

**TOWN OF NEENAH TOWN BOARD**  
**Meeting Agenda**

**DATE:** Monday, January 8, 2024  
**TIME:** 7:00 pm  
**LOCATION:** 1600 Breezewood Lane

Due to the construction at the Town Hall, this meeting will not be offered via Zoom. Zoom should resume for the next regularly scheduled Town Board Meeting on January 22, 2024.

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES  
December 11, 2023 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. Building Permit Report as of December 31, 2023.
6. DISCUSSION / ACTION
  - a. Ratify Vouchers and Bank Transactions December 30, 2023.
  - b. Approve Vouchers, Payroll and Bank Transactions January 8, 2024.
  - c. 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.
  - d. Approve 2024 General Engineering Agreement with McMahon Associates Inc.
  - e. Approve Statement of Intent of 2024 Winnebago County Industrial Development Board Per Capita Funds of \$3,648.00.
  - f. Discuss obtaining Town credit cards and develop a policy for their use.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Public Information Meeting for Larsen Road Reconstruction, Tuesday January 9, 2024 from 5:30 p.m. until 7:30 p.m.
  - b. Sanitary District #2 Commissioner Meeting, Tuesday January 9, 2024 at 7:00 p.m.
  - c. Plan Commission Meeting, Monday January 15, 2024 at 7:00 p.m.
  - d. Next Regularly Scheduled Town Board Meeting, Monday January 22, 2024, at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

**Closed Session Contemplated: NO**

Ellen Skerke, Administrator-Clerk-Treasurer  
January 4, 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 4, 2024 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

## TOWN OF NEENAH TOWN BOARD MEETING

December 11, 2023

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

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

**Also in Attendance:** County Board Supervisor Don Nussbaum, Mike Simon and Ben Hamblin from McMahon and Associates, Jeremy Kwiatkowski, Deputy Clerk-Treasurer Vici Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

**Attendance via Zoom:** Carrie Sturn

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

### Approval of Minutes

**Motion:** B. Cardoza / D. Bluma to approve October 30, 2023 Town Board meeting minutes. Motion carried 4:0:1 J. Weiss abstained.

**Motion:** T. Wilde / J. Weiss to approve November 27, 2023 Town Board meeting minutes. Motion carried 5:0:0.

### Public Forum

- None

### Public Forum for Recognized Municipal and County Officials

- Don Nussbaum, County Board Supervisor introduced himself.

### Correspondences

- Building Permit Report as of November 30, 2023
- Notice from PSC regarding application by Wisconsin Power and Light to install upgrade to existing facility.

### Discussion/Action.

#### **Vouchers Payroll and Bank Transactions**

*Approve Vouchers, Payroll and Bank Transactions December 11, 2023 .*

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

Motion Carried 5:0:0.

#### **Appointments**

*Appoint Dan Osero as Fire Chief for a two-year term effective January 1, 2024 through December 31, 2025.*

- R. Schmeichel commented that D. Osero has shown positive organization skills, is sharing information and has demonstrated his ability to be a leader.
- D. Bluma indicated the atmosphere in the department includes teamwork and everyone is engaged.

**Motion:** R. Schmeichel / J. Weiss to approve.

Motion Carried 5:0:0.

*Appoint Election Inspectors, per attached list, for the 2024-2025 Election Cycles effective January 1, 2024 through December 31, 2025.*

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

Motion Carried 5:0:0.

*Appoint Steven Coburn as Commissioner to Neenah-Menasha Sewerage Commission for a three-year term beginning January 1, 2024 and expiring December 31, 2026.*

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

Motion Carried 5:0:0.

### **Larsen Road Reconstruction**

*Presentation McMahon Engineering regarding Larsen Road Reconstruction Plans*

- R. Schmeichel stated that Town of Clayton is declining the opportunity to extend the Larsen Road project into Clayton to add the left turn lane at Clayton Avenue.
- Mike Simon, McMahon and Associates stated that the LRIP application did not include a road design, rather a "concept" with the limits from Clayton Avenue to CTH CB with a turn lane. The design includes a right turn lane from Larsen Road to Clayton Avenue when headed west and the ability to add future turn lanes.
- Ben Hamblin, McMahon and associates reviewed the stormwater design plans. He stated that State requires that when new construction substantially changes how water is managed, the plan is required to manage stormwater quality. The design includes stormwater pipes to manage water from Clayton Avenue east past the School District property and all of the stormwater on the south side of Larsen Road. This design includes several water quality manholes, 8' in diameter, 7' deep with a 4' pool of water to filter sediment. These will be located under curb inlets and will need periodic maintenance. Not sure yet how many, and these are treating water runoff from the road only.
- B. Hamblin stated the design calls for 24" pipes, the Town may want to consider 30" pipe for future development. B. Hamblin to look at the cost differential of 24" versus 30" pipe.
- B. Hamblin discussed Permanent Limited Easement (PLE) and Temporary Limited Easements (TLE). TLE's will be required for construction, some PLE's should be obtained. The stormwater design shows the slope of the swale or ditch will extend beyond the road right-of-way.
- The Road ROW is 33' in some areas, 40' in others. The ROW should be extended to 40' along all of Larsen Road.
- M Simon reviewed the process for easements and obtaining ROW.
- T. Wilde commented on Michael Avenue at the east end by Rocket Way and suggested the Board consider vacating Michael Avenue.
- M. Simon discussed the option to add a left turn lane on east end of Larsen Road at Oakridge Road. ECWRPS is competing the traffic study, and we will see if it is warranted. The design for this turn lane adds 200' of turn lane for "storage" of vehicles turning left onto Oakridge Road. R. Schmeichel suggested we consider traffic light at that intersection. M. Simon indicated it may not be warranted, however could add the infrastructure in the reconstruction for the future should the need arise.

### **Easement**

*Approve Amended and Restated Easement Agreement between the Town of Neenah and properties located at 584 Hunters Point Road and 580 Hunters Point Road*

**Motion:** B. Cardoza / T. Wilde to approve.

Motion Carried 5:0:0.

### **Reforestation Grant**

Approve Resolution 2023-36 Accepting DNR Urban Forestry Grant in the amount of \$5,000 for 2024.

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

Motion Carried 5:0:0

**Investment Policy**

*Review Town of Neenah Investment Policy originally adopted on December 28, 2022*

- General discussion regarding the investment policy established at the end of 2022, by general consensus there is no need to change the policy as written.

**Future Agenda Topics and Meetings**

- Sanitary District #2 Public Hearing and Commissioner Meeting, Tuesday December 12, 2023 at 7:00 p.m.
- Plan Commission Meeting, Monday December 18, 2023 at 7:00 p.m.
- The Next Regularly Scheduled Town Board Meeting is rescheduled for Thursday December 28<sup>th</sup> at 10:30 a.m.

**Old Business**

- None

**New Business**

- E. Skerke stated that she would like the Town Board to consider havening Town issued credit cards for key employees, such as herself and the Fire Chief. She will provide additional information for the Board to consider at the next Town Board Meeting.

**Adjourn Meeting**

**Motion:** J. Weiss / D. Bluma to adjourn. Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval

# Voucher List Authorization - December 30, 2023

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
12/28/2023	General MM	Checking	\$ 172,000.00	12/28 Vouchers
12/28/2023	Stormwater MM	General Savings	\$ 58,583.69	SW Expenses Nov - Dec 2023

## Check Details:

Accounts Payable 12-26-2023 \$ 123,760.02

Accounts Payable 12-27-2023 \$ 49,818.96

## Notification of New Vendors

Paragon Development Systems

Badger Books

Payroll	Payroll	\$	-
	Expense Reimburse	\$	1,090.57
	Gross Payroll	\$	-
	Net Payroll	\$	-

## Paid via Bank Transfer:

Nationwide:	\$	-
Federal Tax/Medicare:	\$	-
State Taxes:	\$	-
Wisconsin Retirement:	\$	-
Wisconsin Health Insurance	\$	-

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>
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\_\_\_\_\_ Schmeichel    \_\_\_\_\_ Bluma    \_\_\_\_\_ Cardoza    \_\_\_\_\_ Weiss    \_\_\_\_\_ Wilde

4:11 PM

12/29/23

Accrual Basis

**Town of Neenah**  
**Transaction Detail by Account**  
 November through December 2023

S.W. expenses

11/1/23 - 12/31/23

Type	Date	Num	Name	Memo	Amount
<b>6-51100 · SW - Town website</b>					
General Jour...	12/31/2023	2036 es		1/10th cost of website - stormwater	68.50
Total 6-51100 · SW - Town website					68.50
<b>6-51300 · SW - Newsletter</b>					
General Jour...	12/31/2023	2036 es		1/12th cost of newsletter x 4 times per year	157.77
Total 6-51300 · SW - Newsletter					157.77
<b>6-53400 · SW - Illicit Discharges</b>					
Bill	11/27/2023	00932987	McMahon Associates, Inc		217.65
Total 6-53400 · SW - Illicit Discharges					217.65
<b>6-54100 · SW - Conservancy Pond Maint.</b>					
Bill	11/27/2023	7175	Suburban Wildlife Solution...	Conservancy Pond - 7 muskrats	250.00
Total 6-54100 · SW - Conservancy Pond Maint.					250.00
<b>6-54400 · SW - Ditch Clean Out</b>					
Bill	11/13/2023	81242	Speedy Clean	Hunters Point Clean out	3,220.00
Total 6-54400 · SW - Ditch Clean Out					3,220.00
<b>6-56000 · SW- GIS</b>					
Bill	12/26/2023	933379	McMahon Associates, Inc		382.50
Total 6-56000 · SW- GIS					382.50
<b>6-57200 · Stormwater Drainage Management</b>					
Bill	11/27/2023	26487	Winnebago Cty. Treasurer		8,239.20
Bill	12/26/2023	26624	Winnebago Cty. Treasurer	Larsen Road ditch	2,916.97
Total 6-57200 · Stormwater Drainage Management					11,156.17
<b>6-59200 · Stormwater - Engineering</b>					
Bill	11/27/2023	Pay Cert ...	Northeast Asphalt, Inc.	Mahler Park Road parking lot project - SW...	10,575.96
Bill	11/27/2023	Pay Cert ...	Northeast Asphalt, Inc.	Town hall Parking lot - SW portion	22,845.62
Bill	11/27/2023	00932938	McMahon Associates, Inc	Sundial Lane rear drainage planning	1,486.50
Bill	11/27/2023	00932938	McMahon Associates, Inc	STP Urban Grant Application - Oakridge R...	3,136.00
Bill	11/27/2023	00932939	McMahon Associates, Inc	Mahler Park Road resurface SW portion	27.03
Bill	11/27/2023	00932939	McMahon Associates, Inc	Town Hall Parking lot - SW portion	104.42
Bill	12/26/2023	933379	McMahon Associates, Inc	Sundial Lane	1,340.10
Bill	12/26/2023	933379	McMahon Associates, Inc	Hunters Point Road	2,933.20
Bill	12/26/2023	933380	McMahon Associates, Inc	parking lot - SW portion	18.22
Bill	12/26/2023	933380	McMahon Associates, Inc	Mahler Park rd - SW portion	137.59
Total 6-59200 · Stormwater - Engineering					42,604.64
<b>6-59305 · SW - Drainage - Salary</b>					
Paycheck	11/16/2023	DD1660	Armstrong, Glenn	Direct Deposit	120.00
Paycheck	12/14/2023	DD1669	Armstrong, Glenn	Direct Deposit	320.00
Total 6-59305 · SW - Drainage - Salary					440.00
<b>6-59306 · SW - Mileage and Expenses</b>					
Paycheck	11/16/2023	DD1660	Armstrong, Glenn	Direct Deposit	47.16
Paycheck	12/14/2023	DD1669	Armstrong, Glenn	Direct Deposit	39.30
Total 6-59306 · SW - Mileage and Expenses					86.46
<b>TOTAL</b>					<b>58,583.69</b>

