520-0 · Nationwide Payable	27.38
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	85.00
			Direct Deposit	65000 · Medicare Taxes	-5.29
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.29
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.29
			Direct Deposit	2110 · Direct Deposit Liabilities	249.71
TOTAL					0.00
01/25/2024	DD1699	Dahlberg, Andrew	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-465.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-25.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-30.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-540.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-79.50
			Direct Deposit	21520-0 · Nationwide Payable	79.50
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	50.00
			Direct Deposit	65000 · Medicare Taxes	-15.37
			Direct Deposit	21514-0 · Medicare Taxes Payable	15.37
			Direct Deposit	21514-0 · Medicare Taxes Payable	15.37
			Direct Deposit	2110 · Direct Deposit Liabilities	969.63
TOTAL					0.00
01/25/2024	DD1700	Dorton, Nickolas	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-850.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-285.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-130.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-400.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-149.63
			Direct Deposit	21520-0 · Nationwide Payable	149.63
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	259.00
			Direct Deposit	65000 · Medicare Taxes	-28.93
			Direct Deposit	21514-0 · Medicare Taxes Payable	28.93

Town of Neenah Check Detail January 25, 2024

Date	Num	Name	Memo	Account	Paid Amou...
			Direct Deposit	21514-0 · Medicare Taxes Payable	28.93
			Direct Deposit	2110 · Direct Deposit Liabilities	1,682.07
TOTAL					0.00
01/25/2024	DD1701	Fitzgerald, Riley	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-282.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-100.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-90.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-40.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-25.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-49.69
			Direct Deposit	21520-0 · Nationwide Payable	49.69
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	117.00
			Direct Deposit	65000 · Medicare Taxes	-9.61
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.61
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.61
			Direct Deposit	2110 · Direct Deposit Liabilities	510.89
TOTAL					0.00
01/25/2024	DD1702	Hickman, Bryston	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-365.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-307.50
			Direct Deposit	66000 · Nationwide Retirement Ex...	-72.19
			Direct Deposit	21520-0 · Nationwide Payable	72.19
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	70.00
			Direct Deposit	65000 · Medicare Taxes	-13.96
			Direct Deposit	21514-0 · Medicare Taxes Payable	13.96
			Direct Deposit	21514-0 · Medicare Taxes Payable	13.96
			Direct Deposit	2110 · Direct Deposit Liabilities	853.54
TOTAL					0.00
01/25/2024	DD1703	Keller, Quinten	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,305.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-99.00
			Direct Deposit	21520-0 · Nationwide Payable	99.00
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	235.00
			Direct Deposit	65000 · Medicare Taxes	-19.14
			Direct Deposit	21514-0 · Medicare Taxes Payable	19.14
			Direct Deposit	21514-0 · Medicare Taxes Payable	19.14
			Direct Deposit	2110 · Direct Deposit Liabilities	1,040.86
TOTAL					0.00

Town of Neenah Check Detail January 25, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/25/2024	DD1704	Kimball, Mackenzie	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-180.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-30.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-360.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-40.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-69.38
			Direct Deposit	21520-0 · Nationwide Payable	69.38
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	143.00
			Direct Deposit	65000 · Medicare Taxes	-13.41
			Direct Deposit	21514-0 · Medicare Taxes Payable	13.41
			Direct Deposit	21514-0 · Medicare Taxes Payable	13.41
			Direct Deposit	2110 · Direct Deposit Liabilities	743.59
TOTAL					0.00
01/25/2024	DD1705	Lloyd, Ayden	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-532.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-457.50
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-300.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-123.38
			Direct Deposit	21520-0 · Nationwide Payable	123.38
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	52.00
			Direct Deposit	65000 · Medicare Taxes	-23.85
			Direct Deposit	21514-0 · Medicare Taxes Payable	23.85
			Direct Deposit	21514-0 · Medicare Taxes Payable	23.85
			Direct Deposit	2110 · Direct Deposit Liabilities	1,544.15
TOTAL					0.00
01/25/2024	DD1706	Lloyd, Irik M	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-685.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-175.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-547.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-390.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-440.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-183.19
			Direct Deposit	21520-0 · Nationwide Payable	183.19
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	110.00
			Direct Deposit	65000 · Medicare Taxes	-35.42
			Direct Deposit	21514-0 · Medicare Taxes Payable	35.42
			Direct Deposit	21514-0 · Medicare Taxes Payable	35.42
			Direct Deposit	2110 · Direct Deposit Liabilities	2,272.08
TOTAL					0.00

Town of Neenah
Check Detail
 January 25, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/25/2024	DD1707	Lontcoski, Joseph	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,457.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-175.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-457.50
			Direct Deposit	66000 · Nationwide Retirement Ex...	-168.00
			Direct Deposit	21520-0 · Nationwide Payable	168.00
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	212.00
			Direct Deposit	65000 · Medicare Taxes	-32.48
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.48
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.48
			Direct Deposit	2110 · Direct Deposit Liabilities	1,970.52
TOTAL					0.00
01/25/2024	DD1708	McArthur, James	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-775.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-435.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-320.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-138.38
			Direct Deposit	21520-0 · Nationwide Payable	138.38
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	63.00
			Direct Deposit	65000 · Medicare Taxes	-26.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	26.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	26.75
			Direct Deposit	2110 · Direct Deposit Liabilities	1,730.25
TOTAL					0.00
01/25/2024	DD1709	Muttart, Nathan R.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,335.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-175.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-510.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-174.00
			Direct Deposit	21520-0 · Nationwide Payable	174.00
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	65000 · Medicare Taxes	-33.64
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.64
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.64
			Direct Deposit	2110 · Direct Deposit Liabilities	2,261.36
TOTAL					0.00

