

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, January 27, 2020 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council will be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a Meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from the December 9, 2019 Regular Meeting (minutes can be found on the City's website)
3. Request to Fill Chief Building Inspector Position (attachment) C. Haese
4. Request to Fill Sanitation Position (attachment) G. Kaiser
5. Updates to Policy 2014-2: CDL Policy (attachment) L. Kehl
6. Storm Sewer Connection Request – 449 S. Green Bay Road (attachment) G. Kaiser
7. Fiscal Matters: November and December Vouchers (attachment) M. Easker
8. The Committee will convene into closed session Pursuant to Wis. Stat. §19.85(1)(g) for the purpose of conferring with the City Attorney who will render advice regarding the Section 74.37 Assessment Appeals filed by CVS Drug Store and Wal-Mart.
9. The Committee will Reconvene into open session to consider or act on closed session recommendation(s) including the retention of outside counsel to assist in the defense of the Section 74.37 Assessment Appeals filed by CVS Drug Store and Wal-Mart.
10. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, December 9, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Chairman Erickson; Aldermen Boyette, Steele, Kunz and Stevenson; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

Others Present: Director of Information Systems Wenninger, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Stevenson/Boyette to approve the minutes from the November 25, 2019 Regular Meeting. All voting aye.

Discussion of Postponed GIS Coordinator Reclassification Action: Committee reviewed with Director Wenninger the GIS Coordinator Reclassification action that was deferred from the previous committee meeting. Committee members had requested that Director Wenninger provide a rationale for the reclassification request. Discussion centered around the need for the request to be part of the larger GIS issues, including the potential for additional staffing and the decision as to which department will ultimately supervise the GIS function.

Motion/Second/Carried Stevenson/Steele to continue to defer action on the GIS Coordinator Reclassification request until such time as Mayor Kaufert has determined his proposed direction on all of the staffing and oversight issues that will affect the GIS function. All voting aye.

Intermunicipal Agreement with the City of Appleton for Dial-A-Ride Cost Sharing: Committee reviewed memo of Assistant Planner Kasimor recommending Council approve the 2020 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. The agreement is similar to those in previous years with regard to the Dial-A-Ride program. Along with other partners, the total program is estimating \$53,000 in total resources, of which the City has budgeted \$12,000 for its share of the program. Committee and staff discussed various aspects of the proposed agreement.

Motion/Second/Carried Stevenson/Steele recommending Council approve the 2020 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. All voting aye.

Development Agreement – First Addition to Integrity Acres Subdivision: Committee reviewed memo of Deputy Director Schmidt recommending Council approve the First

Addition to the Integrity Acres Development Agreement. The proposed plat includes 27 single-family residential lots located west of Integrity Way and south of CTH G.

Committee and staff reviewed various aspects of the proposed agreement as well as reviewing the proposed plat. Issues discussed included funding for future sidewalks, the proposed initial 2" mat for the road, when that would be improved to the permanent street and the status of fencing covenants for the development.

Motion/Second/Carried Kunz/Stevenson recommending Council approve the First Addition to the Integrity Acres Development Agreement. All voting aye.

Tax Incremental District #7 Development Agreement, 997 S. Green Bay Road:

Committee reviewed memo of Director Haese recommending Council authorize staff to prepare and execute a Development Agreement with Jeffery Keesler, with the noted terms, providing TID #7 assistance for the redevelopment of 997 S. Green Bay Road. The agreement involves the potential construction of a new office and possible commercial space on the former Burger King property. Mr. Keesler is a local orthodontist who currently operates his business on Commercial Street out of a leased commercial building. The primary components of the agreement include a project with a minimum \$800,000 value, with the City providing an annual assistance payment of 90% of the additional tax increment collected, to a maximum total assistance payment of \$100,000. Construction would be planned for 2021 with full occupancy scheduled for no later than December 31, 2022.

Committee and staff discussed various aspects of the proposed agreement. Issues discussed included the scheduled construction and occupancy dates, the desire for demolition of the existing building to occur as soon as possible and the potential for uses of the pending vacant building on Commercial Street.

Motion/Second/Carried Stevenson/Steele recommending Council authorize staff to prepare and execute a Development Agreement with Jeffery Keesler, with the noted terms, providing TID #7 assistance for the redevelopment of 997 S. Green Bay Road. All voting aye.

Refunds for 2018 to Aldi Inc. and Miller Securities Resulting from Palpable Errors Corrected by the Assessor Pursuant to Wis.Stat. §70.43:

Committee reviewed memo of City Attorney Godlewski recommending Council approve refunds to Aldi Inc. of \$1,118.38 and \$39.61 for Miller Securities resulting from palpable errors found and corrected by the Assessor. The refunds are based upon personal property assessment palpable errors that were found as part of the current year open book process. The refunds are subject to reimbursement to the City from the other taxing entities for their proportionate share.

Motion/Second/Carried Steele/Kunz recommending Council approve refunds to Aldi Inc. of \$1,118.38 and \$39.61 for Miller Securities resulting from palpable errors found and corrected by the Assessor. All voting aye.