4:22 PM

12/29/23

**Town of Neenah**  
**Transaction List by Date**  
**December 30, 2023**

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<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
Dec 30, 23 Tran... Dec 30, 23	12/30/202	Nov - Dec 2023 S...	6-11020 · SW Savings - P...	11011-1 · General M...	-58,583.69

10:21 AM  
12/28/23

Town of Neenah  
Check Detail  
December 26, 2023

Accounts Payable  
12/26/23  
\$ 123,760.02

Date	Num	Name	Memo	Account	Paid Amou...
12/26/2023	28575	Barrier Security Systems		11010-1 · Checking - Prospera (...)	
12/26/2023	8214		Mahler Park service	55200-3 · Parks - Supplies & Maint...	-129.95
TOTAL					-129.95
12/26/2023	28576	Cowling Property Man...		11010-1 · Checking - Prospera (...)	
12/26/2023	4642		fiarl installment for 2023 co...	55200-1 · Parks - Cowling Property... 55300-4 · Parks - CPM Restroom ... 55200-3 · Parks - Supplies & Maint... 55300-3 · Parks - CPM Dog Stations 55300-5 · CPM - Admin Services	-6,766.67 -609.00 -276.50 -348.00 -29.00
12/26/2023	4700			55300-4 · Parks - CPM Restroom ... 55300-3 · Parks - CPM Dog Stations 55200-3 · Parks - Supplies & Maint...	-357.50 -522.00 -329.50
12/26/2023	4736		move mulch plow town hall parking lot snow removal - town hall service and supplies	55300-8 · Parks- Franzoi Park Proj... 51610-1 · Maintenance & Operations 51610-1 · Maintenance & Operations 55300-3 · Parks - CPM Dog Stations 55300-1 · Parks - CPM additional s... 55200-8 · Conservancy Park Expe...	-780.00 -52.50 -52.50 -410.99 -1,252.00 -145.00
TOTAL					-11,931.16
12/26/2023	28577	Gannette Wisconsin L...		11010-1 · Checking - Prospera (...)	
12/26/2023	000601...		Legal Noice - Type A Sprin...	51440-2 · Election Expenses	-23.10
TOTAL					-23.10
12/26/2023	28578	Harters Fox Valley Dis...		11010-1 · Checking - Prospera (...)	
12/26/2023	554601			55200-6 · Parks - Harter's - Trash	-230.66
12/26/2023	554596		fuel surcharge	53634-0 · Garbage Collection Expe... 53634-0 · Garbage Collection Expe... 53635-0 · Recycling	-13,399.59 -321.59 -4,196.30
			fuel surcharge	53635-0 · Recycling	-100.71
TOTAL					-18,248.85
12/26/2023	28579	JT Schmidt Plumbing		11010-1 · Checking - Prospera (...)	
12/26/2023	001035-IN		Mahler Park - Auto Flush	55200-4 · Parks - Water Service	-4,600.00
12/26/2023	001053...		Franzoi Park - Auto Flush	55200-4 · Parks - Water Service	-1,130.00
12/26/2023	001053...		winterize - Franzoi Park	55200-4 · Parks - Water Service	-437.50
12/26/2023	001053...		winterize - Mahler Park	55200-4 · Parks - Water Service	-562.50
12/26/2023	001053...		hot water heater	51610-1 · Maintenance & Operations	-3,950.00
TOTAL					-10,680.00
12/26/2023	28580	McMahon Associates, ...		11010-1 · Checking - Prospera (...)	
12/26/2023	933380		parking lot Mahler Park Road	51610-1 · Maintenance & Operations 53311-5 · Hwy Exp- McMahon	-396.00 -504.00
12/26/2023	933379		Sundial Lane Hunters Point Road STP Urban Application	6-56000 · SW- GIS 6-59200 · Stormwater - Engineering 6-59200 · Stormwater - Engineering 53314-9 · Hwy - Oakridge Rd - Mc...	-382.50 -1,340.10 -2,933.20 -174.30
TOTAL					-5,730.10



**Town of Neenah**  
**Check Detail**  
 December 26, 2023

Date	Num	Name	Memo	Account	Paid Amou...
12/26/2023	28581	Oshkosh Fire and Police		11010-1 · Checking - Prospera (...)	
12/26/2023	192724		2 sets of turnout gear and 3...	52210-9 · Fire Dept. New Equip.	-5,121.00
TOTAL					-5,121.00
12/26/2023	28593	Paragon Development ...		11010-1 · Checking - Prospera (...)	
12/26/2023	15193862		Badger Books	51440-2 · Election Expenses	-2,372.95
12/26/2023	15193868		Badger Books	51440-2 · Election Expenses	-8,224.00
TOTAL					-10,596.95
12/26/2023	28582	Staples Advantage		11010-1 · Checking - Prospera (...)	
12/26/2023	807248...		tax collection supplies -env...	51610-1 · Maintenance & Operations 51420-4 · Office Expenses	-45.05 -210.41
TOTAL					-255.46
12/26/2023	28583	Todd S. Laffin		11010-1 · Checking - Prospera (...)	
12/26/2023	231130		remove waste container, re...	55200-8 · Conservancy Park Expe...	-74.95
12/26/2023	231201		repair deadbolt at Mahler P...	55200-3 · Parks - Supplies & Maint...	-274.58
TOTAL					-349.53
12/26/2023	28584	Village of Fox Crossing		11010-1 · Checking - Prospera (...)	
12/26/2023	15011		Rocekt Way Temporary lights	53311-7 · Highway Projects	-48,844.75
TOTAL					-48,844.75
12/26/2023	28585	WE Energies		11010-1 · Checking - Prospera (...)	
12/26/2023	12/07/2...			55200-7 · Parks - WE Energies 53420-0 · Street Lighting - All Elect... 55200-8 · Conservancy Park Expe... 55200-7 · Parks - WE Energies 51420-8 · MB Utilities	-121.91 -1,768.49 -19.66 -137.80 -638.15
TOTAL					-2,686.01
12/26/2023	28586	Winnebago Cty. Treas...		11010-1 · Checking - Prospera (...)	
12/26/2023	26624		Larsen Road ditch	6-57200 · Stormwater Drainage Ma... 53311-4 · Hwy Exp- Plowing	-2,916.97 -571.22
			Crack seal	53311-2 · Hwy Exp - Maintenance ...	-3,497.69
12/26/2023	26048		genarl road main.	53311-2 · Hwy Exp - Maintenance ...	-1,769.14
			sanitary district election exp...	51440-2 · Election Expenses	-328.14
TOTAL					-9,083.16
12/26/2023	28587	Winnebago Liquid Wa...	51610-1	11010-1 · Checking - Prospera (...)	
12/26/2023	187350			51610-1 · Maintenance & Operations	-80.00
TOTAL					-80.00

2:22 PM  
01/05/24

Town of Neenah  
Check Detail  
December 27, 2023

Accounts Payable  
12-27-23 \$ 49,818.96

Date	Num	Name	Memo	Account	Paid Amou...
12/27/2023	28647	Aberdean Consulting L...		11010-1 · Checking - Prospera (...)	
12/27/2023	69535		Monthly service	51420-4 · Office Expenses	-722.00
TOTAL					-722.00
12/27/2023	28588	Belson Outdoors, LLC		11010-1 · Checking - Prospera (...)	
12/27/2023	WQ352...		2 benches	55400-0 · Trails	-1,731.93
TOTAL					-1,731.93
12/27/2023	28589	Cranked Bike Studio		11010-1 · Checking - Prospera (...)	
12/27/2023	52031		Bike Repair Station - Fox ...	55400-0 · Trails	-1,150.00
TOTAL					-1,150.00
12/27/2023	28590	Fast Signs		11010-1 · Checking - Prospera (...)	
12/27/2023	App-160...		Grant for Kiosk and Trails S...	55400-0 · Trails	-5,924.81
TOTAL					-5,924.81
12/27/2023	28648	Fox Cities Embroidery		11010-1 · Checking - Prospera (...)	
12/27/2023	45610		to be reimbursed through p...	52210-9 · Fire Dept. New Equip.	-939.00
TOTAL					-939.00
12/27/2023	28591	Hoffman Planning And...		11010-1 · Checking - Prospera (...)	
12/27/2023	23445-8		Application #8 - Town Hall r...	51520-0 · Engineering Services	-38,515.76
TOTAL					-38,515.76
12/27/2023	28649	Krueger True Value		11010-1 · Checking - Prospera (...)	
12/27/2023	99222		dog waste supplies - trash ...	55200-3 · Parks - Supplies & Maint...	-61.95
TOTAL					-61.95
12/27/2023	28592	Skerke, Ellen		11010-1 · Checking - Prospera (...)	
12/27/2023	Amazon...		10 bomber jackets for EMS...	52300-1 · First Resp. Training/Sup...	-773.51
TOTAL					-773.51

8:18 AM  
12/27/23

Town of Neenah  
Check Detail  
December 29, 2023

Employee Reimbursement  
\$ 1,090.57

Date	Num	Name	Memo	Account	Paid Amou...
12/29/2023	DD1685	Lloyd, Irik M	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	52210-9 · Fire Dept. New Equip.	-495.57
			Direct Deposit	2110 · Direct Deposit Liabilities	495.57
TOTAL					0.00
12/29/2023	DD1686	Plier, Christopher J.	Direct Deposit	11010-1 · Checking - Prospera (...)	
			Direct Deposit	51610-1 · Maintenance & Operations	-595.00
			Direct Deposit	2110 · Direct Deposit Liabilities	595.00
TOTAL					0.00

# Voucher List Authorization - January 8, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
12/28/2023	Taxes Collected MM	Checking	\$ 4,207.99	Tax Payer Refunds Batch # 1-8
1/3/2024	Taxes Collected MM	Checking	\$ 1,210.75	Tax Payer Refunds Batch # 9
1/4/2024	Taxes Collected MM	Checking	\$ 1,206.72	Tax Payer Refunds Batch # 10- 13
1/9/2024	General MM	Checking	\$ 68,000.00	1-8-2024 Vouchers
1/10/2024	Taxes Collected MM	Checking	\$ 2,641,595.16	Tax Settlement checks January 2024 Tax Settlement -
1/10/2024	Taxes Collected MM	General MM	\$ 150,169.87	Town portion January 2024 Tax Settlement -
1/10/2024	Taxes Colelcted MM	Stormwater MM	\$ 137,152.54	Stormwater portion January 2024 Tax Settlement-
1/10/2024	Taxes Collected MM	General MM	\$ 69,659.39	Garbage & Recycling

### Check Details:

Accounts Payable	\$ 49,936.91	
Tax Payer Refund Checks 12-28-2023	\$ 4,207.99	Batch #1-8
Tax Payer Refund Checks 12-29-2023	\$ 1,210.75	Batch #9
Tax Payer Refund Checks 1-3-2024	\$ 1,206.72	Batch #10 - 13
Janaury 2024 Tax Settlement	\$ 2,641,595.16	