Town of Neenah

Check Detail

January 25, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/25/2024	DD1710	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-920.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,245.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-530.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-450.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-262.50
			Direct Deposit	21520-0 · Nationwide Payable	262.50
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	478.00
			Direct Deposit	65000 · Medicare Taxes	-50.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	50.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	50.75
			Direct Deposit	2110 · Direct Deposit Liabilities	2,946.25
TOTAL					0.00
01/25/2024	DD1711	Pleshek, Cynthia	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-82.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-25.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-472.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-40.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-390.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-20.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-86.63
			Direct Deposit	21520-0 · Nationwide Payable	86.63
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	65000 · Medicare Taxes	-16.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.75
			Direct Deposit	2110 · Direct Deposit Liabilities	1,113.25
TOTAL					0.00
01/25/2024	DD1712	Plier, Christopher J.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,160.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-175.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-1,087.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-510.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-515.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-40.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-273.94
			Direct Deposit	21520-0 · Nationwide Payable	273.94
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	201.00
			Direct Deposit	24000-0 · Payroll Liabilities	350.00
			Direct Deposit	65000 · Medicare Taxes	-52.96
			Direct Deposit	21514-0 · Medicare Taxes Payable	52.96
			Direct Deposit	21514-0 · Medicare Taxes Payable	52.96
			Direct Deposit	2110 · Direct Deposit Liabilities	3,023.54
TOTAL					0.00

Town of Neenah Check Detail January 25, 2024

Date	Num	Name	Memo	Account	Paid Amou...
01/25/2024	DD1713	Schmeichel, Matthew A	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-742.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-30.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-52.50
			Direct Deposit	66000 · Nationwide Retirement Ex...	-84.38
			Direct Deposit	21520-0 · Nationwide Payable	84.38
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	98.00
			Direct Deposit	65000 · Medicare Taxes	-16.31
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.31
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.31
			Direct Deposit	2110 · Direct Deposit Liabilities	985.69
TOTAL					0.00
01/25/2024	DD1714	Schultz, Henry P	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-447.50
			Direct Deposit	52200-0 · Fire Protection - Salaries	-75.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-120.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-375.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-20.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-87.19
			Direct Deposit	21520-0 · Nationwide Payable	87.19
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	88.00
			Direct Deposit	65000 · Medicare Taxes	-16.86
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.86
			Direct Deposit	21514-0 · Medicare Taxes Payable	16.86
			Direct Deposit	2110 · Direct Deposit Liabilities	1,032.64
TOTAL					0.00
01/25/2024	DD1715	Simington, Nathan S	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-580.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-100.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-100.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-15.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-420.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-140.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-75.00
			Direct Deposit	52300-0 · Fire Dept. First Resp- Sa...	-20.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-108.75
			Direct Deposit	21520-0 · Nationwide Payable	108.75
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	24100-0 · Fire Expense Due	265.00
			Direct Deposit	65000 · Medicare Taxes	-21.03
			Direct Deposit	21514-0 · Medicare Taxes Payable	21.03
			Direct Deposit	21514-0 · Medicare Taxes Payable	21.03
			Direct Deposit	2110 · Direct Deposit Liabilities	1,138.97
TOTAL					0.00

Town of Neenah
Check Detail
 January 25, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
01/25/2024	DD1716	Tunstall, Randy	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-235.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-100.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-150.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-30.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-45.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-42.00
			Direct Deposit	21520-0 · Nationwide Payable	42.00
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	65000 · Medicare Taxes	-8.12
			Direct Deposit	21514-0 · Medicare Taxes Payable	8.12
			Direct Deposit	21514-0 · Medicare Taxes Payable	8.12
			Direct Deposit	2110 · Direct Deposit Liabilities	526.88
TOTAL					0.00
01/25/2024	DD1717	Weiss, David M.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-240.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-75.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-75.00
			Direct Deposit	66000 · Nationwide Retirement Ex...	-29.25
			Direct Deposit	21520-0 · Nationwide Payable	29.25
			Direct Deposit	24100-0 · Fire Expense Due	25.00
			Direct Deposit	65000 · Medicare Taxes	-5.66
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.66
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.66
			Direct Deposit	2110 · Direct Deposit Liabilities	359.34
TOTAL					0.00

**TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION 2024-01**

**RESOLUTION APPROVING CERTIFIED SURVEY MAP
FOR 7050 WOODENSHOE ROAD AND 7074 WOODENSHOE ROAD
WINNEBAGO COUNTY PLANNING AND ZONING CSM Log # 6350**

WHEREAS, Winnebago County Planning and Zoning submitted CSM Log # 6350 for Town review, as attached as Exhibit 1; and

WHEREAS, on January 15, 2024, the Town of Neenah Plan Commission held a meeting on a Certified Survey Map (CSM) filed by Carow Land Surveying Co. Inc on behalf of property owners James Jones Revocable Trust, Jacqueline Jones Revocable Trust, Randal Averbeck and Sally Liebhauser to define new lot lines for 7050 Woodenshoe Road and 7074 Woodenshoe Road as described on the attached CSM in the Town of Neenah, Winnebago County Planning and Zoning CSM Log # 6350; and

WHEREAS, at the meeting, the Plan Commission recommended approval of the above mentioned CSM; and

NOW THEREFORE BE IT RESOLVED that the Town Board approves the CSM for 7050 Woodenshoe Road and 7074 Woodenshoe Road , County Planning and Zoning CSM Log # 6350.

FURTHER RESOLVED that The Town Chairman, or his representative, and Town Administrator-Clerk-Treasurer are authorized to sign the above mentioned CSM.

Dated this 22nd day of January 2024.