REPORT

REPORT

REPORT

Motion/Second/Carried Steele/Stevenson to convene into closed session at 7:40 p.m. pursuant to Wis.Stat. §19.85(1)(g) for the purpose of conferring with the City Attorney regarding legal strategy relating to the Gable v. Douglas litigation. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA
Director of Finance



Department of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-751-4660 • e-mail: chaese@ci.neenah.wi.us

CHRIS A. HAESE
DIRECTOR OF COMMUNITY DEVELOPMENT AND ASSESSMENT

M E M O R A N D U M

DATE: January 13, 2020
TO: Chairman Erickson and Finance Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Chief Building Inspector Position**

Brian Walter, Neenah's Chief Building Inspector for the past 34+ years, has tendered his notice to retire effective February 13, 2020. Mr. Walter has been an invaluable asset to the community during his tenure with the City and his vision and commitment has led to constant improvement in the area of building inspection. His efforts are a primary reason Neenah's inspection department is held in such high regard within the local construction industry and he will be difficult to replace.

The Chief Building Inspector position is a key position within the Department of Community Development overseeing all aspects of the City's building permitting and inspection responsibilities. It is essential the vacancy created by Mr. Walter's retirement be filled as quickly as possible.

Appropriate action at this time is to direct staff to take the necessary steps to fill the vacant Chief Building Inspector position.

The City of Neenah Position Description

Position Title:	Chief Building Inspector	Department:	Community Development
		FLSA:	Exempt
Date:	January 2020	Reports To:	Community Development Director

Purpose of Position

The purpose of this position is to supervise inspection staff, assign inspection activities and perform building inspections and assist with zoning matters under the jurisdiction of the city. The work is performed under the direction of the Community Development Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises inspection and code enforcement staff. Prioritizes and assigns inspection staff work. Reviews work and directs other inspectors regarding more technical inspections.

Issues permits related to building, electrical, plumbing, sign, and zoning codes.

Inspects new building construction, remodeling and additions at commercial and residential sites.

Assists with Zoning Code administration. Enforces zoning, floodplain and wetland ordinances.

Reviews building and site plans for compliance with applicable codes and regulations. Approves plans.

Provides information and answers questions from contractors, builders, developers, attorneys, real estate brokers, lenders, property owners, architects, engineers and other interested parties regarding inspections, codes, permits and ordinances. Interprets codes and ordinances.

Issues violation orders, condemnation orders, change recommendations and/or citations to ensure code and ordinance compliance.

Maintain, customize and manage automated permit, fee payment and inspection records systems.

Attends and participates occasionally in various city committees and other meetings as required.

Attends continuing education classes, workshops, seminars, conferences, to maintain current certifications.

Regular attendance and punctuality required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Respond to department telephone calls and emails.

Investigates housing code violation complaints.

Schedules maintenance for city vehicle.

Administer contracts related to the Inspection Division.

Prepare Annual Building Report.

Minimum Training and Experience Required to Perform Essential Job Functions

Eight years building construction experience or municipal inspection experience or a combination of the two required. Associates' degree in Engineering, Architecture or related field preferred; a valid Wisconsin driver's license; and Wisconsin certifications in one and two family buildings, electrical, plumbing, HVAC and commercial buildings required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as architectural drawings, electrical drawings, site plans, permit applications, inspection reports, violation orders, citations, condemnation orders, inspection manuals, activity reports, time sheets, meeting minutes, computer software operating manuals, ordinances, codes, state statutes and non-routine correspondence.

Ability to communicate orally and in writing with contractors, developers, property owners, business representatives, architects, city officials, city staff, attorneys and the general public.

Mathematical Ability

Ability to apply algebraic and trigonometry formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, , tape measure, circuit tester, architect's scale, calculator, computers and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as measuring.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, traffic hazards, disease and/or dust may cause or causing discomfort and where there is a risk of injury.

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date



Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109
e-mail: dkaufert@ci.neenah.wi.us
DEAN R KAUFERT
MAYOR

MEMORANDUM

DATE: January 14, 2020
TO: Chairman Erickson and Members of the Finance Committee
FROM: Mayor Dean Kaufert
RE: Chief Building Inspector

With the retirement of the current Chief Building Inspector it is imperative we move to fill this position as quickly as possible with the building season coming up soon. I recommend the committee approve this request.



M E M O R A N D U M

DATE: December 31, 2019
TO: Mayor Kaufert and Members of the Finance & Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Request to Fill Vacant Sanitation Position

Mike Handler has notified us that he will retire in late February 2020 after nearly 30 years of dedicated service to the city. We intend to fill his position from existing Sanitation personnel. That will create a vacancy in a Sanitation position. Staff is requesting permission to fill this Sanitation position.

As I've noted in prior similar memos, Public Works staffing has declined over the last 25 years even as our city has grown and additional services have been added or mandated.

Year	Street Mileage	Population	No. of Improved Parcels ¹	Public Works Staffing ²
1990	104	24,180	7,959	34
1995	114	23,600 est	8,192	36
2000	116	24,507	8,572	32
2005	127	25,200 est	8,891	31
2010	135	25,800	9,213	31
2015	135	25,750 est	9,384	30

Note 1: Includes Residential, Commercial, Manufacturing, and improved tax-exempt properties. It does not include government or school parcels even if improved.