Notification of New Vendors NONE

Payroll	Payroll	\$ 14,789.35
	Expense Reimburse	\$ 1,114.22
	Gross Payroll	\$ 15,903.57
	Net Payroll	\$ 13,392.19

### Paid via Bank Transfer:

Nationwide:	\$ 1,080.51
Federal Tax/Medicare:	\$ 1,634.88
State Taxes:	\$ 464.07
Wisconsin Retirement:	\$ 797.64
Wisconsin Health Insurance	\$ 1,124.60

### Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
12/7/2023	General MM	\$ 1,460.00	Reimbursement from TNFD funds for clothing
12/11/2023	General MM	\$ 210,176.66	Shared Revenue - Utility Revenue from City
12/18/2023	General MM	\$ 804,696.04	BCPL - Proceeds from long term debt
12/28/2023	General MM	\$ 2,034.00	Various
12/29/2023	General MM	\$ 377.55	Recycling tipping fee credit
12/30/2023	General MM	\$ 1,630.97	Cell Tower Rent
12/30/2023	General MM	\$ 939.00	Reimbursement from TNFD funds for clothing
Dec. 15-31, 2023	General MM	\$ 695.00	Dog License Fees
Dec. 15-31, 2023	Taxes Collected	\$ 3,112,882.96	Tax Collection
12/31/2023	Various	\$ 15,582.52	Interest Earned

# Voucher List Authorization - January 8, 2024

Account Balances as of January 10, 2023 - after requested transfers per this Voucher List

	PROSPERA CU	Prospera CD	BNY Mellon - Pershing	Total
Checking	\$ 5,349			
Membership account	\$ 25			
General MM	\$ 1,207,711		\$ 781,714	\$ 1,989,425
Impact Fee	\$ 8,016			
Taxes Collected	\$ 108,963			\$ 108,963
Tullar Rd Fund	\$ -		\$ 37,257	
Storm Water	\$ 453,594	\$ 260,283	\$ 518,067	\$ 1,231,943
CFCU	\$ 522			
<b>TOTAL</b>	<b>\$ 1,784,179</b>	<b>\$ 260,283</b>	<b>\$ 1,337,038</b>	
		<b>GRAND TOTAL</b>	<b>\$ 3,381,500</b>	

\_\_\_\_\_ Schmeichel \_\_\_\_\_ Bluma \_\_\_\_\_ Cardoza \_\_\_\_\_ Weiss \_\_\_\_\_ Wilde

Town of Neenah

Check Detail

January 9, 2024

Accounts Payable

\$49,936.91

Date	Num	Name	Memo	Account	Paid Amou...
01/09/2024	28668	Bear Graphics, Inc.		11010-1 · Checking - Prospera (...)	
01/08/2024	0931308		Absentee Envelopes - Oute...	51440-2 · Election Expenses	-508.28
01/08/2024	0931307		Absentee envelopes - inner...	51440-2 · Election Expenses	-606.93
TOTAL					-1,115.21
01/09/2024	28669	Dominlon Voting Syste...	51440-2	11010-1 · Checking - Prospera (...)	
01/08/2024	DVS151...		2024 Ballot Tabulator annu...	51440-2 · Election Expenses	-463.00
TOTAL					-463.00
01/09/2024	28670	Fire Apparatus & Equi...		11010-1 · Checking - Prospera (...)	
01/08/2024	25423			52210-2 · Fire Dept. Vehicle Repairs	-8,454.55
01/08/2024	25424			52210-2 · Fire Dept. Vehicle Repairs	-2,149.07
TOTAL					-10,603.62
01/09/2024	28671	Glatfelter Specialty Be...		11010-1 · Checking - Prospera (...)	
01/08/2024	2023 SAP		2023 SAP	52210-5 · Fire Dept Pension	-9,104.80
			2023 Admin Fee for SAP	52210-5 · Fire Dept Pension	-1,180.00
TOTAL					-10,284.80
01/09/2024	28672	McMahon Associates, ...		11010-1 · Checking - Prospera (...)	
01/08/2024	00801547			53314-4 · Hwy -Larsen Rd - McMa...	-11,823.50
01/08/2024	00801546			53314-9 · Hwy - Oakridge Rd - Mc...	-5,130.00
TOTAL					-16,953.50
01/09/2024	28673	Sanitary District #2	24510-0	11010-1 · Checking - Prospera (...)	
01/08/2024	24743		Mahler Park - 1st half 2024	55200-0 · Parks - Sanitary User Fee	-2,640.00
01/08/2024	2744		Franzoi Park - 1st half 2024	55200-0 · Parks - Sanitary User Fee	-2,640.00
01/08/2024	24745		KEating Park - 1st half 2024	55200-0 · Parks - Sanitary User Fee	-1,320.00
TOTAL					-6,600.00
01/09/2024	28674	Secure Fire and Safety...		11010-1 · Checking - Prospera (...)	
01/08/2024	41462		Annual Monitoring Fee - Fir...	51420-8 · MB Utilities	-460.00
TOTAL					-460.00
01/09/2024	28675	Spectrum - Charter Co...		11010-1 · Checking - Prospera (...)	
01/08/2024	002966...			51420-7 · Office Telephone	-339.94
TOTAL					-339.94
01/09/2024	28676	Staples Advantage		11010-1 · Checking - Prospera (...)	
01/08/2024	807264...		supplies for Elections - US...	51440-2 · Election Expenses	-224.24
TOTAL					-224.24

**Town of Neenah**  
**Check Detail**  
 January 9, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
01/09/2024	28677	Town Web Design, Inc.	51110-4	11010-1 · Checking - Prospera (...)	
01/08/2024	7591		Annual website fee	51111-4 · Website	-515.00
TOTAL					-515.00
01/09/2024	28678	Wisconsin DNR		11010-1 · Checking - Prospera (...)	
01/08/2024	310-000...		gas can - partal reimburse...	52210-9 · Fire Dept. New Equip.	-126.12
01/08/2024	370-000...		hose / back-up pump collap...	52210-9 · Fire Dept. New Equip.	-875.60
TOTAL					-1,001.72
01/09/2024	28679	WTA / TAC	51120-0	11010-1 · Checking - Prospera (...)	
01/08/2024	18 mont...		18 months of TAC Dues Ja...	51120-0 · Membership / Seminars ...	-1,375.88
TOTAL					-1,375.88

2:56 PM  
01/05/24

Town of Neenah  
Check Detail  
December 28, 2023

Tax Payer Refund  
Batch 1-8  
\$ 4207.99

Date	Num	Name	Memo	Account	Paid Amou...
12/28/2023	28630	zz Asbury, Corbin & La...	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-572.27
TOTAL					-572.27
12/28/2023	28600	zz Barr, William and Tr...	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-90.85
TOTAL					-90.85
12/28/2023	28624	zz Belot, David and Kay	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-93.12
TOTAL					-93.12
12/28/2023	28627	zz Benkoski, Leslie	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-222.89
TOTAL					-222.89
12/28/2023	28611	zz Benoit, Joseph and ...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-207.64
TOTAL					-207.64
12/28/2023	28605	zz Bezier, Brian & Lori	2023 Property Tax Refund #5	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-130.08
TOTAL					-130.08
12/28/2023	28619	zz Bowen, Charles & P...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-92.44
TOTAL					-92.44
12/28/2023	28596	zz Driscoll Clint & Kari	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-91.23
TOTAL					-91.23
12/28/2023	28601	zz Edwards, Tammy	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-97.94
TOTAL					-97.94
12/28/2023	28615	zz Frank, Dale & Virginia	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-65.45
TOTAL					-65.45



**Town of Neenah**  
**Check Detail**  
 December 28, 2023

Date	Num	Name	Memo	Account	Paid Amou...
12/28/2023	28629	zz Grassman, Robert &...	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-60.85
TOTAL					-60.85
12/28/2023	28597	zz Grube, Mitchell and ...	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-104.08
TOTAL					-104.08
12/28/2023	28621	zz Hagen, Stacey	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-58.59
TOTAL					-58.59
12/28/2023	28603	zz Hamer, Cory & Cynt...	2023 Property Tax Refund #5	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-69.93
TOTAL					-69.93
12/28/2023	28599	zz Hietpas, Shannon a...	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-77.22
TOTAL					-77.22
12/28/2023	28610	zz K & T Rentals	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-4.00
TOTAL					-4.00
12/28/2023	28631	zz Kaul, Pamela	VOID: 2023 Property Tax ...	11010-1 · Checking - Prospera (...	0.00
TOTAL					0.00
12/28/2023	28632	zz Kaul, Pamela	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-47.71
TOTAL					-47.71
12/28/2023	28614	zz Lafountain Donald ...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-236.92
TOTAL					-236.92
12/28/2023	28626	zz Laursen, Timothy & ...	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-71.42
TOTAL					-71.42

**Town of Neenah**  
**Check Detail**  
 December 28, 2023

Date	Num	Name	Memo	Account	Paid Amou...
12/28/2023	28608	zz Leboeuf, Steven an...	2023 Property Tax Refund #6	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-56.08
TOTAL					-56.08
12/28/2023	28595	zz Lishner, David and ...	2023 Property Tax Refund #3	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-114.10
TOTAL					-114.10
12/28/2023	28623	zz Lulloff, Kris & Desiree	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-145.96
TOTAL					-145.96
12/28/2023	28602	zz Marohn, James	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-128.26
TOTAL					-128.26
12/28/2023	28604	zz Maurer, Curtis	2023 Property Tax Refund #5	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-124.06
TOTAL					-124.06
12/28/2023	28609	zz McGinnis, Sean & Li...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-64.61
TOTAL					-64.61
12/28/2023	28625	zz Peotter Christopher ...	2023 Property Tax Refund #8	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-125.29
TOTAL					-125.29
12/28/2023	28598	zz Pleshek, Paul & Cyn...	2023 Property Tax Refund #4	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-102.73
TOTAL					-102.73
12/28/2023	28618	zz Pozolinski, Fred an...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-116.70
TOTAL					-116.70
12/28/2023	28612	zz Scheffler, Jeffrey & ...	2023 Property Tax Refund #7	11010-1 · Checking - Prospera (... 26102-0 · R.E. Tax Refunds to Tax...	-110.82
TOTAL					-110.82

**Town of Neenah**  
**Check Detail**  
 December 28, 2023

Date	Num	Name	Memo	Account	Paid Amou...
12/28/2023	28613	zz Seyler, Eric and Kar...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#7	26102-0 · R.E. Tax Refunds to Tax...	-100.50
	TOTAL				-100.50
12/28/2023	28616	zz Thomas, George, Je...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#7	26102-0 · R.E. Tax Refunds to Tax...	-99.72
	TOTAL				-99.72
12/28/2023	28617	zz Toeppler, Hubert an...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#7	26102-0 · R.E. Tax Refunds to Tax...	-92.13
	TOTAL				-92.13
12/28/2023	28622	zz Van Zummeren, Jas...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#8	26102-0 · R.E. Tax Refunds to Tax...	-100.64
	TOTAL				-100.64
12/28/2023	28594	zz Waite Matthew & He...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#1	26102-0 · R.E. Tax Refunds to Tax...	-74.33
	TOTAL				-74.33
12/28/2023	28628	zz Weyland, Vicky	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#8	26102-0 · R.E. Tax Refunds to Tax...	-61.75
	TOTAL				-61.75
12/28/2023	28607	zz Wiegand, Daniel	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#6	26102-0 · R.E. Tax Refunds to Tax...	-78.84
	TOTAL				-78.84
12/28/2023	28606	zz Wilcox, John	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#6	26102-0 · R.E. Tax Refunds to Tax...	-56.14
	TOTAL				-56.14
12/28/2023	28620	zz Zarda, Peter & Jamie	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#8	26102-0 · R.E. Tax Refunds to Tax...	-60.70
	TOTAL				-60.70