TOWN OF NEENAH

By:

Robert Schmeichel,
Town Chairperson

Attest:

Ellen Skerke,
Town Administrator-Clerk-Treasurer

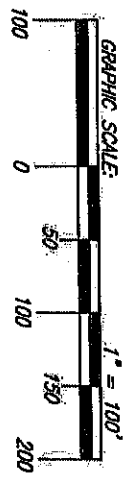
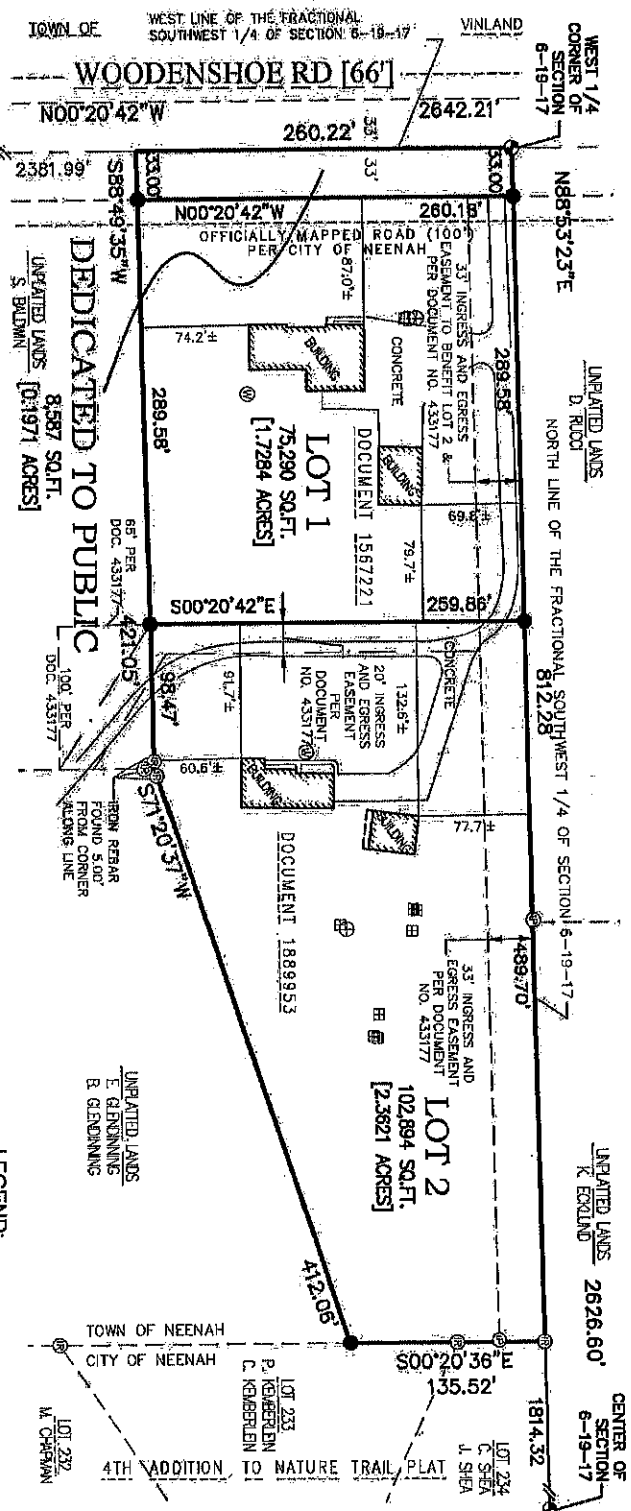
OWNER(S) OF RECORD:
 RANDALL ALLEN AVERBECK
 SALLY ANN LIEBHAUSER
 JAMES D JONES REVOCABLE TRUST
 JACQUELINE J JONES REVOCABLE TRUST
 PARCEL NO.(S):
 01000089 0100008903

CERTIFIED SURVEY MAP NO. _____
 BEING PART OF THE NORTHWEST 1/4 OF THE FRACTIONAL
 SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 19 NORTH, RANGE 17
 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

NORTH IS REFERENCED TO THE
 NORTH LINE OF THE FRACTIONAL
 SOUTHWEST 1/4 OF SECTION 5,
 TOWNSHIP 19 NORTH, RANGE 17
 EAST, TOWN OF NEENAH,
 WINNEBAGO COUNTY, WISCONSIN,
 WHICH BEARS N88°53'23"E PER THE
 WISCONSIN COUNTY COORDINATE
 SYSTEM (WINNEBAGO COUNTY)

NOTES:
 -PRIOR TO ANY CONSTRUCTION
 OR OTHER LAND USE ACTIVITY,
 ALL BUILDING SETBACKS AND
 OTHER LAND USE REQUIREMENTS
 SHOULD BE VERIFIED WITH THE
 TOWN OF NEENAH AND
 WINNEBAGO COUNTY.
 -FIELD SURVEY WAS COMPLETED
 ON 1/17/23.
 -SECTION BREAKDOWN ON
 RECORD AT THE WINNEBAGO
 COUNTY SURVEYORS OFFICE.

CHRISTOPHER E. PERRERAULT, PLS. 2249 DATED
 CAROW LAND SURVEYING CO., INC.
 615 N. LYNNDALE DR., APPLETON, WI 54914
 N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
 PHONE: (920)731-4168
 A2310.26 DATED: 12/22/23
 DRAFTED BY: NJO



SHEET 1 OF 4 SHEETS

- LEGEND:**
- = 1 1/2" X 18" ROUND IRON PIPE SET, WEIGHING 2.17 LBS. PER LIN. FT.
 - ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
 - ⊕ = 1" I.D. ROUND IRON PIPE FOUND
 - ⊖ = SEPTIC VENT
 - ⊕ = SEPTIC TANK
 - ⊙ = WELL
 - ⊕ = EXISTING BERNTSEN MONUMENT

UNPLATTED LANDS
 E. GLENNING
 B. GLENNING

TOWN OF NEENAH
 CITY OF NEENAH

LOT 233
 P. KEMERLEN
 C. KEMERLEN

LOT 232
 M. O'BRYEN

LOT 234
 T. SHER
 J. SHER

UNPLATTED LANDS
 K. ECKLUND

CENTER OF SECTION 5-19-17

UNPLATTED LANDS
 D. RUDOLPH

UNPLATTED LANDS

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHWEST ¼ OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED PART OF THE NORTHWEST ¼ OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: BEGINNING AT THE WEST ¼ CORNER OF SAID SECTION 6; THENCE N88°53'23"E, 812.28 FEET ALONG THE NORTH LINE OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6 TO AN EAST LINE OF LAND DESCRIBED IN DOCUMENT NO. 1567221; THENCE S00°20'36"E, 135.52 FEET ALONG SAID EAST LINE AND THE EAST LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1889953 TO THE SOUTH LINE OF SAID LANDS; THENCE S71°20'37"W, 412.06 FEET ALONG SAID SOUTH LINE; THENCE S88°49'35"W, 421.05 FEET ALONG SAID SOUTH LINE AND THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1567221 TO THE WEST LINE OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6; THENCE N00°20'42"W, 260.22 FEET ALONG SAID WEST LINE TO THE WEST ¼ CORNER OF SECTION 6 AND THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF RANDY AVERBECK, 7074 WOODENSHOE RD., NEENAH, WI 54956.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE DIVISION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY AND THE TOWN OF NEENAH.

