

**TOWN OF NEENAH SANITARY DISTRICT #2  
REGULAR MEETING  
Meeting Agenda**

**DATE:** Tuesday, January 14, 2025  
**TIME:** 7:00 p.m.  
**LOCATION:** Town Hall, 1600 Breezewood Lane, Neenah

1. Call to Order
2. Open Forum
3. Approve December 10, 2024, Meeting Minutes
4. Discussion / Action:
  - a. Approve January 14, 2025, Vouchers, Payroll and Bank Transactions
  - b. NMSC Report for December 2024
  - c. MCO Reports for December 2024
  - d. Review and approve McMahon General Engineering Agreement for 2025
  - e. Approve Certified Survey Map for  
Applicant: Alan Mathison  
Agent: Town of Neenah Sanitary District #2  
Location: 1600 S. Park Ave  
Tax ID parcel 00-0015-07-01
  - f. Resolution 2024-03 to Approve 2025 Annual Sewer Use Fee
  - g. Review of the Budget Status report
  - h. Resolution 2025-01 Amending 2024 Budget
  - i. Resolution 2025-02 Adoption of 2025 Fee Schedule
5. Old Business
6. New Business
7. Future Meetings
  - a. Sanitary District #2 Meeting, Tuesday, February 11, 2025
  - b. Sanitary District #2 Meeting, Tuesday, March 11, 2025
8. Adjourn

Closed Session Contemplated: **NO**

**NOTES:** Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to the Town Deputy Clerk-Treasurer at (920) 886-7545.

A quorum of the Town of Neenah Board and other Commissions or Committees may attend the meeting noticed above however no official action will be taken by them.

Notice was posted on January 9, 2024, at [www.townofneenah.com](http://www.townofneenah.com) and at the posting board located at the Town of Neenah Municipal Building, 1600 Breezewood Lane.

## Town of Neenah Sanitary District #2

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956  
Tuesday, December 10, 2024

**Present:** President Daniel Osero, Commissioner Steve Coburn, Commissioner Duane Sargent.

**Also Present:** Rob Franck, Ben Hamblin, Al Mathison, Administrator-Clerk-Treasurer Ellen Skerke, Deputy Clerk-Treasurer Vicki Boushele.

Meeting called to order at 7:00 PM by President Osero.

### Open Forum

- None

### Approval of Minutes

**Motion:** D. Osero / D. Sargent to approve November 12, 2024, Town of Neenah Sanitary District 2 meeting minutes. Motion carried by voice vote  
Motion carried.

### Discussion / Action:

#### Vouchers and Bank Transactions

Approve vouchers and bank transactions for December 10, 2024

**Motion:** D. Sargent / S. Coburn motion to approve vouchers and bank transactions for December 10, 2024.  
Motion carried.

### NMSC Report for November 2024

- S. Coburn
  - Sonoco moving forward – provided the design, updates – no finish date yet provided.
  - Steve has received approval from NMSC to stay on to report to the Sanitary District 2.
  - Sonoco will be doing their own treatment, that will free up capacity at the plant. Galloway will be given limits.

### MCO Report for November 2024

- R. Franck reported for November 2024 activity.
  - It was a quiet month – one service report
  - Pumphouse – pump was out of service for 3 days.

### McMahon

B. Hamblin reported on Lift Station 5 adding a Permanent Limited Easement around the perimeter which allows the Sanitary District to store snow and drain the lift station into the swale.

Next step to finalize the Certified Survey Map (CSM) which creates the out lot for Lift Station 5 to be owned by Town of Neenah Sanitary District.

CSM will need to go to the Plan Commission in January, Town Board and the County.

All work will be done by Northeast Asphalt – there will be no subcontractors.

B. Hamblin to get quote from MCC for concrete quote.

Al Mathison asked if the Sanitary District would consider removing a tree for him.

D. Osero is willing to entertain the idea of removing an additional tree but needs to get the cost of the removal before committing to that.

B. Hamblin to check with Justin on cost of removing an additional tree and provide a revised price..

**Motion** S. Coburn / D. Sargent to proceed with Certified Survey Map and Permanent Limited Easement for Lift Station.

Motion carried.

### **Insurance Renewal**

V. Boushele provided information for the 2025-26 insurance renewal questionnaire with Horton Group. E. Skerke pointed out there is a 4% automatic cost increase for Lift Station 3 and Rainbow Beach Lift Station.

**Motion:** S. Coburn / D. Sargent move to accept the 2025-2026 Insurance proposal.

Motion carried.

### **Administrative Services Agreement**

Approve Administrative Services Agreement between the Town of Neenah and Sanitary District 2. The agreement is a 5-year agreement with an annual administrative fee of \$43,750.00 beginning January 1, 2025, and increasing annually 2.5% beginning January 1, 2026.

**Motion:** D. Osero / D. Sargent to accept the Town of Neenah Administrative Services Agreement

Motion carried.

### **Old Business**

Knox Boxes have been ordered for Lift Stations 2 and 3. The boxes are surface mounted; keys will go to the fire department and to the Fire Inspector for inspection.

Payment from Town of Neenah for reimbursement for work done on Breezewood Lane. Per an email from 2020 the estimated cost was to be split between the City and the District with determined to be \$54.00 per foot then cut in half and the District will receive \$4,700 from the Town. D. Osero, if there is no disagreement we accept the payment from the Town.

### **New Business**

E. Skerke reviewed the preliminary December financial report. Final report will be provided in January. A budget amendment will be brought to the January meeting.

There is a new subdivision project coming up, single family condos.

### **Future Meetings**

- Sanitary District #2 Commissioner Meeting, Tuesday January 14, 2025, at 7:00 pm.
- Sanitary District #2 Commissioner Meeting, Tuesday February 11, 2025, at 7:00 pm.

Motion to adjourn 8:35 pm

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approval: DRAFT for Approval

# Voucher List Authorization - January 14, 2025

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
	Savings	Checking	\$ 25,000.00	01-14-2025 Vouchers
	Savings	Checking		

## Check Detail:

Accounts Payable:	\$ 25,707.13	
Payments added	\$ 812.00	Reimburse Town of Knox boxes

## Notification of new Vendor: Badgerland Sealing LLC

Payroll	Gross Payroll	\$ 787.50
	Expense Reimbursement	\$ -
	Total Gross w/ expense	\$ 787.50
	Net pay	\$ 727.24

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>To</u>	<u>Amount</u>	
	Prospera	Savings	\$ 20.00	RE Inquiry
	Prospera	Savings	\$ 4,634.20	Cummings Ln Project
	Prospera	Savings	\$ 219.45	Interest earned
	Prospera	Debt Svc	\$ 561.58	Interest earned
	Prospera	Replacement	\$ 2,000.73	Interest earned
	Prospera	LGIP	\$ 3,069.90	Interest earned

## Paid via Bank Transfer:

Federal Tax/Medicare:	\$ 120.52
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## Account balances as of September 10, 2024 - after requested transfer per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>WI LGIP</u>	<u>Total</u>
Checking	\$ 31,213			
Membership	\$ 25			
General Savings	\$ 91,293		\$ 790,029	
Debt Service	\$ 22,754	\$ 135,061	\$	157,815
Replacement Fund	\$ 47,428	\$ 311,679	\$ 163,360	\$ 359,108
<b>TOTAL</b>	<b>\$ 192,713</b>	<b>\$ 446,741</b>	<b>\$ 953,389</b>	<b>\$ 1,592,843</b>