2:57 PM  
01/05/24

Town of Neenah  
Check Detail  
December 29, 2023

Tax Payer Refund  
Batch 9  
1,210.75

Date	Num	Name	Memo	Account	Paid Amou...
12/29/2023		QuickBooks Payroll Se...	Created by Payroll Servic...	11010-1 · Checking - Prospera (...	
		QuickBooks Payroll Ser...	Created by Payroll Service ...	2110 · Direct Deposit Liabilities	-1,090.57
TOTAL					-1,090.57
12/29/2023	28643	zz Berg, Stephen & Amy	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-73.18
TOTAL					-73.18
12/29/2023	28635	zz Bersch, Travis & Mary	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-90.02
TOTAL					-90.02
12/29/2023	28639	zz Cardoza, Bradley & ...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-208.32
TOTAL					-208.32
12/29/2023	28633	zz Carlson, Sam & Korey	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-89.01
TOTAL					-89.01
12/29/2023	28634	zz Drewa, Dennis & St...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-10.66
TOTAL					-10.66
12/29/2023	28641	zz Juedes, James & An...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-87.03
TOTAL					-87.03
12/29/2023	28645	zz Locy, Scott	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-85.70
TOTAL					-85.70
12/29/2023	28636	zz Meyer, Scott & Bres...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-69.50
TOTAL					-69.50
12/29/2023	28644	zz Meyers Jr, Robert C	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-69.37
TOTAL					-69.37

**Town of Neenah**  
**Check Detail**  
 December 29, 2023

Date	Num	Name	Memo	Account	Paid Amou...
12/29/2023	28640	zz Ocasek, Matthew & ...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-74.24
TOTAL					-74.24
12/29/2023	28646	zz Perkins, James & M...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-88.41
TOTAL					-88.41
12/29/2023	28637	zz Wendt, Jason & Ta...	2023 Property Tax Refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-104.48
TOTAL					-104.48
12/29/2023	28638	zz Wheaton, Joseph & ...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-89.68
TOTAL					-89.68
12/29/2023	28642	zz Wiegman, Mark and...	2023 Property tax refund	11010-1 · Checking - Prospera (...	
			#9	26102-0 · R.E. Tax Refunds to Tax...	-71.15
TOTAL					-71.15

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

### Town of Neenah

## Check Detail

January 4, 2024

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

2:23 PM  
01/05/24

Town of Neenah  
Check Detail  
January 8, 2024

January Tax Settlement  
\$2,641,595.16

Date	Num	Name	Memo	Account	Paid Amou...
01/08/2024	28665	Fox Valley Technical C...	January 2024 Tax Settlem...	11010-1 · Checking - Prospera (...	
			January 2024 Tax Settlement	24630-0 · Due to F.V. Technical C...	-165,018.47
TOTAL					-165,018.47
01/08/2024	28664	Neenah Joint School D...	January 2024 Tax Settlem...	11010-1 · Checking - Prospera (...	
			January 2024 Tax Settlement	24610-0 · Due to Neenah Joint Sc...	-1385537.84
TOTAL					-1385537.84
01/08/2024	28666	Sanitary District #2	January 2024 Tax Settlem...	11010-1 · Checking - Prospera (...	
			Main = \$10,796.32 Intere...	24510-0 · Due to Sanitary District # 2	-13,857.41
TOTAL					-13,857.41
01/08/2024	28667	Sanitary District #2	January 2024 Tax Settlem...	11010-1 · Checking - Prospera (...	
			Janaury 2024 Tax Settleme...	24510-0 · Due to Sanitary District # 2	-176,995.61
TOTAL					-176,995.61
01/08/2024	28663	Winnebago Cty. Treas...	January 2024 Tax Settlem...	11010-1 · Checking - Prospera (...	
			Janaury 2024 Tax Settlement	24310-0 · Due to Winnebago Prop...	-900,185.83
TOTAL					-900,185.83



10:42 AM  
01/04/24

Town of Neenah  
Check Detail  
January 11, 2024

Payroll  
Gross = \$15,903.57  
Net = \$13,392.19

Date	Num	Name	Memo	Account	Paid Amount
01/11/2024	DD1687	Armstrong, Glenn	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	53311-0 · Highway & Street - Salary	-325.00
			Direct Deposit	6-59305 · SW - Drainage - Salary	-125.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-33.75
			Direct Deposit	21520-0 · Nationwide Payable	33.75
			Direct Deposit	53311-1 · Hwy Mileage and Expenses	-20.96
			Direct Deposit	6-59306 · SW - Mileage and Expenses	-22.27
			Direct Deposit	65000 · Medicare Taxes	-6.53
			Direct Deposit	21514-0 · Medicare Taxes Payable	6.53
			Direct Deposit	21514-0 · Medicare Taxes Payable	6.53
			Direct Deposit	2110 · Direct Deposit Liabilities	486.70
TOTAL					0.00
01/11/2024	DD1688	Bluma, David	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-90.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-57.56
			Direct Deposit	21520-0 · Nationwide Payable	57.56
			Direct Deposit	24000-0 · Payroll Liabilities	61.50
			Direct Deposit	65000 · Medicare Taxes	-11.13
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.13
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.13
			Direct Deposit	24000-0 · Payroll Liabilities	30.00
			Direct Deposit	2110 · Direct Deposit Liabilities	664.87
TOTAL					0.00
01/11/2024	DD1689	Boushele, Victoria L	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51420-2 · Deputy Clerk/Tres. - Salary	-2,220.75
			Direct Deposit	66000 · Nationwide Retirement Expense	-166.56
			Direct Deposit	21520-0 · Nationwide Payable	166.56
			Direct Deposit	24000-0 · Payroll Liabilities	101.00
			Direct Deposit	65000 · Medicare Taxes	-32.20
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.20
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.20
			Direct Deposit	24000-0 · Payroll Liabilities	69.62
			Direct Deposit	2110 · Direct Deposit Liabilities	2,017.93
TOTAL					0.00
01/11/2024	DD1690	Cardoza, Brooke	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	66000 · Nationwide Retirement Expense	-50.81
			Direct Deposit	21520-0 · Nationwide Payable	50.81
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	65000 · Medicare Taxes	-9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	2110 · Direct Deposit Liabilities	567.68
TOTAL					0.00
01/11/2024	DD1691	Klinka, Gary	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52400-0 · Building Inspection	-766.10
			Direct Deposit	66000 · Nationwide Retirement Expense	-57.46
			Direct Deposit	21520-0 · Nationwide Payable	57.46
			Direct Deposit	65000 · Medicare Taxes	-11.11
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.11
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.11
			Direct Deposit	2110 · Direct Deposit Liabilities	754.99
TOTAL					0.00

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**Town of Neenah**  
**Check Detail**  
January 11, 2024

Date	Num	Name	Memo	Account	Paid Amount
01/11/2024	DD1692	Osero, Daniel W.	Direct Deposit	11010-1 - Checking - Prospera (150)	
			Direct Deposit	52210-0 - Fire Chief - Salary	-700.00
			Direct Deposit	66000 - Nationwide Retirement Expense	-52.50
			Direct Deposit	21520-0 - Nationwide Payable	52.50
			Direct Deposit	52210-9 - Fire Dept. New Equip.	-113.76
			Direct Deposit	65000 - Medicare Taxes	-10.15
			Direct Deposit	21514-0 - Medicare Taxes Payable	10.15
			Direct Deposit	21514-0 - Medicare Taxes Payable	10.15
			Direct Deposit	2110 - Direct Deposit Liabilities	803.61
TOTAL					0.00
01/11/2024	DD1693	Plier, Christopher J.	Direct Deposit	11010-1 - Checking - Prospera (150)	
			Direct Deposit	52210-0 - Fire Chief - Salary	-200.00
			Direct Deposit	66000 - Nationwide Retirement Expense	-15.00
			Direct Deposit	21520-0 - Nationwide Payable	15.00
			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	197.10
TOTAL					0.00
01/11/2024		Sargent, Lori		11010-1 - Checking - Prospera (150)	
				51420-2 - Deputy Clerk/Tres. - Salary	-382.50
				65000 - Medicare Taxes	-5.55
				21514-0 - Medicare Taxes Payable	5.55
				21514-0 - Medicare Taxes Payable	5.55
TOTAL					-376.95
01/11/2024		Schmeichel, Robert E.		11010-1 - Checking - Prospera (150)	
				51100-1 - Chairman - Salary	-1,355.00
				51100-2 - Chairman per diem	-135.00
				66000 - Nationwide Retirement Expense	-111.75
				21520-0 - Nationwide Payable	111.75
				51100-3 - Chairman Expenses	-32.75
				24000-0 - Payroll Liabilities	100.00
				65000 - Medicare Taxes	-21.61
				21514-0 - Medicare Taxes Payable	21.61
				21514-0 - Medicare Taxes Payable	21.61
				24000-0 - Payroll Liabilities	63.04
TOTAL					-1,338.10
01/11/2024	DD1694	Skерke, Ellen J	Direct Deposit	11010-1 - Checking - Prospera (150)	
			Direct Deposit	51420-0 - Clerk - Salary	-5,780.00
			Direct Deposit	21530-0 - WRS Payable	398.82
			Direct Deposit	51421-0 - Clerk Retirement Expense	-398.82
			Direct Deposit	21530-0 - WRS Payable	398.82
			Direct Deposit	66000 - Nationwide Retirement Expense	-433.50
			Direct Deposit	21520-0 - Nationwide Payable	433.50
			Direct Deposit	21533-0 - Health Insurance Payable	224.92
			Direct Deposit	51421-2 - Clerk- Health Insurance	-899.68
			Direct Deposit	21533-0 - Health Insurance Payable	899.68
			Direct Deposit	51420-1 - Clerk Treasurer Expense	-21.55
			Direct Deposit	51420-4 - Office Expenses	-689.64
			Direct Deposit	51420-4 - Office Expenses	-208.95
			Direct Deposit	51420-9 - Postage	-4.34
			Direct Deposit	24000-0 - Payroll Liabilities	832.00
			Direct Deposit	65000 - Medicare Taxes	-80.55
			Direct Deposit	21514-0 - Medicare Taxes Payable	80.55
			Direct Deposit	21514-0 - Medicare Taxes Payable	80.55
			Direct Deposit	24000-0 - Payroll Liabilities	227.20
			Direct Deposit	2110 - Direct Deposit Liabilities	4,940.99
TOTAL					0.00

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**Town of Neenah**  
**Check Detail**  
January 11, 2024