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DR., APPLETON, WI 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2310.26 (RFR) 12-22-2023

NOTES:

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 0100089 & 010008903.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): JAMES D. & JACQUELINE J. JONES REVOCABLE TRUST, RANDALL ALLEN AVERBECK AND SALLY ANN LIEBHAUSER.
- (3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NO.S: 1567221 AND 1889953.

COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS _____ DAY OF _____, 20____.

CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

TOWN BOARD CERTIFICATE:

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED AND ACCEPTED BY THE TOWN BOARD OF THE TOWN OF NEENAH ON THE _____ DAY OF _____, 20____.

TOWN CHAIRMAN

TOWN CLERK

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHWEST ¼ OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

CITY OF NEENAH APPROVAL:

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE CITY OF NEENAH ON THIS _____ DAY OF _____, 20____.

CITY CLERK DATED

TREASURER CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

TOWN TREASURER DATED COUNTY TREASURER DATED

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS SHOWN ON THIS MAP. I (WE) ALSO CERTIFY THAT THIS MAP REQUIRES THE APPROVAL OF THE FOLLOWING: WINNEBAGO COUNTY, TOWN OF NEENAH AND CITY OF NEENAH.

IN WITNESS THEREOF:

RANDALL ALLEN AVERBECK SALLY ANN LIBBHAUSER

STATE OF WISCONSIN)
) SS
_____, COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____,
THE ABOVE NAMED OWNER (S), TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC,
_____, WISCONSIN
MY COMMISSION EXPIRES _____

CHRISTOPHER E. PERREAULT PLS-2249, DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DR., APPLETON, WI 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2310.26 (RFR) 12-22-2023

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHWEST ¼ OF THE FRACTIONAL SOUTHWEST ¼ OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS SHOWN ON THIS MAP. I (WE) ALSO CERTIFY THAT THIS MAP REQUIRES THE APPROVAL OF THE FOLLOWING: WINNEBAGO COUNTY, TOWN OF NEENAH AND CITY OF NEENAH.

IN WITNESS THEREOF:

BY JAMES D. & JACQUELINE J. JONES REVOCABLE TRUST

JAMES D. JONES, TRUSTEE

JACQUELINE J. JONES, TRUSTEE

STATE OF WISCONSIN)
) SS
_____, COUNTY)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____,
THE ABOVE NAMED OWNER (S), TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE
FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC,

_____, WISCONSIN
MY COMMISSION EXPIRES _____.

CHRISTOPHER E. PERREAULT PLS-2249, DATED
CAROW LAND SURVEYING CO., INC.
615 N. LYNNDALE DR., APPLETON, WI 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2310.26 (RFR) 12-22-2023

TOWN OF NEENAH PUBLIC HEARING AND PLAN COMMISSION MEETING

Monday, January 15, 2024

Held at Town of Neenah Municipal Building, 1600 Breezewood Lane and offered via Zoom.

Present for Plan Commission: Plan Commission Chair Pete Weyenberg, Commissioner Jeremy Kwiatkowski, Commissioner Joshua Lautenschlager, and Commissioner Don Nussbaum.

Present for Plan Commission via Zoom: Commissioner Brett Armstrong

Excused: Commissioner Jody Andres, Commissioner Russ Meerdink

Also Present: Randy Averbeck, Sally Liebhauser, Town Board Supervisor James Weiss, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Also Present Via Zoom: Carrie Sturn

Plan Commission Chair Pete Weyenberg called the Public Hearing to order at 7:00 p.m. Pledge of Allegiance was recited.

Public Forum

- Randy Averbeck, 7074 Woodenshoe Rd explained the CSM, they are purchasing a 33-foot strip of land along their property line for maintenance purposes and an added buffer with the neighboring lot. There is a shared driveway with two other lots and there is an agreement in place.

Approve November 11, 2023 Plan Commission Meeting Minutes

Motion: D. Nussbaum / J Lautenschlager to approve. One minor spelling correction was noted.

Motion carried by voice vote.

Input/Discussion/Action**Certified Survey Map**

Resolution 2024-01 - Certified Survey Map, Woodenshoe Rd

Applicant: Randall Averbeck and Sally Liebhauser
James and Jacqueline Revocable Trust

Location of Premises Affected: 7074 Woodenshoe Road
7050 Woodenshoe Road

Tax Parcel No: 010-008903
010-0089

- General discussion of the CSM with no concerns noted.

Motion J. Lautenschlager / J. Kwiatkowski to approve the CSM for 7074 and 7050 Woodenshoe Rd.

Motion carried by voice vote.

New Business

- E. Skerke stated there were two future items for Plan Commission, a zoning map amendment for the February meeting and a variance request for March meeting.

Old Business

- None

Next regularly scheduled Plan Commission Meeting, Monday February 19, 2024, at 7:00 p.m.

Adjourn

Motion: J. Lautenschlager / D. Nussbaum to adjourn.
Motion carried. Meeting Adjourned at 7:13 pm

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval



Statement of Work - Audit Services

November 8, 2023

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 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, 2023.

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 Town of Neenah, and the related notes to the financial statements as of and for the year ended December 31, 2023.

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

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

Nonaudit services

We will also provide the following nonaudit services:

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

Audit objectives

The objectives of our audit 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 the 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 opinions.