Note 2: Public Works staffing includes Street, Sanitation, Fleet and Traffic personnel. It does not include the Public Works Superintendent, Assistant Public Works Superintendent, Fleet Superintendent, Building/Shop Attendant or the Records Clerk.

The table below shows a comparison of Neenah's staffing levels to the staffing levels from nearby communities providing, to the best of our knowledge, a comparable level of service.

Community	Population	Street Miles	Public Works Staffing	Street Miles per Employee
Little Chute	10,539	54	13	4.15
Menasha	17,437	77	21	3.67
Neenah	25,560	135	30	4.50
Oshkosh	63,000	270	56	4.82

Note: September 2015 data.

With the change to automated collection, we are operating with a pool of 8 sanitation workers to provide a broad base of familiarity with the equipment and routes. If the vacancy is not filled, there will be a reduction in several services provided by the City that would probably include sanitary sewer cleaning, catch basin cleaning, catch basin repair, terrace tree removal, and street repairs.

Staff requests that Committee approve filling the Sanitation position vacancy.



Position Description

Job Title: Sanitation Worker

Dept: Public Works

FLSA Status: Non-Exempt

Date: January 2020

Reports to: Public Works Superintendent

Purpose of Position

The Sanitation Worker position includes the collecting, transporting and disposal of garbage, trash and recyclable material. The work involves the performance of varied tasks in collecting garbage, trash, and recyclables, loading it into collection vehicles, separating and assisting in the disposal operations. The Sanitation Crewman will be responsible for other duties as assigned by the Public Works Superintendent.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all-inclusive.

Operates automated collection truck for refuse and recycling collection.

Performs manual collection of household waste and yard waste.

Performs other Public Works duties as assigned to include; sanitary and storm sewer maintenance, salting and plowing, tree trimming and other forestry, and street maintenance.

Performs daily maintenance of various City vehicles including, but not limited to washing, refueling, and checking fluids.

Communicates with supervisor, co-workers, citizens, and vendors as needed

Regular attendance and punctuality required.

Training and Experience Required to Perform Essential Job Functions

EDUCATION and/or EXPERIENCE

Requires a high school diploma, one or more years heavy manual work experience, a valid Commercial Driver's License, and a good driving record.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires a valid State of Wisconsin CDL with B, C, D and Class N (tanker) endorsement

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to prepare forms, reports, and routine correspondence. Ability to communicate effectively with employees at all levels within the organization as well as with vendors and citizens. Ability to read and interpret written documentation.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables.

OTHER SKILLS AND ABILITIES

Must have a clear working knowledge of the City streets and its vicinities. Ability to follow a map and directions. Requires the ability to operate a variety of small hand tools and power tools including but not limited to grinders, drill presses, shovels, picks etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, climb, bend, twist, stoop and or kneel. The employee frequently is required to use hands to finger, grasp, hold or feel and for fine manipulation purposes. The individual is frequently required to talk and hear. The employee is frequently required to reach with hands and arms with a coordinated movement of more than one limb simultaneously. They must be able to perform heavy manual labor and work in adverse weather conditions for extended periods of time.

The employee must be able to frequently lift and/or move more than 50 pounds regularly and 100 or more pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to dirt, grit, household waste products, fumes or airborne particles. The employee is also regularly exposed to moving mechanical parts; toxic or caustic chemicals; various adverse outside weather conditions for extended periods of time; risk of electrical shock; and vibration.

This individual will be exposed to a variety of weather elements, varying from high heat and humidity to bitter cold.



Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109
e-mail: dkaufert@ci.neenah.wi.us
DEAN R KAUFERT
MAYOR

M E M O R A N D U M

DATE: January 13, 2020
TO: Chairman Erickson and Members of the Finance Committee
FROM: Mayor Dean Kaufert
RE: Sanitation Worker

We are operating with a staffing level that makes it difficult to accomplish tasks when we are short manpower. I recommend the filling of this position in order to continue providing the services that citizens expect.



Dept. of Human Resources and Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6102 • e-mail: lkehl@ci.neenah.wi.us
LINDSAY KEHL,
DIRECTOR OF HUMAN RESOURCES & SAFETY

MEMORANDUM

DATE: January 22, 2020
TO: Chairwoman Erickson and Members of the Finance & Personnel Committee
FROM: Lindsay Kehl, Human Resources *LKehl*
RE: Updates to Policy 2014-2: CDL Policy

Effective January 6, 2020, a new Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse opened. The FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse is a secure online database that provides employers with real-time information about CDL holders' drug and alcohol program violations. As a result, employers will now be required to query prospective employees through the Clearinghouse. In addition, employers will be required to query all current CDL drivers annually. All queries will require driver consent in order for the employee to continue performing safety-sensitive functions.

As a result of these changes, the City has reviewed its current CDL policy to ensure compliance with these new regulations. I have worked closely with the City's insurance provider, CVMIC, throughout this process and have included the proposed policy changes with this memo. I have included both a copy with the tracked changes and a clean copy of what the proposed policy would look like.