## Approval:

\_\_\_\_\_ Osero      \_\_\_\_\_ Coburn      \_\_\_\_\_ Sargent

9:49 AM  
01/09/25

**Town of Neenah Sanitary District #2**  
**Check Detail**  
January 14, 2025

Num	Date	Name	Memo	Account	Paid Amount
<b>3385</b>	<b>01/14/2025</b>	<b>Amazon Web Services, I...</b>		<b>1011 · Checking - Prospera ...</b>	
14009...	01/06/2025		January 2025	6022 · GIS - Arc Reader	-8.70
<b>TOTAL</b>					-8.70
<b>3386</b>	<b>01/14/2025</b>	<b>City of Neenah</b>		<b>1011 · Checking - Prospera ...</b>	
38737-...	01/06/2025		Billing period 11-01-2024 to 12-01-2024 11-01-2024 to 12-01-2024	6010-1 · Conveyance - City o... 6010-7 · Admin Fees	-3,088.96 -30.89
<b>TOTAL</b>					-3,119.85
<b>3387</b>	<b>01/14/2025</b>	<b>City of Neenah</b>		<b>1011 · Checking - Prospera ...</b>	
38737-...	01/06/2025		Billing period 11-01-2024 to 12-01-2024 Billing period 11-01-2024 to 12-01-2024 Billing period 11-01-2024 to 12-01-2024	6010-3 · Treatment - City of ... 6010-7 · Admin Fees 6010-1 · Conveyance - City o...	-2,113.26 -32.73 -1,192.29
<b>TOTAL</b>					-3,338.28
<b>3388</b>	<b>01/14/2025</b>	<b>McMahon, Inc.</b>		<b>1011 · Checking - Prospera ...</b>	
937467	01/06/2025		LS5 - site LS5 - mileage	6022 · GIS - Arc Reader 6020 · Maint of collection syst... 6020-3 · Reimbursable expen...	-330.00 -825.00 -29.92
<b>TOTAL</b>					-1,184.92
<b>3389</b>	<b>01/14/2025</b>	<b>MCO, Inc.</b>		<b>1011 · Checking - Prospera ...</b>	
31293	01/06/2025		Services for period ending 01-31-2025	6020-2 · Monthly Contract	-4,904.00
<b>TOTAL</b>					-4,904.00
<b>3390</b>	<b>01/14/2025</b>	<b>Neenah Menasha Sewer ...</b>		<b>1011 · Checking - Prospera ...</b>	
2025-0...	01/06/2025		Wastewater treatment, charges based on me...	6010-2 · Treatment - NMSC	-4,094.54
2025-0...	01/06/2025		Sludge storage building loan	6010-2 · Treatment - NMSC	-285.00
<b>TOTAL</b>					-4,379.54
<b>3391</b>	<b>01/14/2025</b>	<b>OmniSite</b>		<b>1011 · Checking - Prospera ...</b>	
99080	01/06/2025		Annual fee to monitor remote pumping station...	6015 · Utilities	-2,900.00
<b>TOTAL</b>					-2,900.00
<b>3392</b>	<b>01/14/2025</b>	<b>PJ Kortens &amp; Company, ...</b>		<b>1011 · Checking - Prospera ...</b>	
10025...	01/06/2025		SO 240598, heater replacement	6023 · Replacements-Equip/...	-310.39
<b>TOTAL</b>					-310.39
<b>3393</b>	<b>01/14/2025</b>	<b>Sabel Mechanical</b>		<b>1011 · Checking - Prospera ...</b>	
2913.24	01/06/2025		Pulled submersible pumps, change oil, check ...	6023 · Replacements-Equip/...	-2,913.24
<b>TOTAL</b>					-2,913.24

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**Town of Neenah Sanitary District #2**  
**Check Detail**  
January 14, 2025

Num	Date	Name	Memo	Account	Paid Amount
3394	01/14/2025	Town of Neenah		1011 · Checking - Prospera ...	
530976	01/06/2025		2024 Property tax bill - Bayview Rd	2500 · Taxes payable	-50.00
531866	01/06/2025		2024 Property tax bill - Milkweed Ct.	6020 · Maint of collection syst...	-40.00
531882	01/06/2025		2024 Property tax - Plummers Harbor Rd	6020 · Maint of collection syst...	-20.00
TOTAL					-110.00
3395	01/14/2025	WE Energies		1011 · Checking - Prospera ...	
07161...	01/06/2025		Group billing	6015 · Utilities	-891.87
TOTAL					-891.87

9:13 AM  
01/09/25

**Town of Neenah Sanitary District #2**  
**Check Detail**  
January 15, 2025

Num	Date	Name	Memo	Account	Paid Amount
3382	01/15/2025	Coburn, Steven		1011 · Checking - Prospera ...	
				6050 · Admin & Gen salaries ...	-150.00
				6050 · Admin & Gen salaries ...	-100.00
				66000 · Payroll Expenses	-15.50
				24000 · Payroll Liabilities	15.50
				24000 · Payroll Liabilities	15.50
				66000 · Payroll Expenses	-3.63
				24000 · Payroll Liabilities	3.63
				24000 · Payroll Liabilities	3.63
TOTAL					-230.87
3383	01/15/2025	Osero, Daniel		1011 · Checking - Prospera ...	
				6050 · Admin & Gen salaries ...	-150.00
				6050 · Admin & Gen salaries ...	-100.00
				6050 · Admin & Gen salaries ...	-37.50
				66000 · Payroll Expenses	-17.83
				24000 · Payroll Liabilities	17.83
				24000 · Payroll Liabilities	17.83
				66000 · Payroll Expenses	-4.17
				24000 · Payroll Liabilities	4.17
				24000 · Payroll Liabilities	4.17
TOTAL					-265.50
3384	01/15/2025	Sargent, Duane R		1011 · Checking - Prospera ...	
				6050 · Admin & Gen salaries ...	-150.00
				6050 · Admin & Gen salaries ...	-100.00
				66000 · Payroll Expenses	-15.50
				24000 · Payroll Liabilities	15.50
				24000 · Payroll Liabilities	15.50
				66000 · Payroll Expenses	-3.63
				24000 · Payroll Liabilities	3.63
				24000 · Payroll Liabilities	3.63
TOTAL					-230.87

**Town of Neenah Sanitary District #2**  
**Deposit Detail**  
**December 2024**

Type	Date	Name	Account	Amount
Deposit	12/23/2024		1025 · Savings - Prospera (125)	4,654.20
		First American Title Company Town of Neenah	4124 · Real Estate Inquiry Income 6020-6 · Cumings Lane Project	-20.00 -4,634.20
TOTAL				-4,654.20
Deposit	12/31/2024		1016 · Membership - Prospera	0.01
			4151 · Interest earned - bank accounts	-0.01
TOTAL				-0.01
Deposit	12/31/2024		1025 · Savings - Prospera (125)	218.95
			4151 · Interest earned - bank accounts	-218.95
TOTAL				-218.95
Deposit	12/31/2024		1065 · Replacement - Prospera (126)	69.99
			4153 · Interest earned - Replacement	-69.99
TOTAL				-69.99
Deposit	12/31/2024		1011 · Checking - Prospera (150)	0.49
			4151 · Interest earned - bank accounts	-0.49
TOTAL				-0.49
Deposit	12/31/2024		1040 · Replacement Fund CD (1000)	1,295.96
			4153 · Interest earned - Replacement	-1,295.96
TOTAL				-1,295.96
Deposit	12/31/2024		1041 · Debt Service CD (1001)	561.58
			4152 · Interest earned - Debt Service	-561.58
TOTAL				-561.58
Deposit	12/31/2024		1087 · WI LGIP	3,704.68
			4151 · Interest earned - bank accounts	-3,704.68
TOTAL				-3,704.68



9:57 AM

01/09/25

**Town of Neenah Sanitary District #2**  
**Payroll Liability Balances**  
January 2025

Federal 120.52  
State 0.