Date	Num	Name	Memo	Account	Paid Amount
01/11/2024		Weiss, James		11010-1 · Checking - Prospera (150)	
				51110-1 · Supervisors - Salaries	-677.50
				66000 · Nationwide Retirement Expense	-50.81
				21520-0 · Nationwide Payable	50.81
				65000 · Medicare Taxes	-9.82
				21514-0 · Medicare Taxes Payable	9.82
				21514-0 · Medicare Taxes Payable	9.82
TOTAL					-667.68
01/11/2024	DD1695	Wilde, Thomas	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	66000 · Nationwide Retirement Expense	-50.81
			Direct Deposit	21520-0 · Nationwide Payable	50.81
			Direct Deposit	24000-0 · Payroll Liabilities	68.00
			Direct Deposit	65000 · Medicare Taxes	-9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	24000-0 · Payroll Liabilities	24.21
			Direct Deposit	2110 · Direct Deposit Liabilities	575.47
TOTAL					0.00

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**Town of Neenah**  
**Payroll Transaction Detail**  
**January 2024**

Nationwide  
\$1,080.51

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
01/11/2024	DD16...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-33.75
						-33.75
01/11/2024	DD16...	Paycheck	Bluma, David	Nationwide Retirement Fund	0.00	-57.56
						-57.56
01/11/2024	DD16...	Paycheck	Boushele, Victoria L	Nationwide Retirement Fund	0.00	-166.56
						-166.56
01/11/2024	DD16...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-50.81
						-50.81
01/11/2024	DD16...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-57.46
						-57.46
01/11/2024	DD16...	Paycheck	Osero, Daniel W.	Nationwide Retirement Fund	0.00	-52.50
						-52.50
01/11/2024	DD16...	Paycheck	Plier, Christopher J.	Nationwide Retirement Fund	0.00	-15.00
						-15.00
01/11/2024		Paycheck	Schmeichel, Rober...	Nationwide Retirement Fund	0.00	-111.75
						-111.75
01/11/2024	DD16...	Paycheck	Skerke, Ellen J	Nationwide Retirement Fund	0.00	-433.50
						-433.50
01/11/2024		Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-50.81
						-50.81
01/11/2024	DD16...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-50.81
						-50.81
<b>TOTAL</b>						<b>-1,080.51</b>

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Town of Neenah  
Payroll Liability Balances  
January 2024

Payroll Tax  
Federal - \$1,634.88  
State - \$ 464.07

	<u>BALANCE</u>	
Payroll Liabilities		
Federal Withholding	1,212.50	
Medicare Employee	211.19	
Medicare Company	211.19	
WI - Withholding	464.07	
Medicare Employee Addl Tax	0.00	
Total Payroll Liabilities	<u>2,098.95</u>	

1,634.88

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01/04/24  
Accrual Basis

Town of Neenah  
General Ledger  
As of January 31, 2024

WI Retirement  
\$797.64

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	01/11/2024	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Paycheck	01/11/2024	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Total 21530-0 · WRS Payable						797.64
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Paycheck	01/11/2024	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	-5,780.00
Total 51420-0 · Clerk - Salary						-5,780.00
<b>TOTAL</b>						<b>-4,982.36</b>

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01/04/24  
Accrual Basis

Town of Neenah  
General Ledger  
As of January 31, 2024

Health Ins.  
\$1,124.60

Type	Date	Num	Name	Memo	Split	Amount
<b>21533-0 · Health Insurance Payable</b>						
Paycheck	01/11/2024	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	224.92
Paycheck	01/11/2024	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	899.68
Total 21533-0 · Health Insurance Payable						1,124.60
<b>TOTAL</b>						<b>1,124.60</b>

**Town of Neenah**  
**Deposit Detail**  
**December 2023**

Date	Name	Memo	Account	Amount
12/07/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>1,460.00</b>
	TNFD	Reimbursement for cloti...	52210-9 · Fire Dept. New Equip.	-1,460.00
TOTAL				-1,460.00
12/11/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>210,176.66</b>
	City of Ne...	November Utility Aid Pay...	43690-0 · Utility Aid from City of Neenah	-210,176.66
TOTAL				-210,176.66
12/16/2023		<b>Deposit - CC Pmt</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>17,659.30</b>
	Tax Payer	eChecks 12-15-2023 an...	26101-0 · R.E. Taxes Collected	-17,659.30
TOTAL				-17,659.30
12/18/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>804,696.04</b>
	Board of ...	Proceeds from loan for 2...	49100-0 · Proceeds from Long-Term Debts	-804,696.04
TOTAL				-804,696.04
12/18/2023		<b>Batch #1</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>79,084.42</b>
	Tax Payer	Batch #1	26101-0 · R.E. Taxes Collected	-79,010.09
	Tax Payer	Batch #1	26102-0 · R.E. Tax Refunds to Taxpayers	-74.33
TOTAL				-79,084.42
12/18/2023		<b>Batch #1 - CC</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>6,799.39</b>
	Tax Payer	CC Pmt	26101-0 · R.E. Taxes Collected	-4,184.50
	Tax Payer	eCheck	26101-0 · R.E. Taxes Collected	-2,614.89
TOTAL				-6,799.39
12/18/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>25.00</b>
	Tax Payer	Deposit	44210-0 · Dog Licenses Fee	-25.00
TOTAL				-25.00
12/20/2023		<b>Batch #2</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>112,928.79</b>
	Tax Payer	Batch #2	26101-0 · R.E. Taxes Collected	-112,928.79
TOTAL				-112,928.79
12/20/2023		<b>Deposit - WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>18,212.99</b>
	Tax Payer	WEB Payments 12-20-2...	26101-0 · R.E. Taxes Collected	-18,212.99
TOTAL				-18,212.99



**Town of Neenah**  
**Deposit Detail**  
December 2023

Date	Name	Memo	Account	Amount
12/21/2023		<b>Deposit #3</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>52,430.53</b>
	Tax Payer	Batch #3	26101-0 · R.E. Taxes Collected	-52,316.43
	Tax Payer...	Batch#3 Refunds to be p...	26102-0 · R.E. Tax Refunds to Taxpayers	-114.10
TOTAL				-52,430.53
12/21/2023		<b>Deposit WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>15,611.81</b>
	Tax Payer	WEB Paymnet 12-21-2022	26101-0 · R.E. Taxes Collected	-15,611.81
TOTAL				-15,611.81
12/25/2023		<b>Deposit - CC Pmts</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>41,173.89</b>
	Tax Payer	CC / eChecks - Decemb...	26101-0 · R.E. Taxes Collected	-41,173.89
TOTAL				-41,173.89
12/26/2023		<b>Batch #4</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>335,654.88</b>
	Tax Payer	Batch #4	26101-0 · R.E. Taxes Collected	-334,962.57
	Tax Payer	Batch #4	26102-0 · R.E. Tax Refunds to Taxpayers	-692.31
TOTAL				-335,654.88
12/26/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>5.00</b>
	Dog Licen...	Batch #5	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/26/2023		<b>Deposit #5</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>279,856.39</b>
	Tax Payer	Batch #5	26101-0 · R.E. Taxes Collected	-279,532.32
	Tax Payer...	Batch #5 refunds - nee...	26102-0 · R.E. Tax Refunds to Taxpayers	-324.07
TOTAL				-279,856.39
12/26/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>195.00</b>
	Dog Licen...	Deposit	44210-0 · Dog Licenses Fee	-195.00
TOTAL				-195.00
12/26/2023		<b>Batch #6</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>166,052.57</b>
	Tax Payer	Batch #6	26101-0 · R.E. Taxes Collected	-165,861.51
	Tax Payer	Batch #6 - Taxpayers to ...	26102-0 · R.E. Tax Refunds to Taxpayers	-191.06
TOTAL				-166,052.57
12/26/2023		<b>Batch #6 - Dog License</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>5.00</b>
	Tax Payer	Batch #6 Dog license	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00

**Town of Neenah**  
**Deposit Detail**  
December 2023

Date	Name	Memo	Account	Amount
12/27/2023		<b>Batch #7</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>458,999.75</b>
	Tax Payer	Batch #7	26101-0 · R.E. Taxes Collected	-457,761.11
	Tax Payer	Batch #7 - to be refunde...	26102-0 · R.E. Tax Refunds to Taxpayers	-1,238.64
TOTAL				-458,999.75
12/27/2023		<b>Deposit - Batch #7 Dog...</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>5.00</b>
	Tax Payer	Batch #7 - dog license	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/27/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>255.00</b>
	Dog Licen...	Deposit	44210-0 · Dog Licenses Fee	-255.00
TOTAL				-255.00
12/27/2023		<b>Deposit Batch #8</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>368,584.70</b>
	Tax Payer	Batch #8	26101-0 · R.E. Taxes Collected	-367,011.22
	Tax Payer...	Batch #8 - refunds paya...	26102-0 · R.E. Tax Refunds to Taxpayers	-1,573.48
TOTAL				-368,584.70
12/27/2023		<b>Deposit Batch #8</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>10.00</b>
	Dog Licen...	Deposit Batch #8	44210-0 · Dog Licenses Fee	-10.00
TOTAL				-10.00
12/27/2023		<b>Deposit- WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>13,378.53</b>
	Tax Payer	WEB Payment	26101-0 · R.E. Taxes Collected	-13,378.53
TOTAL				-13,378.53
12/28/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>2,034.00</b>
	Assessm...	Deposit	48110-0 · Clerk's Assessment Letters Fees	-100.00
	WE Ener...	Deposit	44320-0 · Road Permits	-25.00
	Other	McDonalds payment tow...	55200-6 · Parks - Harter's - Trash	-110.00
	Cermak L...	November and Decemb...	48200-2 · Land Rent	-500.00
	Other	December rent for confe...	48200-1 · Municipal Building Rent	-500.00
	Zoning P...	Rosenfeldt zoning permit...	44400-0 · Zoning /Landfill Permits	-210.00
	Building P...	Deposit	44310-0 · Building Permits	-589.00
TOTAL				-2,034.00
12/28/2023		<b>Deposit- WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>31,233.19</b>
	Tax Payer	WEB Payment - 12-28-2...	26101-0 · R.E. Taxes Collected	-8,099.39
	Tax Payer	WEB Payment 12-28-20...	26101-0 · R.E. Taxes Collected	-23,133.80
TOTAL				-31,233.19

**Town of Neenah**  
**Deposit Detail**  
 December 2023

Date	Name	Memo	Account	Amount
12/28/2023		<b>Batch #9</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>473,331.97</b>
	Tax Payer	Batch #9	26101-0 · R.E. Taxes Collected	-472,121.22
	Tax Payer	Batch #9 - to be refunde...	26102-0 · R.E. Tax Refunds to Taxpayers	-1,210.75
TOTAL				-473,331.97
12/28/2023		<b>Batch #9 - Dog License</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>20.00</b>
	Tax Payer	Batch #9	44210-0 · Dog Licenses Fee	-20.00
TOTAL				-20.00
12/29/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>377.55</b>
	Winnebag...	tipping fee credit	53635-0 · Recycling	-377.55
TOTAL				-377.55
12/29/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>170.00</b>
	Dog Licen...	Deposit	44210-0 · Dog Licenses Fee	-170.00
TOTAL				-170.00
12/29/2023		<b>Deposit #10</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>396,843.35</b>
	Tax Payer	Batch #10 - CORRECTE...	26101-0 · R.E. Taxes Collected	-395,998.36
	Tax Payer...	Batch #10 - refunds due ...	26102-0 · R.E. Tax Refunds to Taxpayers	-844.99
TOTAL				-396,843.35
12/29/2023		<b>Deposit #10</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>5.00</b>
	Dog Licen...	received in Batch #10 ta...	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/29/2023		<b>Deposit- WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>27,859.98</b>
	Tax Payer	12-29-23 Credit Card	26101-0 · R.E. Taxes Collected	-10,351.07
	Tax Payer	12-29-23 ECheck	26101-0 · R.E. Taxes Collected	-17,508.91
TOTAL				-27,859.98
12/29/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>1,630.97</b>
	Cell Towe...	Deposit	48200-4 · Cell Tower	-1,630.97
TOTAL				-1,630.97
12/30/2023		<b>Deposit - WEB</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>9,819.95</b>
	Tax Payer	Credit Card 12-30-2023	26101-0 · R.E. Taxes Collected	-4,688.82
	Tax Payer	e-check 12-30-2023	26101-0 · R.E. Taxes Collected	-5,131.13
TOTAL				-9,819.95