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 opinion. 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 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 financial statements, including the amounts and disclosures, and whether the 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 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.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the 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.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (a) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from U.S. GAAP; (b) informative disclosures similar to those required by U.S. GAAP; and (c) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

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 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. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's operations, 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 services 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. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$10,900. In addition, we also anticipate additional fees for time incurred related to recent accounting standards including GASB Statement No. 96 as well as Statement on Auditing Standards Numbers 143 - 145. Fees for recent accounting standards are estimated to be an additional \$500 for GASB 96 and \$750 for Statement on Auditing Standards Numbers 143 - 145. 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 Town of Neenah.

CLA

CLA

Bryan Grunewald, CPA

Bryan Grunewald, CPA, Principal

SIGNED 1/17/2024, 10:46:37 AM CST

Client

Town of Neenah

SIGN:

Robert Schmeichel, Board Member

DATE:

Town of Neenah

SIGN:

Ellen Skerke, Clerk-Treasurer

DATE:



November 8, 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, 2023.

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

Year-end financial reports

We will prepare a 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 CT)

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 them 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 (SSARSs) 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 a report 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 is 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.

The 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 statements 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 the 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 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 form, 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 report thereon are for management's use. If you intend to reproduce and publish the prescribed form and our report thereon, they must be reproduced in their entirety. Inclusion of the prescribed form in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

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 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. 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 prescribed form and to perform a compilation engagement with respect to those same prescribed form, and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

CLA
CLA

Bryan Grunewald, CPA

Bryan Grunewald, CPA, Principal

SIGNED 1/17/2024, 10:32:16 AM CST

Client
Town of Neenah

SIGN:

Ellen Skerke, Clerk-Treasurer

DATE:



Urban Living in a Rural Setting

MEMORANDUM

To: Town of Neenah Board of Supervisors

From: Ellen Skerke, Administrator-Clerk-Treasurer

Date: January 17, 2024

Memo: Credit Card Policy – Draft Resolution, Policy and Card Holder Agreement

Following the Town Board meeting on January 8, 2024, Tom Wilde and I drafted the attached Resolution, Credit Card Policy, and Card Holder Agreement for Town Board consideration.

The Board will have an opportunity to discuss at the January 22, 2024 Town Board Meeting, provide feedback and revisions. A final version will be presented for Town Board approval at the February 8, 2024 Town Board Meeting. The Board will have an opportunity at that time to authorize who will be a card holder and the credit limits allowed for each authorized card holder.

Attorney Matt Parmentier has received these drafts and is scheduled to be in attendance via Zoom at the January 22, 2024 Town Board meeting.

**TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION 2024-02**

RESOLUTION ESTABLISHING A CREDIT CARD POLICY

WHEREAS, The Town of Neenah Board of Supervisors has considered the benefits and risks of providing Town issued credit cards to employees, and;

WHEREAS, the attached Credit Card Policy has been reviewed by the Town Board. The Credit Card Policy shall be adopted by resolution by the Town Board. The policy shall be reviewed periodically by the Administrator-Clerk-Treasurer and any modifications shall be presented to the Town Board for approval.

WHEREAS, the attached Credit Card Policy states that credit cards shall be issued to employees at the discretion of the Town Board. No credit card shall be issued or credit limit changed without express approval by the Town Board.

NOW, THEREFORE, BE IT RESOLVED THAT, the Town Board delegates the authority to secure business credit cards for authorized employees to the Administrator-Clerk-Treasurer. Authorized credit card users and credit card limits to be authorized by the Town Board. Responsibility is delegated to the Administrator-Clerk-Treasurer or designee to establish procedures to be used for a system of controls as it relates to the review and reconciliation of charges. All credit card statements with attached receipts will be presented to the Board for review and approval.

BE IT FURTHER RESOLVED THAT, prior to the issuance of any Town issued credit card, the employee who will be issued a credit card shall receive a copy of the approved policy and agree to its terms prior to issuance.

Approved and adopted this 12th day of February 2024.

Authorized
Signature: _____

Robert Schmeichel
Town of Neenah Chairman

Attest: _____

Ellen Skerke
Town of Neenah Administrator-Clerk-Treasurer

**Town of Neenah
Winnebago County, Wisconsin
Credit Card Policy February __, 2024**

Introduction

The Town of Neenah is providing an approach to purchasing goods and services by offering a Credit Card Program to select Town employees responsible for purchasing. The Credit Card Program is designed to make it easier and more cost effective for Town personnel to make purchases of goods and services from any supplier that accepts credit cards, where a PO is not practical or accepted, and in emergency situations.

Credit cards do not replace the normal purchasing policies and procedures established. These policies and procedures are intended to provide guidelines to cardholders in utilizing their credit cards.

General Information

The Town issues credit cards to designated employees at the discretion of the Town Board. The person the credit card is issued to is responsible for any purchases made with their credit card. The card is to be used for Town purchases only.

Issuance of Credit Card

Credit Cards will be issued following Town Board Approval of the authorized user of a credit card and the credit limit assigned to each individual card issued.

Use of the credit card for personal items or cash back is strictly prohibited.

Card privileges may be rescinded at any time at the discretion of the Town Board if policies and/or procedures are not followed by the cardholder.

Credit cards must be kept in a secure place. Credit cards remain the property of the Town.

All charges made on Town credit cards are billed directly to the Town on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process. The Clerk-Treasurer's Office will email a copy of the monthly statement to each card holder for their review and reconciliation.

Each cardholder will be required to retain and submit receipts to the Clerk-Treasurer. The monthly statement will be and reconciled by the Card User and reviewed by the Clerk-Treasurer. The original receipts will be attached to the appropriate statements and payment will be made in a timely manner. All credit card statements with attached receipts will be presented to the Board for review and approval.

Cardholder Limits

Each cardholder will be assigned a credit limit not to exceed \$5000 in any given billing cycle.

Each credit limit will be established as appropriate and will be at the discretion of the Town Board.