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	<u>BALANCE</u>
<b>Payroll Liabilities</b>	
<b>Federal Withholding</b>	0.00
<b>Medicare Employee</b>	11.43
<b>Social Security Employee</b>	48.83
<b>Medicare Company</b>	11.43
<b>Social Security Company</b>	48.83
<b>WI - Withholding</b>	0.00
<b>Medicare Employee Addl Tax</b>	0.00
<b>Total Payroll Liabilities</b>	<u><u>120.52</u></u>



December 31, 2024

Town of Neenah Sanitary District #2  
Attn: Dan Osero, President  
1600 Breezewood Lane  
Neenah, WI 54956

Re: 2025 GENERAL ENGINEERING AGREEMENT  
McM. No. M0032-09-99-00012.00

Dear Dan:

We wish to thank you for the opportunity to continue providing Engineering and Land Surveying Services for the Town of Neenah Sanitary District #2. 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.'s General Terms & Conditions, dated May 10, 2024, which are incorporated into this General Engineering Agreement by reference, and included as an attachment.

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.

2025 GENERAL ENGINEERING AGREEMENT

We value the Town of Neenah Sanitary District #2 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 2025.

Respectfully,

McMahon Associates, Inc.



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

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ (authorized signature)  
Mr. Dan Osero  
Town of Neenah Sanitary District #2

BTH:car

Attachment:   General Terms & Conditions  
                  2025 Fee Schedules  
                  2025 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: Upon request and 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 McMahons' 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 | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$210.00
Senior Project Manager	\$190.00 - \$210.00
Project Manager	\$140.00 - \$180.00
Senior Engineer	\$190.00 - \$200.00
Engineer	\$110.00 - \$180.00
Senior Engineering Technician	\$140.00 - \$150.00
Engineering Technician	\$80.00 - \$130.00
Senior Architect	\$175.00 - \$195.00
Architect	\$150.00 - \$170.00
Senior Designer	\$125.00 - \$145.00
Designer	\$95.00 - \$115.00
Senior Land Surveyor	\$135.00 - \$180.00
Land Surveyor	\$125.00
Land Surveyor Technician	\$90.00 - \$110.00
Surveyor Apprentice	\$75.00
Erosion Control Technician	\$95.00
Senior Hydrogeologist	\$210.00
Senior Ecologist	\$200.00
Environmental Scientist	\$105.00 - \$120.00
Senior G.I.S. Analyst	\$180.00
G.I.S. Analyst	\$100.00 - \$120.00
Wetland Delineator	\$120.00
Senior Wetland Delineator	\$150.00
Municipal Planner	\$170.00
Senior Public Management Specialist	\$165.00
Public Management Specialist	\$135.00
Senior Public Safety Specialist	\$165.00
Public Safety Specialist	\$135.00
Building Inspector Specialist	\$135.00
Water / Wastewater Specialist	\$110.00 - \$140.00
Senior On-Site Project Representative	\$125.00
On-Site Project Representative	\$65.00 - \$110.00
K-12 Administrative Specialist	\$130.00
State Plan Reviewer	\$150.00
Certified Grant Specialist	\$150.00
Graphic Designer	\$115.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$50.00 - \$75.00
Professional Witness Services	\$380.00

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: 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



# REIMBURSABLE EXPENSE SCHEDULE \* | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

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	\$0.81/Mile
Mileage - Truck/Van	\$1.11/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	\$0.50/Each
Survey Lath	\$1.00/Each
Survey Paint	\$7.15/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.50/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$2.50/Each
Pin Flags	\$0.30/Each

**NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS**

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NEENAH, WI 54956

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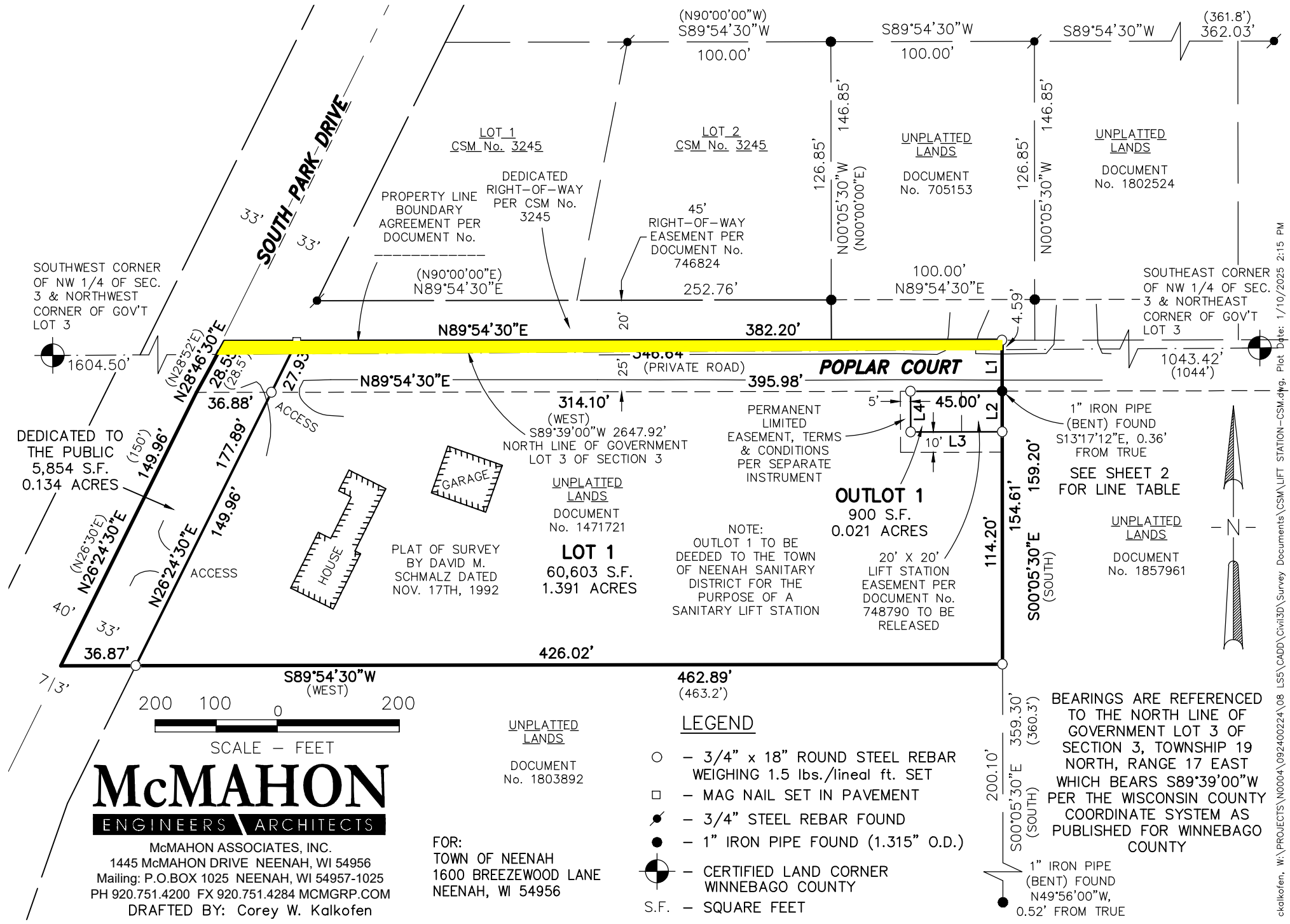
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\* This schedule is not all inclusive.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_ SHEET 1 OF 4

A PART OF GOVERNMENT LOT 3 AND THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN



**McMAHON**  
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM  
DRAFTED BY: Corey W. Kalkofen

FOR:  
TOWN OF NEENAH  
1600 BREEZEWOOD LANE  
NEENAH, WI 54956

UNPLATTED  
LANDS  
DOCUMENT  
No. 1803892

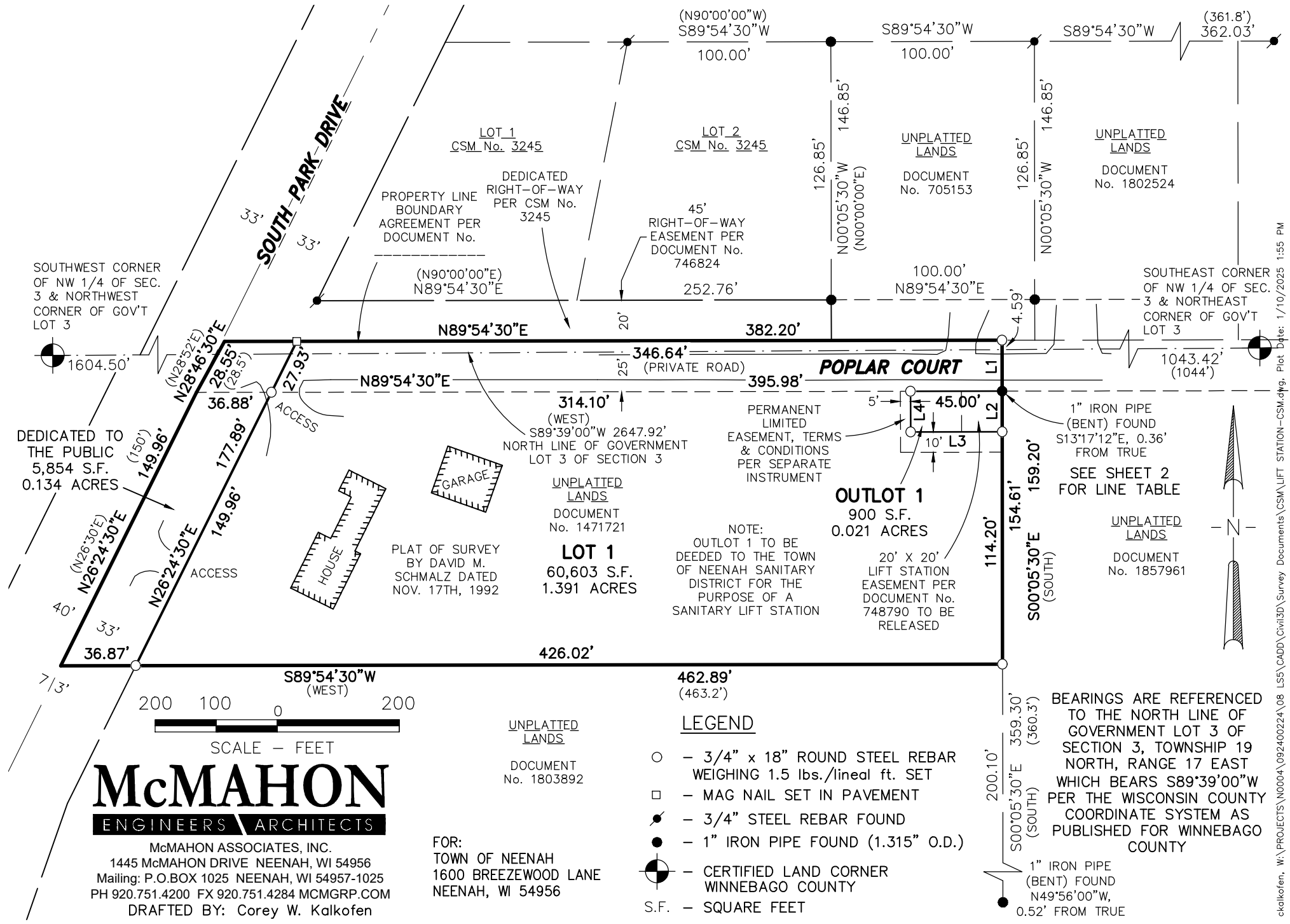
- LEGEND**
- - 3/4" x 18" ROUND STEEL REBAR WEIGHING 1.5 lbs./lined ft. SET
  - - MAG NAIL SET IN PAVEMENT
  - - 3/4" STEEL REBAR FOUND
  - - 1" IRON PIPE FOUND (1.315" O.D.)
  - ⊙ - CERTIFIED LAND CORNER WINNEBAGO COUNTY
  - S.F. - SQUARE FEET

BEARINGS ARE REFERENCED TO THE NORTH LINE OF GOVERNMENT LOT 3 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST WHICH BEARS S89°39'00"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR WINNEBAGO COUNTY



CERTIFIED SURVEY MAP NO. \_\_\_\_\_ SHEET 1 OF 4

A PART OF GOVERNMENT LOT 3 AND THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN



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  - S.F. - SQUARE FEET

BEARINGS ARE REFERENCED TO THE NORTH LINE OF GOVERNMENT LOT 3 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST WHICH BEARS S89°39'00"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR WINNEBAGO COUNTY

A PART OF GOVERNMENT LOT 3 AND THE SOUTH 1/2 OF THE NORTHWEST  
 1/4 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH,  
 WINNEBAGO COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Corey W. Kalkofen, Wisconsin Professional Land Surveyor S-2726, certify that I have surveyed, divided and mapped a part of Government Lot 3 and the South 1/2 of the Northwest 1/4 of Section 3, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin containing 67,357 square feet (1.546 acres) of land and more fully described as follows:

Commencing at the Northeast corner of Government Lot 3 of said Section 3; thence S89°39'00"W, 1043.42 feet along the North line of Government Lot 3 of said Section 3 to the Northeast corner of Lands described in Document No. 1471721 and the Point of Beginning; thence S00°05'30"E, 154.61 feet along the East line of said Lands to the Southeast corner thereof; thence S89°54'30"W, 462.89 feet along the South line of said Lands to the Southwest corner thereof, being the centerline of South Park Drive; thence N26°24'30"E, 149.96 feet along said centerline; thence N28°46'30"E, 28.55 feet to the South line of the 20 foot strip dedicated to the public by Certified Survey Map No. 3245 as recorded in Volume 1 of CSM's on Page 3245 as Document No. 913348 and the line of the Boundary Line Agreement per Document No. \_\_\_\_\_; thence N89°54'30"E, 382.20 feet along said South line and its Easterly extension, also being the line of said Boundary Line Agreement to the Northerly extension of the East line of said Lands described in Document No. 1471721; thence S00°05'30"E, 4.59 feet along said Northerly extension to the Point of Beginning.

That I have made this survey by the direction of the Owner(s) of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and the subdivision regulations of Winnebago County and the Town of Neenah in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Corey W. Kalkofen, WI Professional Land Surveyor S-2726

LINE	BEARING	DISTANCE
L1	S00°05'30"E	25.00'
L2	S00°05'30"E	20.00'
L3	S89°54'30"W	45.00'
L4	N00°05'30"W	20.00'



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

SHEET 4 OF 4

A PART OF GOVERNMENT LOT 3 AND THE SOUTH 1/2 OF THE NORTHWEST  
1/4 OF SECTION 3, TOWNSHIP 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH,  
WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Alan J. Mathison, As Owner, I hereby certify that I caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I also hereby certify that this CSM is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

Town of Neenah  
City of Neenah  
Winnebago County Planning & Zoning Committee

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Alan J. Mathison

State of Wisconsin)  
                                  )ss  
\_\_\_\_\_ County)

Personally appeared before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named person(s) to me known to be the person(s) who executed the foregoing instrument, and acknowledged the same.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, \_\_\_\_\_

My commission expires\_\_\_\_\_

CERTIFICATE OF PLANNING & ZONING COMMITTEE

Pursuant to the Land Subdivision Regulations of Winnebago County, Wisconsin, all the requirements for approval have been fulfilled. This minor subdivision was approved by the Winnebago County Planning and Zoning Committee.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