Please note that the changes outlined here only apply to prospective and current CDL drivers for the City of Neenah.

Staff requests a recommendation to Council to approve the updates to Policy 2014-2: CDL Policy.



Dept. of Human Resources and Safety
 211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
 Phone 920-886-6102 • e-mail: lkehl@ci.neenah.wi.us
 LANDSAY KIEHL
 DIRECTOR OF HUMAN RESOURCES AND SAFETY

POLICY

DATE: 4/21/14, **EFFECTIVE DATE** Immediately
 1/6/20

TITLE: Commercial Driver's License (CDL) Policy **NUMBER:** 2014-2

ISSUER: Common Council (Public Works, Parks & Cemetery)
 Water Commission (Water Utility)

COVERAGE: Employees Required to Maintain CDL (non-seasonal)

DURATION: Indefinite

PURPOSE

As a condition of employment, employees driving certain vehicles, or operating certain equipment are required to maintain a Commercial Driver's License (CDL) as required by the Department of Transportation (DOT). Any employee whose position requires a Commercial Driver's License (CDL employee) is responsible for following the rules laid out within this policy.

The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions.

A "safety-sensitive" function means any of the following on-duty functions:

- All time waiting to be dispatched;
- All time inspecting, servicing or conditioning any commercial motor vehicle;
- All driving time, i.e. all time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle;
- All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

The purpose of this policy is to establish an alcohol and controlled substances testing program to help prevent accidents, injuries, and property damage resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial motor vehicles. Consequently, <<City/Village Name>> the City of Neenah has established the following policy as well as subsequent enforcement of violations for its employees conducting safety-sensitive functions.

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PRE-EMPLOYMENT TESTING

Any individual not currently employed by the City of Neenah who is applying for a safety-sensitive position shall be required to undergo pre-employment controlled substance testing after a conditional offer of employment has been extended.

Prior to the first time an existing employee performs safety-sensitive functions for the organization (i.e. new position, promotion, job transfer, etc.); the employee shall be required to undergo testing for controlled substances. A positive result will result in a disqualification from further consideration for the vacancy or eligibility list. Any applicant or existing employee who refuses to undergo such alcohol or drug testing will be disqualified from further consideration for employment in that safety-sensitive position.

Per §382.701 and effective January 6, 2020, the City of Neenah will obtain driver consent and subsequently conduct a pre-employment full query of the Drug and Alcohol Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher, has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance, in violation of §382.213. Please note: Until January 6, 2023, the City of Neenah will conduct both electronic queries in the Clearinghouse and manual offline inquiries to previous employers for pre-employment driver investigations (as was previously required).

The City of Neenah will not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance in violation of §382.213, except where a query of the Clearinghouse demonstrates:

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A. if the driver has completed all follow-up tests as prescribed by the Substance Abuse Professional (SAP) in accordance with §40.307 and specified in the SAP report required by §40.311

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1. The driver has successfully completed the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O;
2. The driver achieves a negative return-to-duty test result; and
3. The driver completes the follow-up testing plan prescribed by the SAP.

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B. if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with §40.307 and specified in the SAP report required by §40.311

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1. The driver has completed the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O;
2. The driver achieves a negative return-to-duty test result; and
3. The City of Neenah assumes the responsibility for managing the follow-up testing process associated with the testing violation.

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Notification~~NOTIFICATION~~

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Any CDL employee who receives a citation for any offense that has a potential penalty of the suspension or revocation of his or her driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head on the next business day that the employee is scheduled to work. A copy of the citation should be provided at that time.

Any CDL employee scheduled to appear in any court proceeding where that employee may be sentenced to a suspension or revocation of driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head at least 5 days in advance of the court date.

Any CDL employee who receives a notice from the State of Wisconsin Department of Transportation that his or her accumulation of points has reached the extent that the employee is warned of the potential loss of that employee's driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head on the next business day that the employee is regularly scheduled to work, providing a copy of the notice.

Notice under this section shall be provided to the following officials depending on the employee's work unit:

<i>Work Unit</i>	<i>Official</i>
Public Works	Public Works Director, Street Superintendent, Assistant Street Superintendent
Parks Department & Cemetery Department	Park & Recreation Director, Park Superintendent
Water Utility	Water Utility Director, Water Distribution Manager, Water Treatment Manager
All Units	Human Resources & Safety Director

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Any employee who fails to provide the required notification is subject to discipline, up to and including termination. ~~Any employee holding a position that requires a CDL who has their CDL suspended will be terminated.~~

~~Suspension, Revocation, and Disqualification~~**SUSPENSION, REVOCATION, AND DISQUALIFICATION**

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~~In the event of a suspension, revocation, or disqualification, a CDL employee must notify the City of Neenah immediately prior to performing any duties requiring the license.~~

~~CDL employees who lose their license for 13 months or less and are given an Occupational license may be granted a special assignment within their restricted abilities at the discretion of the City. Factors that will be considered will include the ability to meet the needs of the department, whether the re-assignment would result in a negative impact on other employees, and whether there is a financial impact on the City.~~

~~In cases where a special assignment is granted, the employee's pay shall be red-circled (frozen) frozen during the period of revocation or suspension until the employee has a validly reinstated CDL. The employee will remain ineligible for a pay increase until the first review period following the completion of the special assignment. Previously missed increases will not be credited to the employee. In addition, the employee shall not be eligible for any out-of-class pay during the term of the special assignment, and shall be placed at the bottom of any overtime call-in list, and will only be called in if work is available within the restrictions of that employee.~~

~~An employee without a CDL shall not be allowed to drive any Commercial vehicles contrary to WI Stat. sec. 343.05(2). If the employee has an occupational Occupational license, the employee may drive non-~~

Commercial vehicles on public streets if they are within their designated driving times. Special assignments are not available for employees who do not have an Occupational license.