Unauthorized Uses

The following purchases are expressly forbidden under this program. Purchases that:

- Are for the purchase of liquor
- Are for cash advances
- Exceed your limit
- Are split across days to stay within your limit
- Are split amongst cardholders to stay within your limit
- Are made to avoid or circumvent the purchasing process
- Are not immediately available at the time of credit card use. No back-order of merchandise is allowed. Back-ordering will cause the Town to pay for goods before they are received.

A cardholder that makes unacceptable or unauthorized purchases or carelessly uses the credit card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. The cardholder will also be subject to disciplinary action, up to and including termination.

Purchasing Procedures

The following are the procedures for making purchases using your credit card:

- Only the cardholder can authorize a purchase on his/her card. The cards should not be loaned to another person, however; should a Department Head choose to use their issued card as a Department Card and authorizes the card to be used to make purchases for an employee in their department, the employee named on the credit card is ultimately responsible for all purchases, receipts and accounting and recordkeeping responsibilities.
- Purchases utilizing your credit card can be made in person, by phone, or over the internet from any vendor that accepts Visa. For security reasons, fax orders should be avoided as you do not know who is on the receiving end and has access to your card information.
- Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions. I.e. receipts, invoices, or other documentation showing the item(s) purchased and the amount paid.
- All Town purchases are exempt for Wisconsin Sales Tax. It is the cardholder's responsibility to make certain that sales tax is not paid on any purchases he/she makes using a credit card. If a vendor requires a copy of the Tax-Exempt Certificate a copy is available from the Clerk-Treasurer to provide to the vendor.
- A credit card purchase may be declined at the point of sale. If a transaction is declined, the cardholder should cancel the transaction and contact the Clerk-Treasurer immediately to determine the reason for the declined transaction.
- Any returns or credits made on purchases made for by credit card must be credited to the cardholders account (no cash refunds). The cardholder should obtain and retain the appropriate documentation.

Cardholder Record Keeping Requirements

- Cardholders must keep all original sales documents (receipts, packing lists, invoices, credit card slips, cash register tapes) from purchases made with the credit card. These documents will be required to be submitted to the Clerk-Treasurer for processing.
- Cardholders must denote what was purchased and the account number the purchase falls under for those receipts.
- Cardholders are responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise
- All documents must be turned into the Clerk-Treasurer at the end of each billing cycle.

Reporting Lost, Stolen or Damaged Cards

- If your credit card is lost or stolen, contact the Clerk-Treasurer immediately so appropriate action can be taken.
- If a card becomes damaged and needs to be replaced, the cardholder must return the card to the Clerk-Treasurer and a replacement card will be issued.

Disputed Items

- If there is a discrepancy on the monthly statement, the vendor will be contacted to try and resolve the matter. The Clerk-Treasurer will ensure the correction appears on the next monthly statement.

Unauthorized Account Usage

- The cardholder is responsible for keeping track of how the card is used and for its safekeeping. The cardholder should protect against fraudulent use of the card.
- If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact the Clerk-Treasurer immediately for card deactivation.

Card Deactivation

- Upon termination of employment of a cardholder, the credit card must be returned to the Clerk-Treasurer prior to the employee's last day of work. The credit card will be deactivated immediately.
- A credit card may be deactivated if the Town Board determines that the cardholder has continuously violated the policies and procedures set forth in the policy.

This policy applies to all departments and personnel of the Town of Neenah. Violations of this policy will result in discipline up to and including termination.

Approved by Town of Neenah Resolution 2024-02 February 12, 2024

Town of Neenah Card Holder Agreement

Participating Employee Acknowledgment of Responsibilities

By participating in the Town of Neenah Credit Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Credit Card Program.

Please remember that you are committing Town funds each time you use the Town issued credit card. This is a responsibility that should not be taken lightly. Remember that you are the person responsible for all charges made to the card(s) which has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.

The card will have no impact on your personal credit. Although the card lists an individual's name, the card is actually issued to Town of Neenah.

These responsibilities include but are not limited to the following:

The Town of Neenah Credit Card is to be used for business expenditures only. The Town Card may only be used under the parameters and procedures established in the Credit Card policy. The Town of Neenah Credit Card may not be used for personal or entertainment purposes.

The Town issued Credit Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable. Under no circumstances shall the employee request an increase to the credit limit. Credit limits are approved by the Town Board, when necessary the credit limit may be changed by the Town Board.

The Town of Neenah Credit Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify the Town of Neenah Clerk-Treasurer.

All charges will be billed to and paid directly by Town of Neenah. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the Card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all Account activity.

The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. The Cardholder may be asked to surrender the Card at any time deemed necessary by the Town Board.

Abuse of the Commercial Card will result in revocation of the Card and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use and/or entertainment
- Failure to return the Commercial Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate Accounts Payable group

By signing below, I acknowledge that I have received and read the Town of Neenah Credit Card policy and read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of the Town of Neenah Credit Card Program, I understand and assume the responsibilities listed above.

Employee Signature

Title

Name (Print)

Date

Ellen Skerke – Administrator-Clerk-Treasurer

Date

Cardholder: Retain one copy. Administrator retains original

MEMORANDUM

To: Town of Neenah Board of Supervisors
From: Ellen Skerke, Administrator-Clerk-Treasurer
Date: January 17, 2024
Memo: Remote Attendance at Meetings by Town Board Members

Bob Schmeichel plans on zooming into the Town Board meeting on Monday January 22, 2024. Below is information regarding remote meeting appearances from Legal Opinion by Atty Carol Nawrocki in January 2024 WTA Magazine:

2. Has your board adopted a policy on the use of remote meeting technology and/or the use of telephones for meeting appearances?