PART OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 3, TOWN 19 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

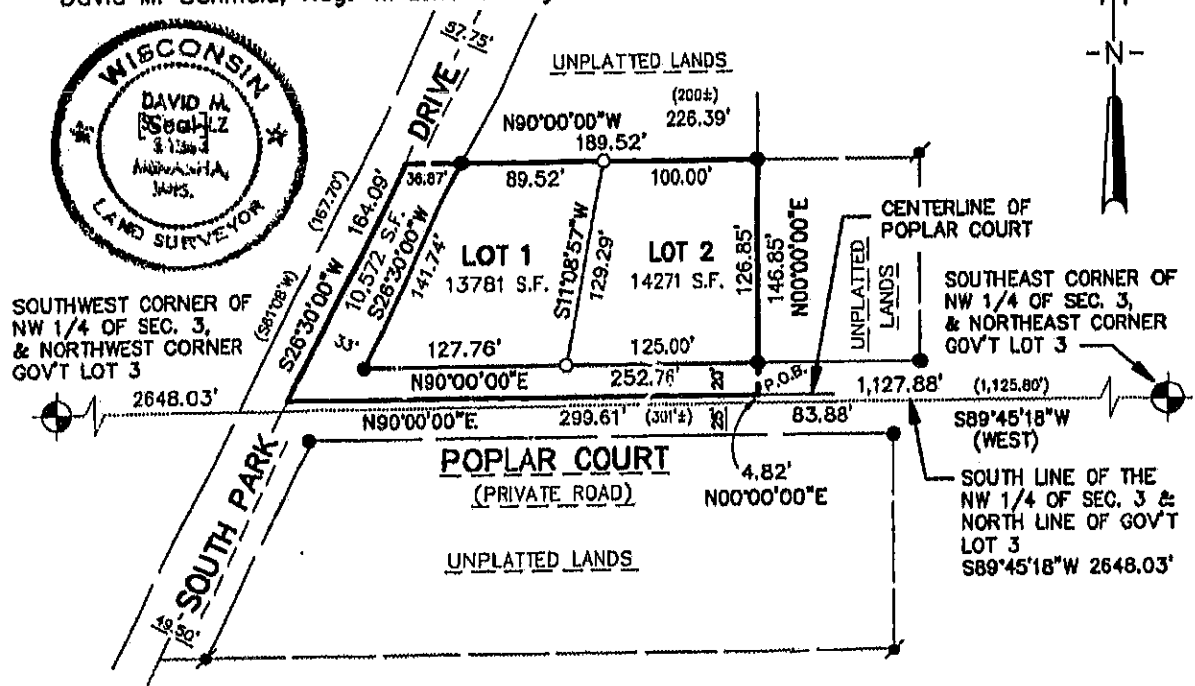
I David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped part of the South 1/2 of the Northwest 1/4 of Section 3, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin containing 38,624 square feet of land and described as follows:  
 Commencing at the Southeast corner of the Northwest 1/4 of Section 3; Thence S89°45'18"W (recorded as West) along the South line of said Northwest 1/4, 1,127.88 (1,125.80) feet; Thence N00°00'00"E, 4.82 feet to the North line of Poplar Court and the Point of Beginning; Thence continuing N00°00'00"E, 146.85 feet; Thence N90°00'00"W, 226.39 (220±) feet to the centerline of South Park Drive, Formerly known as Lake Shore Road; Thence S26°30'00"W, (S61°08'W) along said centerline, 164.09 (167.70) feet to the North line of Poplar Court (south line of the Northwest 1/4 of said Section 3); Thence N90°00'00"E along said centerline (South line), 299.61 (301±) feet to the Point of Beginning.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes, the Town of Neenah and Winnebago County Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this 7th day of August, 19 95.

David M. Schmalz  
 David M. Schmalz, Reg. WI Land Surveyor S-1284

NORTH IS REFERENCED TO THE SOUTH LINE OF THE NW 1/4 OF SECTION 3, T19N, R17E, WHICH IS ASSUMED TO BEAR S89°45'18"W.



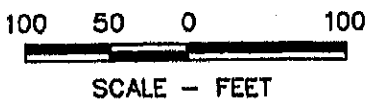
LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ✕ - 1 1/4" ROUND STEEL REBAR FOUND
- ✎ - 3/4" ROUND STEEL REBAR FOUND
- - 1" PIPE FOUND
- ⊙ - CERTIFIED LAND CORNER WINNEBAGO COUNTY BERNTSEN MONUMENT
- ( ) - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET

BY: McMAHON ASSOCIATES, INC.  
 P.O. BOX 405  
 1377 MIDWAY ROAD  
 MENASHA, WISCONSIN 54952  
 (414) 739-0351

FOR: -STEVE BROWN CONSTRUCTION  
 -125 POPLAR COURT  
 -NEENAH, WISCONSIN 54956  
 -PHONE #725-8096

**McM**  
**McMAHON ASSOCIATES, INC.**  
 ENGINEERS • ARCHITECTS  
 SCIENTISTS • SURVEYORS  
 1377 MIDWAY ROAD, P.O. BOX 405  
 MENASHA, WISCONSIN 54952  
 PH (414) 739-0351  
 FAX (414) 739-0354



DRAFTED BY: Douglas E. Woelz

2652 95752.17

Register's Office  
 Winnebago Co. WIS  
 Received for record this 29th  
 day of Aug A.D., 19 95  
 at 4:00 o'clock P. M. and  
 filed in Vol. L of CSM  
 on page 3245 2d of 12

913348

CERTIFIED SURVEY MAP NO. 3245  
 PART OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 29, T17N, R17E, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

OWNER'S CERTIFICATE

As Owner, I hereby certify that I caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map.

Dated this 24 day of Aug, 19 95.

Armand Lengweyer  
 Witness

Stephen M. Brown  
 Stephen M. Brown

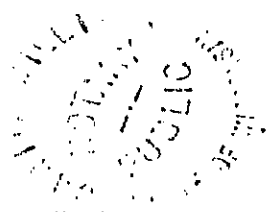
State of Wisconsin) )ss  
Winne County)

Personally appeared before me on the 24 day of Aug, 1995, the above named owner to me known to be the person who executed the foregoing instrument and acknowledged the same.

Chute Williams  
 Notary Public

Winne County, WI  
 My commission expires 7-10-96

[Seal]



CERTIFICATE OF PLANNING AGENCY

Pursuant to the Land Subdivision Regulations of Winnebago County, Wisconsin, all the requirements for approval have been fulfilled. This minor subdivision was approved by the Winnebago County Planning and Zoning Committee.

Jeanette Diakoff 8/29/95  
 Authorized Signature Date

CERTIFICATE OF TOWN BOARD

We hereby certify that the Town of Neenah Board of Supervisors adopted Resolution # - at their regular meeting of Aug 24, 1995, approving the Certified Survey Map with/without conditions as stated in the resolution.