Nothing in this work rule policy is intended to limit the City's ability to discipline employees for work rule policy infractions on the job that also impact the employee's driver's license. In the event that an employee loses his driver's license (regular or CDL) for an on-the-job violation, the City may discipline the employee for that violation up to and including termination, notwithstanding this work rule policy.

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At no time can there be more than one CDL employee on a special assignment within Parks, Cemetery or Water Utility, and there cannot be more than two employees on a special assignment at one time in Public Works.

The opportunity for a special assignment shall only be given to an employee once during that employee's career. A second suspension or revocation will result in an automatic termination.

Any employee holding a position that requires a CDL who is permanently disqualified will be terminated.

In the event an employee's CDL has already been suspended once, and the employee is subsequently arrested for Operating a Vehicle While Intoxicated, or a related offense, and the employee either received a chemical test result showing a prohibited alcohol content, the presence of a restricted controlled substance, or refused to submit to a chemical test of the employee's breath, blood or urine, the employee shall immediately be laid off without pay. Once the CDL employee's CDL is suspended for the second time under this rule, any layoff without pay shall be converted to a termination.

DRUG AND ALCOHOL CLEARINGHOUSE QUERIES

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In addition to the required pre-employment Clearinghouse full query, and effective January 6, 2020, the City of Neenah will also conduct a query of the Clearinghouse at least once per year for information for all employees subject to controlled substance and alcohol testing as defined in 49 CFR Part 392 to determine whether information exists in the Clearinghouse about those employees.

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To conduct the annual query referenced above, the City of Neenah will obtain the individual driver's consent and may conduct a "limited" query to satisfy the annual query requirement. The limited query will tell the City of Neenah whether there is information about the individual driver in the Clearinghouse but will not release that information to the City of Neenah. The individual driver may give consent to conduct limited queries that is effective for more than one year.

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If the limited query shows that information exists in the Clearinghouse about the individual driver, the City of Neenah must conduct a full query, within 24 hours of conducting the limited query. If the City of Neenah fails to conduct a full query within 24 hours, the City of Neenah must not allow the driver to continue to perform any safety-sensitive function until the City of Neenah conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions as defined §382.701 (f).

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REPORTING TO THE CLEARINGHOUSE

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The City of Neenah must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:

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- (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater,

- (ii) A negative return-to-duty test result;
- (iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
- (iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(1)-(4), the employer may report only those admissions made to the specimen collector; and
- (v) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§40.307, 40.309, and 40.311 of the drug and alcohol regulations.

The information required to be reported under section must include, as applicable:

- (i) Reason for the test;
- (ii) Driver's name, date of birth, and CDL number and State of issuance;
- (iii) Employer name, address, and USDOT number;
- (iv) Date of the test;
- (v) Date the result was reported; and
- (vi) Test result. The test result must be one of the following:
 - (A) Negative (only required for return-to-duty tests administered in accordance with §382.309);
 - (B) Positive; or
 - (C) Refusal to take a test.

For each report of a violation of 49 CFR 40.261(a)(1) [refusal to test for alcohol] or 40.191(a)(1) [refusal to test for controlled substances], the employer must report the following information:

- (i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear; or an affidavit providing evidence of such notification;
- (ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
- (iii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs himself/herself as a driver pursuant to §382.705 (b)(6) of this section when the reported refusal occurred (if applicable); and
- (iv) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported under §382.705 (b)(3).

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Employers must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge, as defined at §382.107, of:

- (i) On-duty alcohol use pursuant to §382.205;
- (ii) Pre-duty alcohol use pursuant to §382.207;
- (iii) Alcohol use following an accident pursuant to §382.209; and

(iv) Controlled substance use pursuant to §382.213.

For each violation in which the employer obtains actual knowledge, as defined at §382.107, the employer must report the following information:

- (i) Driver's name, date of birth, CDL number and State of issuance;
- (ii) Employer name, address, and USDOT number, if applicable;
- (iii) Date the employer obtained actual knowledge of the violation;
- (iv) Witnesses to the violation, if any, including contact information;
- (v) Description of the violation;
- (vi) Evidence supporting each fact alleged in the description of the violation required under paragraph §382.705 (b)(4) of this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- (vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph §382.705 (b)(4) of this section.