**Town of Neenah  
Deposit Detail  
December 2023**

Date	Name	Memo	Account	Amount
12/30/2023		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>939.00</b>
	TNFD	Reimbursement for cloth...	52210-9 · Fire Dept. New Equip.	-939.00
TOTAL				-939.00
12/31/2023		<b>Deposit #11</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>207,366.58</b>
	Tax Payer	Batch #11	26101-0 · R.E. Taxes Collected	-207,366.58
TOTAL				-207,366.58
12/31/2023		<b>Interest</b>	<b>6-11050 · SW - BNY Mellon-Pershing</b>	<b>2,145.94</b>
		Interest	6-48150 · Interest Income - Stormwater	-2,145.94
TOTAL				-2,145.94
12/31/2023		<b>Interest</b>	<b>11900-0 · BNY Mellon - Pershing</b>	<b>8,109.39</b>
		Interest	48110-0 · Interest Income	-8,109.39
TOTAL				-8,109.39
12/31/2023		<b>Interest</b>	<b>11055-1 · Impact Fee - Prospera (037)</b>	<b>2.02</b>
		Interest	48180-0 · Interest - Impact Fees	-2.02
TOTAL				-2.02
12/31/2023		<b>Interest</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>1,898.58</b>
		Interest	48110-0 · Interest Income	-1,898.58
TOTAL				-1,898.58
12/31/2023		<b>Interest</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>1,282.12</b>
		Interest	48195-0 · Interest - Collected Taxes	-1,282.12
TOTAL				-1,282.12
12/31/2023		<b>Interest</b>	<b>6-11021 · Stormwater CD - Prospera (053)</b>	<b>1,041.94</b>
		Interest	6-48170 · Interest Income - Stormwater CD	-1,041.94
TOTAL				-1,041.94
12/31/2023		<b>Interest</b>	<b>6-11020 · SW Savings - Prospera (127)</b>	<b>1,091.98</b>
		Interest	6-48150 · Interest Income - Stormwater	-1,091.98
TOTAL				-1,091.98
12/31/2023		<b>Interest</b>	<b>11010-1 · Checking - Prospera (150)</b>	<b>10.55</b>
		Interest	48110-0 · Interest Income	-10.55
TOTAL				-10.55



January 3, 2024

Town of Neenah  
Attn: Robert E. Schmeichel, Chairman  
1600 Breezewood Lane  
Neenah, WI 54956

Re: 2024 GENERAL ENGINEERING AGREEMENT  
McM. No. M0032-09-99-00013

Dear Bob:

We wish to thank you for the opportunity to continue providing Engineering and Land Surveying Services for the Town of Neenah. We value this relationship, and look forward to assisting you with future projects, as the need arises.

So that we can serve you better, we have prepared this *General Engineering Agreement* for your consideration. This Agreement is similar to ones we have used in the past. It would make possible the prompt and successful completion of smaller projects, for which the estimated fees would be less than \$9,000. These projects could include plan reviews, small feasibility studies and reports, minor design projects, replies to questions, etc. For larger projects, we will prepare a formal Agreement for your execution.

All services will be performed in accordance with McMahon Associates Inc. General Terms and Conditions dated November 10, 2023, which are incorporated into this General Engineering Agreement by reference and included as an attachment. Final 2024 rates are approximately 5% above the 2023 rates, which reflects the increase in consumer inflation experienced from 2021 – present.

Invoices will be itemized for the actual services provided for each project by the staff members involved, plus other expenses incidental to the project such as supplies, mileage and other direct expenses.

Work on each individual task would begin immediately upon receiving authorization to proceed. Written confirmation of their requests is appreciated.

Page 2 | January 3, 2024

Town of Neenah  
Attn: Robert E. Schmeichel, Chairman

We value the Town of Neenah as a client and look forward to serving you in the future. To provide you with continued service, we have already opened an account number to cover services in 2024.

Respectfully,

McMahon Associates, Inc.



Benjamin T. Hamblin, P.E.  
Associate / Municipal & Civil Engineer

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ (authorized signature)

Mr. Robert E. Schmeichel, Chairman  
Town of Neenah

BTH:mck

Attachment: General Terms & Conditions  
2024 Fee Schedules  
2024 Reimbursable Expenses

**1. STANDARD OF CARE**

- 1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**2. PAYMENT AND COMPENSATION**

- 2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

**3. INSURANCE**

- 3.1 Limits: McMahon will maintain insurance coverage in the following amounts:  
 Worker's Compensation ..... Statutory  
 General Liability  
     Bodily Injury - Per Incident/Annual Aggregate ..... \$1,000,000 / \$2,000,000  
 Automobile Liability  
     Bodily Injury ..... \$1,000,000  
     Property Damage ..... \$1,000,000  
 Professional Liability Coverage ..... \$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 Additional Insureds: To the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

**4. CLAIMS AND DISPUTES**

- 4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.





## FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

**NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS**

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591  
Email: MCM@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248  
Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM



# REIMBURSABLE EXPENSE SCHEDULE \* | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
<b>REIMBURSABLE UNITS:</b>	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025  
Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115  
Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385  
Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM

\* This schedule is not all inclusive.

PO Box 2808  
112 Otter Ave, 3<sup>rd</sup> Floor  
Oshkosh WI 54903-2808



Oshkosh - 920-232-3340  
Fox Cities - 920-727-2880  
FAX - 920-232-3347

## Winnebago County Industrial Development Board

*The Wave of the Future*

December 4, 2023

TO: Chris Haese, Neenah Community Development Director  
Logan Fuller, Village of Winneconne Administrator  
Sam Schroeder, City of Menasha Community Development Director  
Kelly Nieforth, City of Oshkosh Community Development Director  
Brandon Hennes, City of Omro Administrator  
George Dearborn, City of Fox Crossing Community Development Director  
Town Clerks, Winnebago County



RE: 2024 Winnebago County Per Capita Funding Program

The Winnebago County Industrial Development Board (IDB) administers an annual Per Capita Economic Development Grant Program. The purpose of the program is to help promote economic development efforts at the local level for the purpose of creating job opportunities and expanding the tax base in your community and Winnebago County in general.

The attached table shows the 2024 funding allocations for communities in Winnebago County based on 2023 DOA population estimates. Grants will be awarded based on a per capita basis pursuant to the adopted County Board budget allocation for the Industrial Development Board for 2024. Also attached are the Per Capita Grant Policies and Procedures adopted by the IDB (**See Important Attached Note**). Please review the policies to help your community decide whether to apply for funds or to allocate your funds to another community or economic development entity.

Please fill out the attached **Statement of Intent** and return to:

Jerry L. Bougie  
Winnebago County Planning Dept.  
P.O. Box 2808  
Oshkosh WI 54903-2808  
Email: [jbougie@winnebagocountywi.gov](mailto:jbougie@winnebagocountywi.gov)

The deadline to return the Statement of Intent is January 19<sup>th</sup>, 2024.

If your community intends to be a recipient of funds for 2024, a follow up mailing will be sent out in early February requesting a written plan indicating your community/organization's proposed use of these funds. Included will be a list of communities, if any, that have agreed to commit their funding shares to your community/organization for 2024.

If you have any questions, please contact Jerry Bougie at 232-3339 or 727-2880, ext. 3339 or e-mail at [jbougie@winnebagocountywi.gov](mailto:jbougie@winnebagocountywi.gov).

Thank you,

Jerry L. Bougie, IDB Coordinator  
Attachments

cc: IDB Members, Tricia Rathermel, GO-EDC; Rob Kleman, Oshkosh Chamber of Commerce; Eric Broten, Fox Cities Chamber; Stephanie Kromm, City of Omro Economic Development.

**\*\*\*IMPORTANT NOTE\*\*\***

The Winnebago County Industrial Development Board will be reviewing this program and its policies for potential changes that may impact how grant dollars are distributed by the IDB starting in 2025.

Therefore, the IDB will be scheduling a meeting workshop for early 2024 (January or February) to gather input from local communities and economic development groups serving the county. All communities and economic development entities in the County will receive notification on when this workshop session is scheduled.

## 2024 Per Capita Economic Development Grant Allocations

	2023 Population Estimates	2024 Monetary Allocation (\$0.9944 per capita)
C Menasha	15,168	15,085.00
C Neenah	27,560	27,408.00
C Omro	3,629	3,611.00
C Oshkosh	66,986	66,613.00
T Algoma	6,939	6,901.00
T Black Wolf	2,422	2,408.00
T Clayton	4,394	4,369.00
T Neenah	3,669	3,648.00
T Nekimi	1,325	1,318.00
T Nepeuskun	719	715.00
T Omro	2,375	2,362.00
T Oshkosh	2,433	2,419.00
T Poygan	1,295	1,288.00
T Rushford	1,653	1,644.00
T Utica	1,359	1,351.00
T Vinland	1,757	1,747.00
T Winchester	1,784	1,774.00
T Winneconne	2,637	2,622.00
T Wolf River	1,210	1,203.00
V of Fox Crossing	19,113	19,008.00
V Winneconne	2,519	2,505.00
<b>Subtotal</b>	<b>170,946</b>	<b>170,000.00</b>

## Plan Submittal Form

Please fill out the form below and return with your application.

Please identify one or more of the following Eligible Economic Development Program/Project(s) (**Column 1**) that best match your proposed use of the funds, and include the total cost of each program/project (**Column 2**) and amount of IDB Per Capita funding you propose to allocate for each program/project (**Column 3**):

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Eligible Economic Development Programs / Projects	Total Cost (\$) of Program / Project	Amount (\$) of your proposed IDB Funding to offset (partially or entirely) the Total cost of each Program/ Project
1. Brochures / Marketing Materials		
2. Seed Money for Econ. Dev. Financing Programs(s)		
3. Studies directly related to Econ. Dev. Programs/Projects		
4. Other Promotional Programs (example: trade show booths)		
5. Interaction with Business Prospects (i.e., Meeting / Visiting / Hosting)		
6. Funding of Administrative Activities and/or Positions		
7. Membership dues in Econ. Dev. Organizations		
8. Other Econ. Dev. Projects / Programs: Itemize below:		
8a.		
8b.		
8c.		
<b>TOTAL \$ (for items 1 – 8)</b> (Note: total in Column 3 should equal your Per Capita Funding Request from IDB)		

**Your report must also address the following two statements (on a separate sheet of paper/cover letter) ...**

1. **Prior Year Use of funds:** Summarize prior year use of funds and tangible economic development results such as jobs, tax base, tourist/consumer spending, etc. (please provide the best information you have available).
2. **2024 Use of funds:** Detail intended use of funds for the current year and the strategy and objectives to accomplish including potential tangible economic impacts (i.e., jobs, tax base, consumer spending, etc.) from the funding allocation for your proposed project and program(s) for the current year.