Steve Spill August 14, 1995  
 Town Chairman Date

Chute Williams Aug 14, 1995  
 Town Clerk Date

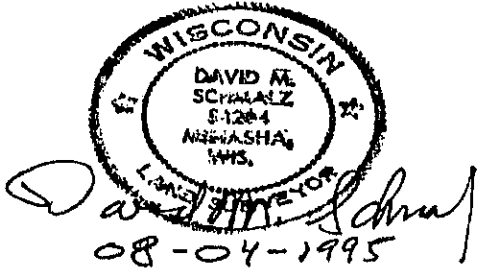
CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un-paid taxes or un-paid special assessments on any of the lands included in this Certified Survey Map as of:

Neenah 8/14/95 Winnebago 8/28/95  
 Town Date County Date

Robert Dillman 8-14-95 Marilyn Kuean Deputy 8/28/95  
 Town Treasurer Date County Treasurer Date

- NOTE:  
 1) THIS CSM IS A PORTION OF TAX PARCEL NO. 010-0011-05  
 2) THE PROPERTY OWNER OF RECORD IS: STEPHEN M. BROWN  
 3) THIS CSM IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN DOCUMENT NO. 895533



# RESOLUTION 2024-03

## TOWN OF NEENAH SANITARY DISTRICT #2 WINNEBAGO COUNTY

### RESOLUTION TO APPROVE THE 2025 ANNUAL SEWER USE FEE

**WHEREAS** the Town of Neenah Sanitary District No. 2 Board of Commissioners may set sewer user fee rates as established by Wis. Stat. § 60.77(5)(e); and

**WHEREAS** the Town of Neenah Sanitary District No. 2 assesses a sewer user fee per RUC (residential unit charge) to maintain and operate the District; and

**WHEREAS** the Town of Neenah Sanitary District No. 2 Board of Commissioners raised the sewer user fee per RUC in 2021; and

**WHEREAS** the Town of Neenah Sanitary District No. 2 Board of Commissioners has reviewed the sewer user fee per RUC and compared the revenue stream to the District's expenses; and

**WHEREAS** the Town of Neenah Sanitary District No. 2 Board of Commissioners recommends an annual sewer user fee of \$528.00 (five hundred and twenty-eight dollars) per RUC for the calendar year 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Neenah Sanitary District No. 2 Board of Commissioners approves the annual sewer user fee of \$528.00 (five hundred and twenty-eight dollars) per RUC for the calendar year 2025.

**ADOPTED** by the Town of Neenah Sanitary District No. 2 Board of Commissioners at its meeting on the 14<sup>th</sup> day of January 2025.

By the:

---

Daniel Osero, President

Attested:

---

Victoria Boushele  
Deputy Clerk-Treasurer

Effective 01/01/2025

S:\Resolutions\2024-03 Approve 2025 Annual Sewer Use Fee



	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Town of Neenah Sanitary District #2 2024 Budget Status Report																			
2			<b>2024</b>	2024 Budget Approved	Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Remaining Balance	Notes
3	<b>REVENUES</b>																			
4	4000		User Charge	\$ 596,112		\$ 217,651	\$ 192,215	\$ -	\$ -	\$ -	\$ -	\$ 38,016	\$ 147,438	\$ -	\$ -	\$ -	\$ 2,904	\$ 598,223	\$ 2,111	
5	4010		Prepayment discounts																	
6	4050		Connection Fee	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	4060		Lateral Permit	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 14,477	\$ 14,777	\$ 14,777	
8	4070		Connection Permit	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	4071		Disconnect Permit	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	4080		TIA (Total Initial Assessment)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20,702)	\$ -	\$ -	\$ (20,702)	\$ (20,702)	
11			Other fees																	
12	4122		Miscellaneous Revenue	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	4124		Real Estate Inquiry Income	\$ 800		\$ 80	\$ 45	\$ 85	\$ -	\$ 85	\$ 140	\$ 80	\$ 60	\$ 100	\$ -	\$ 100	\$ 20	\$ 795	\$ (5)	
16	4140		Late fee	\$ -		\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ 300	\$ 300	
17	4150		Interest Due	\$ -		\$ 28	\$ 16	\$ 13	\$ -	\$ 5	\$ 169	\$ 22	\$ 23	\$ 22	\$ 26	\$ -	\$ -	\$ 325	\$ 325	
18	4151		Interest Earned - Bank accounts	\$ 30,000		\$ 4,694	\$ 5,698	\$ 3,995	\$ 5,162	\$ 5,269	\$ 5,111	\$ 5,299	\$ 5,365	\$ 5,287	\$ 4,491	\$ 1,191	\$ 3,289	\$ 54,852	\$ 24,852	11-2024 Reallocate interest for Aug, Sep, Oct from 4151 to 4153 for LGIP
19			<b>Total Operating Revenue</b>	\$ 626,912		\$ 228,099	\$ 204,895	\$ 5,123	\$ 7,153	\$ 7,303	\$ 7,412	\$ 45,615	\$ 154,852	\$ 7,532	\$ (14,274)	\$ 5,995	\$ 23,253	\$ 648,570	\$ 21,658	
20	<b>EXPENSES</b>																			
21	<b>Sewerage Conveyance and Treatment Charges</b>																			
22			Conveyance																	
23	6010-1		City of Neenah	\$ 75,000		\$ 10,371	\$ 9,347	\$ 9,200	\$ 9,146	\$ 1,295	\$ 5,314	\$ 5,235	\$ 5,675	\$ 6,235	\$ 4,244	\$ 3,810	\$ 3,666	\$ 73,537	\$ 1,463	
24									\$ (35,761)									\$ (35,761)	\$ 35,761	2023 overcharges = \$19,084.71 /2024 overcharges = \$16,676.52
25			Treatment																	
26	6010-2		NMSC	\$ 54,452		\$ 4,687	\$ 4,796	\$ 5,273	\$ 5,197	\$ 5,099	\$ 6,143	\$ 4,852	\$ 5,970	\$ 5,920	\$ 4,109	\$ 2,375	\$ 2,531	\$ 56,951	\$ (2,499)	Includes Sludge Bldg costs - 10/2024 Rate change
27	6010-3		City of Neenah	\$ 43,901		\$ 3,825	\$ 3,329	\$ 3,107	\$ 2,399	\$ 2,369	\$ 2,566	\$ 2,582	\$ 2,370	\$ 2,370	\$ 2,925	\$ 1,861	\$ 1,403	\$ 31,103	\$ 12,797	
28	6010-7		Admin Fees	\$ 1,000		\$ 128	\$ 119	\$ 119	\$ 121	\$ 39	\$ 81	\$ 80	\$ 85	\$ 91	\$ 68	\$ 65	\$ 66	\$ 1,059	\$ (59)	
29			<b>Total Sewerage Treatment Charges</b>	\$ 174,353		\$ 19,010	\$ 17,591	\$ 17,698	\$ 16,863	\$ (26,960)	\$ 14,104	\$ 12,748	\$ 14,099	\$ 14,616	\$ 11,346	\$ 8,110	\$ 7,665	\$ 126,889	\$ 47,463	
30	6015		Utilities																	
31			WE Energies	\$ 11,000		\$ 723	\$ 789	\$ 809	\$ 793	\$ 985	\$ 772	\$ 944	\$ 1,059	\$ 818	\$ 622	\$ 589	\$ 640	\$ 9,543	\$ 1,457	
32			Omnisite	\$ 2,900		\$ 2,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900	\$ -	
33			<b>Total Utilities</b>	\$ 13,900		\$ 3,623	\$ 789	\$ 809	\$ 793	\$ 985	\$ 772	\$ 944	\$ 1,059	\$ 818	\$ 622	\$ 589	\$ 640	\$ 12,443	\$ 1,457	
34	6020		Maintenance of Collections System																	
35	6020-1		Lateral Inspections	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	6020-2		Monthly Contract - MCO	\$ 60,653		\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 4,764	\$ 57,168	\$ 3,485	
37	6020-3		Reimbursable Expenses - MCO Non-Contract Items	\$ 2,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ -	\$ 30	\$ 91	\$ 1,909	
38	6020-7		LS 3 Generator	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 753	\$ 753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,506	\$ (1,506)	
39	6020		Other (Mileage, Diggers, Other misc.)	\$ 24,190		\$ 343	\$ 125	\$ 420	\$ 76	\$ 70	\$ 590	\$ 590	\$ 1,573	\$ 795	\$ 233,056	\$ 73	\$ (1,217)	\$ 236,496	\$ (212,306)	\$229.158.10 Cumings Lane Project final expenses from City
40			<b>Sub-Total Maintenance of Collection Systems</b>	\$ 86,843		\$ 5,107	\$ 4,889	\$ 5,184	\$ 4,840	\$ 4,834	\$ 6,107	\$ 6,107	\$ 6,337	\$ 5,559	\$ 237,882	\$ 4,837	\$ 3,577	\$ 295,261	\$ (208,418)	
41	6021		I&I-Great Lakes & McMahon	\$ 50,000		\$ -	\$ -	\$ 5,560	\$ 1,217	\$ 17,166	\$ 9,425	\$ -	\$ 4,497	\$ 289	\$ 6,299	\$ 4,395	\$ -	\$ 48,847	\$ 1,153	
42	6022		GIS	\$ 6,500		\$ 9	\$ 4,505	\$ 9	\$ 924	\$ 1,224	\$ 9	\$ 9	\$ 1,411	\$ 504	\$ 174	\$ 9	\$ 174	\$ 8,959	\$ (2,459)	
43			<b>Total Operations and Maintenance</b>	\$ 143,343		\$ 5,116	\$ 9,395	\$ 10,753	\$ 6,981	\$ 23,223	\$ 15,541	\$ 6,116	\$ 12,246	\$ 6,352	\$ 244,354	\$ 9,241	\$ 3,751	\$ 353,068	\$ (209,725)	
45	<b>Administrative and Payroll</b>																			
46	6050		Admin & General Salaries & Wages	\$ 6,000		\$ 950	\$ -	\$ -	\$ 788	\$ -	\$ -	\$ 888	\$ -	\$ -	\$ 700	\$ -	\$ -	\$ 3,325	\$ 2,675	
47	6051		Administrative Fee	\$ 35,000		\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ 35,000	\$ -	
48	6060		Office Supplies & Expense	\$ 1,500		\$ 700	\$ -	\$ -	\$ 229	\$ 6	\$ 272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 822	\$ 2,030	\$ (530)	
49	6070		Legal Services	\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240	\$ 4,760	
50	6080		Insurance	\$ 6,420		\$ -	\$ 615	\$ 6,936	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,551	\$ (1,131)	
51	6110		Accounting Services	\$ 7,500		\$ -	\$ 315	\$ 8,837	\$ -	\$ 2,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,087	\$ (4,587)	
52	66000		Payroll Taxes	\$ 469		\$ 73	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ 8	\$ -	\$ -	\$ 54	\$ -	\$ -	\$ 194	\$ 275	
53	66910		Bank Service Charges	\$ 15		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ 78	\$ (63)	
54			<b>Total Administrative and Payroll</b>	\$ 61,904		\$ 1,723	\$ 930	\$ 15,774	\$ 18,577	\$ 3,181	\$ 272	\$ 963	\$ -	\$ 17,500	\$ 764	\$ -	\$ 822	\$ 60,506	\$ 1,398	
55	6120		Engineering/McMahon	\$ 10,000		\$ -	\$ -	\$ -	\$ 660	\$ 330	\$ -	\$ 165	\$ -	\$ 299	\$ -	\$ -	\$ -	\$ 1,454	\$ 8,546	
56	<b>Replacement and Misc. Expenses</b>																			
57	6023		Replacement Fund Used - Equip/Materials	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	6100		Misc General Expense	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59			<b>Replacement, &amp; Misc. Expense</b>	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60			<b>Expense Subtotal Before Projects</b>	\$ 403,500		\$ 29,472	\$ 28,705	\$ 45,033	\$ 43,874	\$ 759	\$ 30,689	\$ 20,937	\$ 27,404	\$ 39,584	\$ 257,085	\$ 17,940	\$ 12,878	\$ 554,361	\$ (150,861)	
61	<b>Projects</b>																			
62	6026		LS 3 Project	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	6029		Pumphouse at Sunset Terrace	\$ -		\$ -	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153	\$ (153)	
64			<b>Projects Total</b>	\$ -		\$ -	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153	\$ (153)	
65			<b>TOTAL EXPENSES</b>	\$ 403,500		\$ 29,472	\$ 28,858	\$ 45,033	\$ 43,874	\$ 63,798	\$ 30,689	\$ 20,937	\$ 27,404	\$ 39,584	\$ 263,830	\$ 30,738	\$ 12,878	\$ 637,095	\$ (233,595)	
66			<b>Operational Gain/Loss before Transfers / Depreciation</b>	\$ 223,413		\$ 198,627	\$ 176,037	\$ (39,910)	\$ (36,721)	\$ (56,495)	\$ (23,277)	\$ 24,678	\$ 127,448	\$ (32,053)	\$ (278,104)	\$ (24,743)	\$ 10,374	\$ 45,862	\$ 177,550	
67			Transfer to Replacement Fund	\$ 160,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -
68			Depreciation	\$ 194,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000	\$ -
69			<b>Net Gain/(Loss) after Depreciation</b>	\$ (130,588)		\$ 198,627	\$ 176,037	\$ (39,910)	\$ (36,721)	\$ (56,495)	\$ (23,277)	\$ 24,678	\$ 127,448	\$ (32,053)	\$ (278,104)	\$ (24,743)	\$ 10,374	\$ 45,862	\$ (176,450)	
70																				
71			Debt Service																	