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Reporting Entities and Circumstances:

Reporting entity	When information will be reported to clearinghouse
Prospective/Current Employer of CDL Driver	—An alcohol confirmation test with a concentration of 0.04 or higher.
	—Refusal to test (alcohol) as specified in 49 CFR 40.261.
	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
Service Agent acting on behalf of Current Employer of CDL Driver	—Negative return-to-duty test results (drug and alcohol testing, as applicable).
	—Completion of follow-up testing.
	—An alcohol confirmation test with a concentration of 0.04 or higher.
	—Refusal to test (alcohol) as specified in 49 CFR 40.261.
MRO	—Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	—Negative return-to-duty test results (drug and alcohol testing, as applicable).
	—Completion of follow-up testing.
SAP	—Verified positive, adulterated, or substituted drug test result.
	—Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
	—Identification of driver and date the initial assessment was initiated.

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Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

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DRIVER CONSENT AND ACCESS TO THE CLEARINGHOUSE

The City of Neenah cannot query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining driver consent. The City of Neenah must retain the consent for 3 years from the date of the last query. Written consent for limited queries can be obtained by using the "General Consent for Limited Queries of the FMCSA Drug and Alcohol Clearinghouse Form" which is attached to this policy.

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Before the City of Neenah may access information contained in the driver's Clearinghouse record, the driver must submit electronic consent through the Clearinghouse granting the City of Neenah access to the following specific records:

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- (1) A verified positive, adulterated, or substituted controlled substances test result;
- (2) An alcohol confirmation test with a concentration of 0.04 or higher;
- (3) A refusal to submit to a test in violation of §382.211;
- (4) An employer's report of actual knowledge, as defined at §382.107, of:
 - (i) On duty alcohol use pursuant to §382.205;
 - (ii) Pre-duty alcohol use pursuant to §382.207;
 - (iii) Alcohol use following an accident pursuant to §382.209; and
 - (iv) Controlled substance use pursuant to §382.213;
- (5) A SAP report of the successful completion of the return-to-duty process;
- (6) A negative return-to-duty test; and
- (7) An employer's report of completion of follow-up testing.

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The City of Neenah cannot permit a driver to perform a safety-sensitive function if the driver refuses to grant the consent required by the paragraphs of this section.

A driver granting consent must provide consent electronically to the Agency through the Clearinghouse prior to release of information to an employer in accordance with §382.70.(a)(2) or (b)(3).

A driver may review information in the Clearinghouse about himself or herself, except as otherwise restricted by law or regulation. A driver must register with the Clearinghouse before accessing his or her information.

CLEARINGHOUSE RECORDKEEPING

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The City of Neenah must retain for 3 years a record of each query and all information received in response to each query made. As of January 6, 2023, an employer who maintains a valid registration with the Clearinghouse fulfills this requirement.

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Commercial Driver's License Acknowledgement of Receipt

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I acknowledge that I have received this policy, and understand that it applies to my CDL license and employment with the City of Neenah.

I understand that it is my responsibility to ask questions or request clarification for any items I do not understand regarding this policy.

Name: _____

Signature: _____

Date: _____

**General Consent for Limited Queries of the
Federal Motor Carrier Safety Administration
(FMCSA)**

Drug and Alcohol Clearinghouse

I, _____, hereby provide consent to the City of Neenah to conduct annual limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse, for the duration of my employment with the City of Neenah.

I understand that if the limited query conducted by the City of Neenah indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the City of Neenah without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the City of Neenah to conduct a limited query of the Clearinghouse, the City of Neenah must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date



POLICY

DATE: 4/21/14, **EFFECTIVE DATE** Immediately
1/6/20

TITLE: Commercial Driver's License (CDL) Policy **NUMBER:** 2014-2

ISSUER: Common Council (Public Works, Parks & Cemetery)
Water Commission (Water Utility)

COVERAGE: Employees Required to Maintain CDL (non-seasonal)

DURATION: Indefinite

PURPOSE

As a condition of employment, employees driving certain vehicles, or operating certain equipment are required to maintain a Commercial Driver's License (CDL) as required by the Department of Transportation (DOT). Any employee whose position requires a Commercial Driver's License (CDL employee) is responsible for following the rules laid out within this policy.

The Federal Motor Carrier Safety Administration (FMCSA) has issued federal regulations (49 CFR Parts 40 and 382) implementing the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL). These regulations include detailed procedures for urine drug testing and breath alcohol testing of employees involved in safety-sensitive functions.

A "safety-sensitive" function means any of the following on-duty functions:

- All time waiting to be dispatched;
- All time inspecting, servicing or conditioning any commercial motor vehicle;
- All driving time, i.e. all time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle;
- All time loading or unloading a vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

The purpose of this policy is to establish an alcohol and controlled substances testing program to help prevent accidents, injuries, and property damage resulting from the misuse of alcohol and the use of controlled substances by drivers of commercial motor vehicles. Consequently, the City of Neenah has established the following policy as well as subsequent enforcement of violations for its employees conducting safety-sensitive functions.

PRE-EMPLOYMENT TESTING

Any individual not currently employed by the City of Neenah who is applying for a safety-sensitive position shall be required to undergo pre-employment controlled substance testing after a conditional offer of employment has been extended.