**STATEMENT OF INTENT  
2024 PER CAPITA FUNDING  
ALLOCATION**

Please identify below how your municipality will utilize or allocate your Economic Development Per Capita Funding Grant for 2024. Remember, the DEADLINE for returning this statement to the County is Friday, January 19, 2024.

---

The Town/Village/City of \_\_\_\_\_ will apply for 2024 per capita funds. Our municipality confirms that it operates a viable economic development program as defined in the Winnebago County IDB Per Capita Funding Program Polices.

---

The Town/Village/City of \_\_\_\_\_ authorizes our 2024 per capita funds to be allocated to the municipality or organization indicated below.

(Select one that provides employment opportunities for citizens of your municipality and/or is active in promoting the area for expansion of job opportunities).

- |  |  |
|--|--|
| <input type="checkbox"/> City of Menasha   | <input type="checkbox"/> Fox Cities Regional Partnership                       |
| <input type="checkbox"/> City of Neenah  | <input type="checkbox"/> Future Neenah, Inc.                                   |
| <input type="checkbox"/> City of Omro  | <input type="checkbox"/> GO-EDC<br>(Greater Oshkosh Economic Development Corp) |
| <input type="checkbox"/> City of Oshkosh   | <input type="checkbox"/> Oshkosh Chamber of Commerce                           |
| <input type="checkbox"/> Village of Fox Crossing   | <input type="checkbox"/> Village of Winneconne                                 |
| <input type="checkbox"/> Other: An economic development entity that benefits your community and/or the county as a whole - Identify which entity here: _____ |  |

---

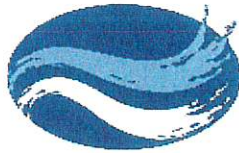
Signature of Municipal Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Allocations are subject to final approval by the Winnebago County IDB.





## Winnebago County Industrial Development Board

*The Wave of the Future*

### **Winnebago County IDB Per Capita Funding Program Policies & Procedures**

Approved by IDB on November 15, 2012

**Mission Statement:** Provide funding assistance to enhance local economic development efforts, programs, and opportunities that directly foster local job creation, increased income and increases to the tax base which collectively better the overall economy of Winnebago County.

#### **Policies:**

1. Funds allocated annually on a per capita basis to each community in Winnebago County. The level of per capita funding shall be determined on an annual basis by the IDB.
2. Communities may retain all or a portion of its allocated funds provided the community demonstrates to the IDB that it operates a viable economic development program. A viable economic development program shall be defined as:
  - a) a community that expends tax levy dollars for programs and professional staffing for economic development purposes.
  - b) a community that is a primary employment center in the county providing substantial employment opportunities for county residents.
3. Communities may reallocate all or a portion of their funding shares in the following manner:
  - a) to other communities that have demonstrated a viable economic development program as defined in #2 above.
  - b) to other economic development entities that benefit their communities and/or the county as a whole.
4. All allocations and reallocations of funds shall be approved by the IDB and meet the mission, policies, and eligibility requirements of the per capita funding program.
5. **Regional Economic Development Activities.** The IDB shall have the discretion to allocate a portion of per capita funding dollars to County and/or regional level economic development entities or activities.

### **Eligible Projects/ Programs:**

1. Brochures/Marketing Materials to promote economic development.
2. Seed money for economic development financing programs.
3. Studies directly related to economic development programs or projects.
4. Other Promotional activities such as booths at trade shows.
5. Interaction with business prospects through visitation.
6. Funding of administrative activities and positions specifically related to economic development. Detailed documentation shall be included indicating how the activities or position(s) are directly linked to economic development and the per capita funding program mission statement.
8. Membership dues for participation in recognized economic development organizations.
9. Other marketing and economic development efforts designed to enhance business and tourism growth.

### **Ineligible Projects/ Programs:**

1. Residential projects and programs.
2. Accessory (incidental) projects, such as signage, parking lots, maintenance, landscaping and other general site improvements.
3. Websites, unless specifically designed for economic development purposes.

*Note: All allocations of per capita funds are at the discretion of, and approved by, the Winnebago County Industrial Development Board.*

### **PROCEDURES:**

1. The County will mail out a Statement of Intent form (see attached copy) to all local communities in Winnebago County. This form describes whether your community intends to apply for the per capita funds or whether your community wishes to allocate your share to one or more nearby community(s) which operate a viable economic development program or to one or more economic development entities that benefit your community or the county as a whole.
2. Following the due date for submittal of the Statement of Intent, **the County will mail out a plan submittal request letter** to the communities indicating a desire to apply for per capita funds. This letter will include:
  - Any Communities that indicate a desire to allocate their funding share to your community via the Statement of Intent.
  - Total proposed eligible funding share.
  - Due date for plan submittal. The due date will be at least one (1) week prior to the next IDB meeting to allow the Board ample opportunity to review all plan submittals.

3. Communities that are viable economic development entities shall then **submit an expenditure plan** for the upcoming year which shall contain the following:
- Plan shall describe intended use of funds, including any proposed reallocations to other economic development entities.
  - Plan shall outline your strategy and objectives.
  - Plan shall outline your budget for the proposed project/ programs.
  - Plan shall also describe prior year's use of funds and documentation of tangible results.
  - Additional supporting information/ documentation may be attached.
- 
- Any plan submittal received after the designated due date, as outlined in the plan submittal request letter, may become ineligible for funding.
  - Plans shall be submitted by hand, mailed, faxed, or emailed to:

Jerry Bougie, IDB Coordinator  
Winnebago County Planning Department  
112 Otter Ave  
Oshkosh WI 54903-2808  
FAX: 920-232-3347  
EMAIL: [jbougie@co.winnebago.wi.us](mailto:jbougie@co.winnebago.wi.us)

4. Following receipt of expenditure plan submittals, the County will notify all eligible applicants of the next scheduled meeting of the Winnebago County Industrial Development Board where the plan submittals will be addressed for approval. *A representative from your community should be present at the IDB meeting to answer any questions by the Board regarding your community's proposal.*
5. Following IDB approval, communities are required to **submit an invoice** to Winnebago County for payment of the approved dollar amount. The invoice **MUST** indicate that the funds are for "***IDB per capita funding allocations***".

MEMORANDUM

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To: Town of Neenah Board of Supervisors  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: January 5, 2024  
Memo: Town Issued Credit Cards

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Town Board Agenda for 1-8-2024 has a discussion item to discuss the potential of allowing the Town to secure and use credit cards for purchases. Should this subject matter move forward, there will be further action required on a future agenda.

The conversation is tow-fold, should the Town obtain credit cards for employee use and if so, the Town Board should adopt a policy regarding their use.

There are several instances when employees are using their personal credit card to make purchases on behalf of the Town. In the past Town issued credit cards have been discouraged by our audit firm and as with any decision, there are pros and cons on both sides of this question.

WI State Statute does not prohibit the Town from using Town credit card, and the State issues state credit cards to employees (P-card).

*May 2015 WTA Magazine – Legal Opinion by Attorney Carol Nawrocki*

**Q. Our town has been considering getting a credit card for town purchases. We like to order supplies online to get better prices. Rather than having to reimburse people after the fact for such purchases, is it allowable for us to get town credit cards?**

**A. It is legal for a town to obtain credit cards for town purposes. That said, it is not necessarily a recommended practice because abuse of such cards seems to be on the rise. If the board has carefully weighed the pros and cons and decided to sign up for town credit cards, it is extremely important for the board to implement policies to regulate such purchases and for the board to diligently review the official billing statements that itemize such purchases each month. Over the past few years, there have, unfortunately, been **NUMEROUS** instances of town officials (typically clerks and/or treasurers) stealing from towns using town credit cards. Officials have used the cards to gamble at casinos, charge dental work, purchase pets, enjoy vacations, buy computers for family members, and support lifestyles they otherwise could not afford. In all such cases, the board failed to actually review the credit card statements themselves and just paid the bills each month when the vouchers were presented for payment. As a result, the dishonest officials were often able to charge tens of thousands of dollars in purchases to the town before they were eventually caught. **If your town already has credit cards, make sure that you are reviewing the itemized billing statements for these cards each month and obtaining explanations for all charges at your monthly board meetings!** No town wants to appear in the headlines because an official is being charged with a financial crime against the town.**

### **Town Credit Cards**

The ease of online shopping and the potential savings that go along with it has encouraged many towns to obtain credit cards. Towns are allowed to use credit cards, but the board should first weigh their added risks. Credit cards are too often abused by town officials or employees and town boards often fail to notice fraudulent charges on monthly statements. Therefore, if the town board does decide to obtain a town credit card, it is extremely important to adopt policies that regulate purchases and ensure oversight. The board must then carefully review monthly statements and obtain explanations for all charges.

There are several factors to consider if credit cards are to be issued to employees:

- Type of cards
- Credit card policy
- Authorized expenses
- Authorized users
- Documentation, payment and internal controls

Type of Cards include a variety of different kinds including traditional bank issued card, debit card or a prepaid card. This is not an all-inclusive list. I believe this conversation centers around a traditional bank issued credit card. I do not recommend considering a debit card as it would allow instant use of Town funds without proper review and oversight. A pre-paid card may have some value in certain circumstances; however, the funds would be allocated and paid on the card prior to its use.

The Town Board should consider items such as who is authorized to hold a card, who approves new users, credit limits, authorized expenses as well as how expenses are tracked, reviewed and approved. Where should we obtain the card from. If the card comes with a rewards program, how will those rewards be handled.

Attached are two sample credit card policies to give you things to consider. Following the Town board discussion and guidance, I will draft a credit card policy for further review by the Town Board. The Board may consider having Attorney Parmentier review the policy prior to Town Board adoption.

# SAMPLE

Town of Pleasant Valley  
Eau Claire County, Wisconsin

## Credit Card Policy

March 11, 2019

### Introduction

The Town of Pleasant Valley 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 Mastercard. Credit cards will 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. **Use of the card for personal items 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.

Each cardholder will be required to retain and submit receipts to the Clerk-Treasurer. The monthly statement will be reviewed and reconciled 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.

### 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.

SAMPLE

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 Mastercard. 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 budget category 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.

# SAMPLE

## 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 insure 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 for immediate 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 Pleasant Valley. Violations of this policy will result in discipline up to and including termination.

Dated March 11, 2019

Approved by Town Board Ordinance No. 19-15-04





# SAMPLE

## TOWN OF GREENWICH

Finance Department  
Town Hall  
101 Field Point Road  
Greenwich, CT 06830

### TOWN CREDIT CARD POLICY

#### **PURPOSE**

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The purpose of this policy is to establish procedures for the administration of Town credit cards and to regulate their use.

#### **SCOPE**

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This policy applies to all Town departments, including all employees who are authorized and issued a Town credit card. This policy does not replace or circumvent procurement policies and procedures.

#### **POLICY**

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It is the policy of the Town of Greenwich that the Finance Department (Finance) shall be the primary department responsible for managing Town credit cards, including the sole authority to obtain credit cards on the Town's behalf. Finance shall oversee the accounts and maintain the list of authorized cardholders. The Town will make effort to limit the number of cards issued. A Department Head may submit a written request to become (or identify) an authorized cardholder to Finance that demonstrates clear need and explains why standing procurement procedures are not sufficient. No card may be issued without approval from the Comptroller.

A cardholder must review and sign the *Cardholder Agreement*. Signed copies should be sent to Finance, as well as the Human Resources Department for inclusion in the cardholder's personnel file. The credit card limit is set by the Treasurer in the *Commercial Card Cardholder Guide*, unless otherwise authorized by the Comptroller.