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	Town of Neenah Sanitary District #2 2024 Budget Status Report																				
2	<b>2024</b>			2024 Budget Approved	Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Remaining Balance	Notes	
72	1902-1905		Assessments - Principal	\$ 32,024		\$ 10,295	\$ 20,702	\$ 8,448	\$ -	\$ -	\$ 526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,970	\$ (7,946)	3-28-2024 Rathsack payoff 5-2024 Keating lot payoff	
73	4160		TIA Interest	\$ 9,023		\$ 3,563	\$ 5,870	\$ 62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,495	\$ (473)		
74	4152		Interest earned Debt Service Account	\$ 3,000		\$ 1,106	\$ 134	\$ 215	\$ 561	\$ 545	\$ 576	\$ 550	\$ 570	\$ 573	\$ 557	\$ 578	\$ 562	\$ 6,527	\$ (3,527)		
75			Assessments - Paid in Full Principal and Interest	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
76			Transfer from Debt Revenue	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
77	4200		Revenue from State Loan	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
78			Total Debt Revenue	\$ 44,046		\$ 14,963	\$ 26,706	\$ 8,726	\$ 561	\$ 545	\$ 1,102	\$ 550	\$ 570	\$ 573	\$ 557	\$ 578	\$ 562	\$ 55,992	\$ (11,946)		
79			Loan Payment	\$ 55,117		\$ -	\$ 55,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,117	\$ -		
80			Net Gain/Loss Debt Service	\$ (11,071)		\$ 14,963	\$ (28,411)	\$ 8,726	\$ 561	\$ 545	\$ 1,102	\$ 550	\$ 570	\$ 573	\$ 557	\$ 578	\$ 562	\$ 875	\$ (11,946)		
81																					
82			Replacement Fund																		
83	4153		Replacement Revenue	\$ 166,000		\$ 977	\$ 917	\$ 602	\$ 1,430	\$ 1,399	\$ 1,416	\$ 1,348	\$ 1,396	\$ 1,399	\$ 1,355	\$ 4,126	\$ 2,001	\$ 18,365	\$ 147,635	11-2024 Reallocate interest for Aug, Sep, Oct from 4151 to 4153 for LGIP	
84	6023		Replacement Fund Used - Equip/Materials	\$ 86,500		\$ -	\$ -	\$ -	\$ -	\$ 63,039	\$ -	\$ -	\$ -	\$ -	\$ 6,744	\$ 12,797	\$ -	\$ 82,581	\$ 3,919	L56 Control panel	
85			Replacement Fund Net Gain/Loss	\$ 79,500		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,500		
86																					
87			Account Balances																		
88	1011		Checking			\$ 8,881	\$ 91,441	\$ 50,438	\$ 6,544	\$ 6,547	\$ 5,860	\$ 4,436	\$ 5,503	\$ 46,503	\$ 266,310	\$ 37,462	\$ 6,213				
89	1016		Membership			\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25		
90	1025		General Savings - Prospera			\$ 128,372	\$ 250,153	\$ 375,877	\$ 376,991	\$ 314,523	\$ 323,033	\$ 357,243	\$ 468,895	\$ 427,895	\$ 162,522	\$ 128,065	\$ 116,293				
91	1030		Debt Service - Prospera			\$ 27,392	\$ 27,392	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754	\$ 22,754		
92	1041		Debt Service CD - Prospera (1001)			\$ -	\$ -	\$ 130,000	\$ 130,561	\$ 131,106	\$ 131,672	\$ 132,221	\$ 132,792	\$ 132,792	\$ 133,365	\$ 133,922	\$ 135,061				
93	1031		Debt Service CD - Prospera (Matured)			\$ 130,076	\$ 130,616	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
94	1032		General Savings CD Prospera (Matured)			\$ -	\$ 666,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
95	1033		14- Month CD - Prospera (NMSC Refund)			\$ 25,779	\$ 25,882	\$ 26,083	\$ 26,187	\$ 26,288	\$ 26,393	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
96	1034		Gen'l Sav. 11-Month CD - Prospera (NEW 7-23)			\$ 663,433	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
97	1065		Replacement			\$ 329,750	\$ 330,727	\$ 83,544	\$ 83,680	\$ 83,821	\$ 46,986	\$ 47,065	\$ 47,144	\$ 47,144	\$ 47,221	\$ 47,291	\$ 47,428				
98	1040		Replacement Fund CD - Prospera (1000)			\$ -	\$ -	\$ 300,000	\$ 301,294	\$ 302,552	\$ 303,858	\$ 305,126	\$ 306,443	\$ 306,443	\$ 307,765	\$ 309,050	\$ 311,679				
99	1075		Project			\$ 51,131	\$ 51,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
100	1087		WI LGIP - General Savings			\$ 214,382	\$ 215,361	\$ 917,268	\$ 921,207	\$ 925,402	\$ 929,516	\$ 773,782	\$ 777,329	\$ 780,663	\$ 783,959	\$ 786,959	\$ 790,029			July 2024 started breakout between LGIP General and Replacement	
101	1087		WI LGIP - Replacement Fund			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,734	\$ 161,423	\$ 162,725	\$ 162,725	\$ 163,360			July 2024 started breakout between LGIP General and Replacement	
102			Total Funds			\$ 1,579,221	\$ 1,789,003	\$ 1,905,989	\$ 1,869,243	\$ 1,813,018	\$ 1,790,096	\$ 1,802,653	\$ 1,921,619	\$ 1,925,642	\$ 1,886,646	\$ 1,628,253	\$ 1,592,843				