Prior to the first time an existing employee performs safety-sensitive functions for the organization (i.e. new position, promotion, job transfer, etc.), the employee shall be required to undergo testing for controlled substances. A positive result will result in a disqualification from further consideration for the vacancy or eligibility list. Any applicant or existing employee who refuses to undergo such alcohol or drug testing will be disqualified from further consideration for employment in that safety-sensitive position.

Per §382.701 and effective January 6, 2020, the City of Neenah will obtain driver consent and subsequently conduct a pre-employment full query of the Drug and Alcohol Clearinghouse to obtain information about whether the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance, in violation of §382.213. **Please note: Until January 6, 2023, the City of Neenah will conduct both electronic queries in the Clearinghouse and manual offline inquiries to previous employers for pre-employment driver investigations (as was previously required).**

The City of Neenah will not allow a driver to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test in violation of §382.211; or that an employer has reported actual knowledge, as defined at §382.107, that the driver used alcohol on duty in violation of §382.205, used alcohol before duty in violation of §382.207, used alcohol following an accident in violation of §382.209, or used a controlled substance in violation of §382.213, except where a query of the Clearinghouse demonstrates:

- A. If the driver **has completed** all follow-up tests as prescribed by the Substance Abuse Professional (SAP) in accordance with §40.307 and specified in the SAP report required by §40.311
 1. The driver has successfully completed the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O;
 2. The driver achieves a negative return-to-duty test result; and
 3. The driver completes the follow-up testing plan prescribed by the SAP.
- B. If the driver **has not completed** all follow-up tests as prescribed by the SAP in accordance with §40.307 and specified in the SAP report required by §40.311
 1. The driver has completed the SAP evaluation, referral, and education/treatment process set forth in 49 CFR Part 40, Subpart O;
 2. The driver achieves a negative return-to-duty test result; and
 3. The City of Neenah assumes the responsibility for managing the follow-up testing process associated with the testing violation.

NOTIFICATION

Any CDL employee who receives a citation for any offense that has a potential penalty of the suspension or revocation of his or her driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head on the next business day that the employee is scheduled to work. A copy of the citation should be provided at that time.

Any CDL employee scheduled to appear in any court proceeding where that employee may be sentenced to a suspension or revocation of driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head at least 5 days in advance of the court date.

Any CDL employee who receives a notice from the State of Wisconsin Department of Transportation that his or her accumulation of points has reached the extent that the employee is warned of the potential loss of that employee's driver's license shall notify the HR & Safety Director, and his or her supervisor, or his or her Department Head on the next business day that the employee is regularly scheduled to work, providing a copy of the notice. Notice under this section shall be provided to the following officials depending on the employee's work unit:

<i>Work Unit</i>	<i>Official</i>
Public Works	Public Works Director, Street Superintendent, Assistant Street Superintendent
Parks Department & Cemetery Department	Park & Recreation Director, Park Superintendent,
Water Utility	Water Utility Director, Water Distribution Manager, Water Treatment Manager
All Units	Human Resources & Safety Director

Any employee who fails to provide the required notification is subject to discipline, up to and including termination. Any employee holding a position that requires a CDL who has their CDL suspended will be terminated.

DRUG AND ALCOHOL CLEARINGHOUSE QUERIES

In addition to the required pre-employment Clearinghouse full query, and effective January 6, 2020, the City of Neenah will also conduct a query of the Clearinghouse at least once per year for information for all employees subject to controlled substance and alcohol testing as defined in 49 CFR Part 382 to determine whether information exists in the Clearinghouse about those employees.

To conduct the annual query referenced above, the City of Neenah will obtain the individual driver's consent and may conduct a "limited" query to satisfy the annual query requirement. The limited query will tell the City of Neenah whether there is information about the individual driver in the Clearinghouse but will not release that information to the City of Neenah. The individual driver may give consent to conduct limited queries that is effective for more than one year.

If the limited query shows that information exists in the Clearinghouse about the individual driver, the City of Neenah must conduct a full query, within 24 hours of conducting the limited query. If the City of Neenah fails to conduct a full query within 24 hours, the City of Neenah must not allow the driver to continue to perform any safety-sensitive function until the City of Neenah conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions as defined §382.701 (d).

REPORTING TO THE CLEARINGHOUSE

The City of Neenah must report the following information about a driver to the Clearinghouse by the close of the third business day following the date on which they obtained that information:

- (i) An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- (ii) A negative return-to-duty test result;
- (iii) A refusal to take an alcohol test pursuant to 49 CFR 40.261;
- (iv) A refusal to test determination made in accordance with 49 CFR 40.191(a)(1) through (4), (a)(6), (a)(8) through (11), or (d)(1), but in the case of a refusal to test under (a)(11), the employer may report only those admissions made to the specimen collector; and
- (v) A report that the driver has successfully completed all follow-up tests as prescribed in the SAP report in accordance with §§40.307, 40.309, and 40.311 of the drug and alcohol regulations.