#### Town Credit Card Use

Town issued credit cards should only be used in the following situations:

- Emergencies that present a public safety hazard or threat
- A purchase order cannot be issued or cannot be paid through the routine accounts payable/procurement process
- As authorized by the Comptroller or designee

All purchases shall comply with applicable Town policies and procurement procedures. Credit cards should not be used to circumvent routine procurement procedures and should only be used for official Town business. Under no circumstances shall a Town credit card be used for personal use or gain. Individuals or groups who conduct any personal business with a Town credit card will be subject to corrective action up to and including termination and/or criminal prosecution. Cash advances are strictly prohibited.

# SAMPLE

Documentation and Payment

At the time of a transaction, the cardholder shall obtain and retain an original, detailed transaction receipt. Credit card accounts should be reconciled in accordance with the *Commercial Card Cardholder Guide, Reconciling Your Account*. Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability.

Lost, Stolen, or Compromised Cards

It is the responsibility of the cardholder make notifications in accordance with the *Commercial Card Cardholder Guide* in the event of a lost, stolen, or compromised card. A cardholder should also notify Finance once other notifications are complete. A cardholder should notify the Greenwich Police Department after Finance if they believe criminal activity may have occurred.

Authorized Employee Termination

Upon termination of employment for any reason, an authorized cardholder must relinquish their credit card to Finance at the time of separation and ensure the account is reconciled. The Human Resources Department should notify Finance of a termination as soon as possible. Finance will instruct the credit card issuer to deactivate the card. Any cardholder who uses a Town credit card fraudulently after termination shall be subject to legal action.

Audit

Finance may conduct audits of card activity and related document management at any time. If necessary, the Comptroller may suspend or terminate a cardholder's account.

**RELATED POLICIES**

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*Commercial Card Cardholder Guide*, Finance Department

*Cardholder Agreement*, Finance Department

# SAMPLE

## **TOWN OF GREENWICH COMMERCIAL CARD CARDHOLDER GUIDE**

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### **Overview**

The Commercial Card program is intended to facilitate purchases from vendors where a PO is not practical or accepted, and in emergency situations, and offers flexible controls to help ensure proper usage.

The Commercial Card Program is not intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing processes available. The card is a MasterCard credit card that is issued by JPMorgan Chase. Some minimal record keeping is essential to ensure the successful use of the Commercial Card. This is not an extraordinary requirement; standard payment policies require retention of receipts, etc.

This Cardholder Guide provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other Program information.

Please remember that you are committing Town funds each time you use the Commercial 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 Greenwich.

### **Commercial Card Administrator**

The Town Treasurer is the Commercial Card Administrator. If you have any questions or problems please contact her at 203-622-7709.

# Obtaining A Card(s) **SAMPLE**

After you have read this Cardholder Guide and understand the procedures outlined, you must complete all of the requirements of the Commercial Card application form. If an application package is not attached to this guide, contact the Commercial Card Administrator for a copy.

Only full-time employees of Town of Greenwich are eligible to receive a Commercial Card. Contractors or temporary employees are not eligible. The cardholder is responsible for the security of their card(s) and the transactions made against the card(s). Each user will be required to sign the Commercial Card Cardholder Agreement as part of the Commercial Card application.

As part of your application, you will identify which levels of transaction and cycle spending limits best accommodates your business requirements. The levels for limits are:

(Note the following levels are for draft purposes and should be determined during the program design.)

	<u>\$/Transaction</u>	<u>Transactions/Day</u>	<u>\$/Cycle</u>
Cardholder A	\$ 300	3	\$ 2,500
Cardholder B	3,000	10	10,000
Cardholder C	10,000	100	50,000

When you receive your Commercial Card(s), sign the back of the card(s) and always keep it in a secure place. Although each card is issued in your name, it is the property of Town of Greenwich and is only to be used for Town purchases as defined in this guide.

## **Commercial Card Restrictions**

The Commercial Card is NOT to be used for personal purchases, cash advances, or any travel and entertainment expenses such as airline tickets, hotel accommodations, car rentals or meals.

Under no circumstances should a transaction be split into two separate receipts to bypass the single transaction dollar limit.

# SAMPLE

It is recommended that each card have a maximum amount per transaction. This amount is determined by you with approval from your supervisor. Once set, the card will reject purchases for amounts greater than the limit. Limits may be changed by processing the change form with your Commercial Card Administrator. Each card also requires a monthly total limit which, once established, will deny further transactions in that month. This amount is determined by you and your supervisor and also may be changed by processing the change form with your Commercial Card Administrator.

Limit changes require the written approval of your supervisor.

## **Using The Card**

The cardholder must comply with Federal, State and Town Ordinances, Charter provisions, regulations, policies and procedures. Questions concerning procurement regulations should be directed to the Director of Purchasing.

Use of the credit card is not intended to replace effective procurement planning which enable volume discounts.

The nature of all purchases must be substantiated at all times and you must be able to validate the official need for the purchase. If you cannot substantiate that the purchase was necessary and for official use, disciplinary action may occur.

Purchases with the necessary approval are initiated using your assigned card. Contact the supplier and agree to price, quantity, and delivery date. The Town is not subject to sales tax. When setting up vendors please be sure that they are informed that no sales tax is to be added to the invoice. A certificate can be provided to the vendor with the relevant tax exemption information. This certificate can be obtained from Accounts Payable. In an emergency situation and the vendor charges sales tax you must ask the supplier when ordering to furnish sales tax information as a separate item from price. It is required at the time of purchase that you receive a receipt showing tax paid for the purchases, if any. If the purchase is via phone or mail, ask the supplier to include the receipt with the goods when the product is shipped to you. This receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase. (See additional tax

SAMPLE

information below). The Cardholder's name and "MasterCard" must appear on the packing slip and external shipping label. The supplier will require your Commercial Card number, expiration date and the "ship to" address. All shipments are to be made only to Town of Greenwich facilities.

It is required that you retain all receipts for your purchases.

## **Tax**

The Town is exempt from paying sales tax on purchases made for goods and services. Most vendors accept the Town's federal tax id number (06-600-2006) as the "tax exempt number" when purchasing transactions are made. Occasionally, vendors or merchants may request that a sales tax exemption certificate be provided before they remove the sales tax from a transaction. Please contact Roy Carey, Accounts Payable Supervisor at 203-622-7727 to obtain a sales tax exemption certificate.

## **Reconciling Your Account(S)**

Monthly, each cardholder will receive a statement(s) (cycle cut-off date is the 26th of each month) identifying each transaction made against the Commercial Card during the billing cycle. The statement must be reconciled against your retained receipts for accuracy.

For users with numerous transactions, a Monthly Transaction Log can be used as a tool to help maintain purchase information and to help reconcile your account(s). This Log is recommended for users who make telephone purchases.

Complete a Reconciliation Voucher. (See Attachment A) Record credit card expenditures by appropriate general ledger account number and amount on the Reconciliation Voucher. The total expenses per the Reconciliation Voucher must agree to the total expenditures per the credit card statement.

The Department Head must sign the Reconciliation Voucher package and forward it to the Finance Department within five working days of receipt of the credit card statement.

If you are not available to complete and sign your credit card Reconciliation Voucher on a timely basis because of leave or travel, etc. then an employee within your department should be appointed to forward all statements, sales

# SAMPLE

receipts, expense reports and credit vouchers to the Finance Department.

The statement (with attached receipts) must be signed by the cardholder as proof of reconciliation and then forwarded to your supervisor for approval. After proper approval the following should be forwarded to the Accounts Payable Department: (1) the original monthly statement with proper approvals; (2) the Transaction Log, if used; (3) the Reconciliation Voucher; (4) the original receipts. Each account must be reconciled by the 12th of the subsequent month.

## Resolving Errors And Disputes

In the case of an error, first contact the supplier and try to reach an agreement. Most disputes can be resolved between you and the supplier directly.

If you are unable to reach an agreement with the supplier, complete a Dispute Form, sign it and send it to JPMorgan Chase. All disputes must be submitted in writing to JPMorgan Chase within 60 days of the statement date via fax at 1-847-497-8298, 1-847-622-2495 or 1-847-931-8861 or via mail to:

JPMorgan Chase  
2500 Westfield Drive  
Mail Code IL1-6225  
Elgin, Illinois 60123  
Attention: Disputes Dept.

## Paying The Bill

The Commercial Card is a corporate pay arrangement. Account balances will be paid in full each month by a direct charge to a Town of Greenwich bank account.

Your purchases will be charged to an expense account based upon the department/account combination that has been established.

Do not send your monthly statement to Accounts Payable with a check request.

# SAMPLE

## **Lost Or Stolen Cards**

The Commercial Card(s) should be secured, just as you would secure your personal credit cards. If your card(s) is lost or has been stolen, immediately contact JPMorgan Chase via this toll free number (1-800-316-6056). Also notify the Commercial Card Administrator.

## **Refusal Of Card Or Account**

Should you be declined at the point of sale for any reason, please contact your Commercial Card Administrator or JPMorgan Chase at 1-800-316-6056 Ext. 7245. Every effort will be made to determine why the transaction was declined.

## **Departmental Changes**

If you transfer to a new department or are no longer a Town of Greenwich employee, notify the Commercial Card Administrator immediately.

## **Commercial Card Audit Activity**

Your card activity is subject to random audits by appropriate personnel, including Internal Audit. The random audits are to help ensure adherence to the Program's policies and procedures.



# SAMPLE

ATTACHMENT A

**TOWN OF GREENWICH  
MASTERCARD**

**RECONCILIATION VOUCHER**

**DEPARTMENT:** \_\_\_\_\_

**NAME OF CARDHOLDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ACCOUNT**

**AMOUNT**

ACCOUNT	AMOUNT

**APPROVED FOR PAYMENT BY:** \_\_\_\_\_

# SAMPLE

## **TOWN OF GREENWICH**

### **CARDHOLDER AGREEMENT**

---

#### **Participating Employee Acknowledgment of Responsibilities**

By participating in the Town of Greenwich Commercial Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Commercial Card Program. These responsibilities include but are not limited to the following:

The Town of Greenwich Commercial Card is to be used for business expenditures only. The Commercial Card may only be used under the parameters and procedures established for the Commercial Card Program which are detailed in 'The Commercial Card Cardholder Guide'. The Town of Greenwich Commercial Card may not be used for personal or business travel and entertainment purposes.

The Commercial 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 and may not be used by anyone other than the Cardholder.

The Town of Greenwich Commercial 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 Bank One at 1 (800) 848-2813 and the Town of Greenwich Commercial Card Administrator.

All charges will be billed and paid directly by Town of Greenwich. 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.

Cardholder Accounts may be subject to periodic internal control reviews and audits designed to protect the interests of Town of Greenwich. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.

# SAMPLE

Parameters and procedures related to the Commercial Card Program may be updated or changed at any time. Town of Greenwich will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by management.

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
- Exceeding bank credit line limit
- Utilizing the Commercial Card for purchases of \$1,000 or more
- Using the Commercial Card for travel and entertainment purposes
- 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 read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of the Town of Greenwich Commercial Card Program, I understand and assume the responsibilities listed above.

---

Employee Signature

Title

---

Name (Print)

Date

---

Manager Signature

Title

---

Name (Print)

Date

Cardholder and Manager: Retain one copy each and forward original to Town Treasurer