**RESOLUTION 2025-01**

**AMENDING THE 2024 OPERATING BUDGET  
ADOPTED BY TOWN OF NEENAH SANITARY DISTRICT #2  
WINNEBAGO COUNTY, WISCONSIN**

A resolution amending the 2024 Budget of the Town of Neenah Sanitary District No. 2 adopted by a two-thirds majority vote of the entire membership of the Commissioners.

**WHERE AS;** In October 2024 the Town of Neenah Sanitary District #2 made payment for an unbudgeted item of \$229,158.10 to the City of Neenah for final invoice for the 2020 Cumings Lane project; and

**WHERE AS;** 2024 actual expenses for Total Operations and Maintenance Expense Account has a deficit of \$214,359;

**NOW THEREFORE BE IT RESOLVED** by two-thirds majority vote of the Town of Neenah Sanitary District #2 Commissioners:

That the sum of \$215,000 is hereby added to the 2024 Budget in the Maintenance of Collection System (Account 6020)

Adopted this 14<sup>th</sup> day of January 2025.

Town of Neenah Sanitary District #2

By \_\_\_\_\_  
Dan Osero, President

Attest:

\_\_\_\_\_  
Victoria Boushele, Deputy Clerk-Treasurer

**Roll Call Vote:**

President Dan Osero \_\_\_\_\_

Commissioner Steve Coburn \_\_\_\_\_

Commissioner Duane Sargent \_\_\_\_\_

**TOWN OF NEENAH SANITARY DISTRICT #2  
WINNEBAGO COUNTY, WISCONSIN  
RESOLUTION 2025-02**

**ADOPTION OF 2025 FEE SCHEDULE**

**WHERE AS,** The Town of Neenah Sanitary District No. 2 adopted a revised fee schedule on November 10, 2020; and

**WHERE AS,** The Fee Schedule is revised to correct the Interest Charged Per Month for Late Payment to 1.5% as reflected on the attached Town of Neenah Sanitary District #2 Fee Schedule; and

**WHERE AS,** The revised fee schedule will take effect upon the adoption of the fee schedule.

**NOW THEREFORE** be it resolved that the Board of Commissioners of the Town of Neenah Sanitary District #2, Winnebago County, Wisconsin approves the adoption of the fee schedule with a revised date of January 14, 2025.

**ADOPTED** by the Town of Neenah Sanitary District #2 Board of Commissioners dated this 14<sup>th</sup> day of January 2025.

Town of Neenah Sanitary District #2

By \_\_\_\_\_  
Dan Osero, President

Attest:

\_\_\_\_\_  
Victoria Boushele, Deputy Clerk-Treasurer

**Town of Neenah Sanitary District #2  
Fee Schedule**

<b><u>Permit Fees</u></b>	<b><u>Fee</u></b>
Connection Permit	\$25.00
Lateral Permit	\$300.00
<b><u>Sewer User Fee</u></b>	
Town of Neenah Residents Prepaid Fee on Tax Bill	\$528.00 per RUC annually
City of Neenah Residents Billed Twice a Year (Total of \$528.00 per RUC annually)	\$264.00
Town of Vinland Residents Billed Twice a Year (Total of \$528.00 per RUC annually)	\$264.00
<b><u>Connection Fee</u></b>	
Connection Fee without Total Initial Assessment	\$3,000.00
Total Initial Assessment With Connection Fee Included	Included in Total Initial Assessment
<b><u>Penalties</u></b>	
Interest Charged Per Month for Late Payment	1.5%
<b><i>User Fee Penalty:</i></b>	
Per Quarter Late Fee	\$25.00
<b><i>Ordinance Related Penalties:</i></b>	
Refusal to Allow Entry (Ch. 2.02 (1))	\$50.00
Violation of the Ordinance Code (Ch. 6.05) Per Violation. Each day equates to one violation.	Min. \$50.00 – Max. \$150.00

Adopted: 11/20/2020  
Revised: 01/14/2025

**Processing Fees**

Administrative Fee	the greater of 10% or \$20.00
Non-sufficient funds check handling charge	actual cost

**Public Records Request**

Record request; location fee for research,  
per hour after \$50 has been reached.

Black & White Photocopies 8-1/2 x 11	\$0.25
Black & White Photocopies 8-1/2 x 14	\$1.00
Color Photocopies 8-1/2 x 11	\$0.60
Color Photocopies 8-1/2 x 14	\$2.00
Electronic copy (ex: USB)	\$25.00
Photocopies other than listed above	Price same as 8-1/2 x 14
Double sided Black & White	\$0.40

**Real Estate Inquiry**

Real Estate Inquiry	\$20.00
Rush Processing	\$25.00

Adopted: 11/20/2020  
Revised: 01/14/2025