We often receive questions about whether town or village board members may attend meetings using things like Zoom technology or a speakerphone/cell phone set up at the hall. In some cases, board members are absent because they are on vacation or enjoy being a snowbird. In other cases, board members unexpectedly need to be absent due to an illness or other personal situation. While state law does *not* give absent board members the "right" to appear remotely, your town or village board may decide to adopt a local policy that allows for remote appearances. When considering the adoption of such a policy, your board may want to think about the following: (1) Does your town or village hall have adequate internet service or phone service to allow for a quality connection that doesn't lag or make communication difficult?; 2) Does your hall have a built in sound system or adequate acoustics that will allow members of the audience (and board) to hear the absent board member and vice versa?; 3) Do you want to allow remote attendance for quorum purposes only and not allow absent members to vote or will absent members have the full power to vote?; 4) Will remote attendance be allowed any time requested or only under limited circumstances such as during required work related travel or illness, for example?; and, 5) How many board members will be allowed to appear remotely at the same time? A majority of the board should typically be appearing in person.

Again, town and village boards are *not required* to allow members to appear remotely. But, if your board is willing to allow such appearances, having such a policy in place adds a lot of clarity when such a request is made and makes it easier to know whether the body will be able to accommodate the request.

The Town does not currently have a written policy regarding remote appearances. My recommendation is at the January 22, 2024 Town Board meeting, the Town Board members that are present in person take action at the start of the meeting to address remote attendance for the January 22, 2024 Town Board Meeting; will remote attendance count toward quorum and will it have full voting privileges?

There will be an item further down on the agenda for discussion on this subject so the Town Board can offer guidance for a policy which can be adopted at a future Town Board meeting making it clear moving forward what is allowed with remote attendance. Several samples are provided for your consideration. I also attached a draft Resolution for your consideration.

**TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION 2024-03**

**RESOLUTION TO ADOPT A
REMOTE MEETING ATTENDANCE POLICY**

WHEREAS, It is the policy of the Town of Neenah that the presence of the elected officials and members of all governmental bodies at public meetings is highly desirable. Being deliberative bodies, the Town Board, its commissions, committees, and other governmental bodies function best when members can engage with each other in person. The public's ability to view actions being taken by members of all governmental bodies and to make meaningful input into the decision-making process can be materially improved by direct access to members of all governmental bodies in the public forum provided by public meetings. Accordingly, the provisions for remote attendance at meetings set forth in this Resolution are intended to provide for the public's good, not necessarily for the convenience or ease of the members of governmental bodies. As such, the privilege of attending meetings electronically should be used sparingly.

NOW, THEREFORE, BE IT RESOLVED THAT,

(a) *Remote attendance permitted.* Any member of a governmental body, Town employee, or any other person may appear at any meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation.

(b) *Remote attendance by members.* Any member of the Town of Neenah Board of Supervisors, or a Town commission or committee desiring to attend a meeting remotely shall be entitled to participate and vote to the fullest extent possible.

(1) *Exception.* No member shall participate or vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.

(2) *Quorum.* A member who appears remotely shall count toward a quorum during said appearance.

(3) *Proper equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.

(c) *Notice.* The agenda for any meeting of a governmental body shall specifically and conspicuously provide information concerning all available methods of attendance.

Approved and adopted this 12th day of February 2024.

Authorized
Signature:

Robert Schmeichel
Town of Neenah Chairman

Attest:

Ellen Skerke
Town of Neenah Administrator-Clerk-Treasurer

Sample 1

GENERAL ORDINANCE NO. 13-21

**AN ORDINANCE CREATING SECTION 2-32,
GREEN BAY MUNICIPAL CODE,
RELATING TO REMOTE ATTENDANCE AT MEETINGS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-32, Green Bay Municipal Code, is hereby created to read:

Sec. 2-32. Remote attendance at meetings.

(a) *Remote attendance permitted.* Any City employee, member of a governmental body, or any other person may appear at any meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation.

(b) *Remote attendance by members.* Any member of a City governmental body desiring to attend a meeting remotely shall be entitled to participate and vote to the fullest extent possible.

(1) *Exception.* No member shall participate or vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.

(2) *Quorum.* A member who appears remotely under this section shall count toward a quorum during said appearance.

(3) *Proper equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.

(c) *Notice.* The agenda for any meeting of a governmental body shall specifically and conspicuously provide information concerning all available methods of attendance.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Sample 2

STATE OF WISCONSIN

MILWAUKEE COUNTY

VILLAGE OF WHITEFISH BAY

ORDINANCE NO: 1870

An Ordinance to Create Article VI, Section 1-30 of the Municipal Code With Regard to the Conduct of Virtual Meetings of and Remote Attendance at Meetings of Boards and Commissions

The Village Board of the Village of Whitefish Bay, Milwaukee County, Wisconsin does ordain as follows:

Section One: Article VI, Section 1-30 of the Municipal Code is hereby created to read as follows:

ARTICLE VI Boards, Authorities, Committees, and Commissions.

Sec. 1-30 – Conduct of Virtual Meetings of and Remote Attendance at Meetings of Boards, Authorities, Committees, and Commissions.

(A) *Virtual Meetings and Remote Attendance*. In exceptional circumstances as determined by the chair of the applicable Village board, authority, committee or commission, meetings may on a case by case basis be held on a virtual basis or otherwise with remote attendance as described in this section. Virtual meetings and remote attendance are only authorized when the chair determines that health, safety, welfare, family or work circumstances warrant a virtual meeting or remote attendance. Virtual meetings and remote attendance may not be authorized solely for convenience. For meetings that include quasi-judicial action requiring due process, the chair must consult the Village Attorney before authorizing a virtual meeting or remote attendance. Virtual meetings and remote attendance are subject to the following:

- (1) Remote Attendance. When a meeting is held in-person, the chair of the applicable body, may allow one or more members of the body to attend the meeting by telephone or other electronic means, subject to the requirements of this section. A member of the body seeking to attend remotely shall notify the Village Manager of the request at least forty-eight (48) hours in advance of the meeting. The Village Manager shall immediately notify the chair. The chair shall decide whether to grant the request at least twenty-four (24) hours in advance of the meeting. The chair's determination shall be final. Members of the body attending remotely shall have all powers of participation, including counting toward a quorum and having the opportunity to vote. Such attendance is only permitted if systems allow the remote member to hear the proceedings and be heard in the meeting room. If visual information is presented at the meeting, the information shall be distributed or systems must allow remote attendees to view what is presented. The Village does not warrant remote attendance system performance. If circumstances leading to one or more members of the body seeking to attend remotely are widely shared by others in the general public, the chair should consider providing a similar remote attendance option for the general public. Such option must be provided to citizens in a timely manner as part of the meeting agenda notice.
- (2) Virtual Meeting. Upon direction of the chair, a body may on a case-by-case basis conduct an entirely virtual meeting, in which no member of the body is present at Village Hall, subject to the requirements of this section. Members of the body attending virtually shall have all powers of participation, including counting toward a quorum and having the opportunity to vote. If visual information is presented at the meeting, remote attendees

must have the opportunity before or during the meeting to view what is presented or be prohibited from voting on the matter. The public shall be given access to the system implementing the virtual meeting platform. Information about access to the meeting shall be provided to citizens in a timely manner as part of the meeting agenda notice. Best efforts shall be used to ensure that members of the public lacking access to the virtual meeting platform are provided alternative reasonable methods to attend.

- (3) **Open Meetings Law Limitations.** In no event shall a virtual meeting be convened, or remote attendance be permitted where a violation of the Wisconsin Open Meetings Law would result.


Section Two: Severability: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three: All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four: This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this 3rd day of August, 2020.

VILLAGE OF WHITEFISH BAY



Julie Siegel, Village President



Gaimie Krueger, Village Clerk

City of Sheboygan

Sec. 2-138. Remote attendance at meetings.

- (a) *Remote attendance permitted.* A member of a city governmental body, as defined in Wis. Stats. § 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible, except as follows:
 - (1) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of a witness's demeanor if the member is unable to make such a visual assessment.
 - (2) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
- (b) *Quorum.* A member who appears remotely pursuant to subsection (a) above shall count towards a quorum during said appearance.
- (c) *Proper equipment.* Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- (d) *Notice.* Whenever a city governmental body anticipates that a member will appear by telephone, video conference, or other remote method of participation, the meeting agenda shall specifically and conspicuously identify which person(s) or member(s) shall be appearing by such means.
- (e) *Exceptions.* No person shall be allowed to participate in any meeting where the meeting notice failed to state the person would appear by telephone/conference means or where such equipment is unavailable or unusable at the time of the meeting.

(Ord. No. 4-15-16, § 1, 10-19-15; Ord. No. 45-18-19, § 1, 3-4-19)

ARTICLE XI. ELECTRONIC ATTENDANCE AT MEETINGS

Sec. 2-670. Policy.

- (a) It is the policy of the city that the presence of the elected officials and members of all governmental bodies at public meetings is highly desirable. Being deliberative bodies, the common council, its committees, and other governmental bodies function best when members can engage with each other in person. The public's ability to view actions being taken by members of all governmental bodies and to make meaningful input into the decision-making process can be materially improved by direct access to members of all governmental bodies in the public forum provided by public meetings. Accordingly, the provisions for remote attendance at meetings set forth in this section are intended to provide for the public's good, not necessarily for the convenience or ease of the members of governmental bodies. As such, the privilege of attending meetings electronically should be used sparingly and in strict conformance with the provisions described herein.
- (b) All meetings of governmental bodies shall be convened in a meeting room of the city, or in such other convenient and appropriate location, that permits the public to attend open sessions physically or electronically. Members of all governmental bodies may attend any open or closed meeting of such governmental bodies via electronic attendance by telephone or video conferencing, provided that such attendance is in compliance with these rules and any applicable laws.
- (c) For purposes of this article, "meeting" shall mean as defined in the Wisconsin Open Meetings Law, Wis. Stats. § 19.82(2), as may be amended from time to time, and shall mean any gathering, whether in person or by video or audio conference, telephone call, electronic means such as, without limitation, electronic mail, electronic chat, and instant messaging, or other means of contemporaneous interactive communication that is for the purpose of conducting governmental business and involves a sufficient number of members of the body to determine the body's course of action on the business under consideration.
- (d) For the purposes of this article, "governmental body" shall mean the common council and any committee, commission, board, or authority of the city.

(Ord. No. 0012-21, pt. 1, 7-20-21)

Sec. 2-671. Requirements.

Members of any governmental bodies may attend a meeting via electronic attendance if the member meets the following conditions:

- (a) The member shall notify the chair of the governmental body at least 48 hours before the meeting, unless impracticable. Such notice shall be in writing, if possible.
- (b) The member shall have the communications equipment necessary to attend the meeting electronically. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
- (c) Requests for remote attendance shall be granted due to personal or family illness, disability, or other emergency; qualifying events under state or federal family medical leave acts; public health emergency; out-of-town employment-related business matters or professional or academic sabbatical;

out-of-town personal or family matters; military duty; or other similar reason as approved by the chair of the governmental body.

(Ord. No. 0012-21, pt. 1, 7-20-21)

Sec. 2-672. Rights and responsibilities of remote member.

- (a) A member of a governmental body who appears remotely shall appear by video conferencing, and remain visible on camera during the entire meeting, subject to available technology and connectivity. Remote appearance by audio only is permissible if appearance by video is impracticable.
- (b) A member of a governmental body who appears remotely pursuant to this article shall count toward a quorum during said appearance. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.
- (c) A member of a governmental body permitted to attend electronically shall have all the same rights and responsibilities as those members physically present, subject to all general meeting procedures and requirements. Any member attending electronically shall be heard, considered, and counted as to any vote taken.
- (d) While attending a closed session electronically, a member of a governmental body shall safeguard the confidential and privileged nature of the closed session, including, but not limited to, ensuring that the audio and video of the closed session may not be seen or heard by persons not included by the governmental body in the closed session.

(Ord. No. 0012-21, pt. 1, 7-20-21)

Sec. 6-273. Minutes.

Any member attending electronically shall be counted as present electronically for that meeting. The meeting minutes shall state whether each member is physically present or present by electronic means.

(Ord. No. 0012-21, pt. 1, 7-20-21)