The information required to be reported under section must include, as applicable:

- (i) Reason for the test;
- (ii) Driver's name, date of birth, and CDL number and State of issuance;
- (iii) Employer name, address, and USDOT number;
- (iv) Date of the test;
- (v) Date the result was reported; and
- (vi) Test result. The test result must be one of the following:
 - (A) Negative (only required for return-to-duty tests administered in accordance with §382.309);
 - (B) Positive; or
 - (C) Refusal to take a test.

For each report of a violation of 49 CFR 40.261(a)(1) [refusal to test for alcohol] or 40.191(a)(1) [refusal to test for controlled substances], the employer must report the following information:

- (i) Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
- (ii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable);
- (iii) Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, showing that the C/TPA reporting the violation was designated as a service agent for an employer who employs himself/herself as a driver pursuant to §382.705 (b)(6) of this section when the reported refusal occurred (if applicable); and
- (iv) Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported under §382.705 (b)(3).

Employers must report the following violations by the close of the third business day following the date on which the employer obtains actual knowledge, as defined at §382.107, of:

- (i) On-duty alcohol use pursuant to §382.205;
- (ii) Pre-duty alcohol use pursuant to §382.207;

- (iii) Alcohol use following an accident pursuant to §382.209; and
- (iv) Controlled substance use pursuant to §382.213.

For each violation in which the employer obtains actual knowledge, as defined at §382.107, the employer must report the following information:

- (i) Driver's name, date of birth, CDL number and State of issuance;
- (ii) Employer name, address, and USDOT number, if applicable;
- (iii) Date the employer obtained actual knowledge of the violation;
- (iv) Witnesses to the violation, if any, including contact information;
- (v) Description of the violation;
- (vi) Evidence supporting each fact alleged in the description of the violation required under paragraph §382.705 (b)(4) of this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- (vii) A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph §382.705 (b)(4) of this section.

Reporting Entities and Circumstances:

Reporting Entity	When information will be reported to clearinghouse
Prospective/Current Employer of CDL Driver	An alcohol confirmation test with a concentration of 0.04 or higher.
	Refusal to test (alcohol) as specified in 49 CFR 40.261.
	Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
	Negative return-to-duty test results (drug and alcohol testing, as applicable)
Service Agent acting on behalf of Current Employer of CDL Driver	Completion of follow-up testing.
	An alcohol confirmation test with a concentration of 0.04 or higher.
	Refusal to test (alcohol) as specified in 49 CFR 40.261.
	Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR 40.191.
	Actual knowledge, as defined in 49 CFR 382.107, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.
MRO	Negative return-to-duty test results (drug and alcohol testing, as applicable)
	Completion of follow-up testing.
	Verified positive, adulterated, or substituted drug test result.
SAP	Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191.
	Identification of driver and date the initial assessment was initiated.
	Successful completion of treatment and/or education and the determination of eligibility for return-to-duty testing.

DRIVER CONSENT AND ACCESS TO THE CLEARINGHOUSE

The City of Neenah cannot query the Clearinghouse to determine whether a record exists for any particular driver without first obtaining driver consent. The City of Neenah must retain the consent for 3 years from the date of the last query. Written consent for limited queries can be obtained by using the "General Consent for Limited Queries of the FMCSA-Drug and Alcohol Clearinghouse Form" which is attached to this policy.

Before the City of Neenah may access information contained in the driver's Clearinghouse record, the driver must submit electronic consent through the Clearinghouse granting the City of Neenah access to the following specific records:

- (1) A verified positive, adulterated, or substituted controlled substances test result;
- (2) An alcohol confirmation test with a concentration of 0.04 or higher;
- (3) A refusal to submit to a test in violation of §382.211;
- (4) An employer's report of actual knowledge, as defined at §382.107, of:
 - (i) On duty alcohol use pursuant to §382.205;
 - (ii) Pre-duty alcohol use pursuant to §382.207;
 - (iii) Alcohol use following an accident pursuant to §382.209; and
 - (iv) Controlled substance use pursuant to §382.213;
- (5) A SAP report of the successful completion of the return-to-duty process;
- (6) A negative return-to-duty test; and
- (7) An employer's report of completion of follow-up testing.

The City of Neenah cannot permit a driver to perform a safety-sensitive function if the driver refuses to grant the consent required by the paragraphs of this section.

A driver granting consent must provide consent electronically to the Agency through the Clearinghouse prior to release of information to an employer in accordance with §382.701(a)(2) or (b)(3).

A driver may review information in the Clearinghouse about himself or herself, except as otherwise restricted by law or regulation. A driver must register with the Clearinghouse before accessing his or her information.

CLEARINGHOUSE RECORDKEEPING

The City of Neenah must retain for 3 years a record of each query and all information received in response to each query made. As of January 6, 2023, an employer who maintains a valid registration with the Clearinghouse fulfills this requirement.

Commercial Driver's License Acknowledgement of Receipt

I acknowledge that I have received this policy, and understand that it applies to my CDL license and employment with the City of Neenah.

I understand that it is my responsibility to ask questions or request clarification for any items I do not understand regarding this policy.

Name: _____

Signature: _____

Date: _____

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I, _____, hereby provide consent to the City of Neenah to conduct annual limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse, for the duration of my employment with the City of Neenah.

I understand that if the limited query conducted by the City of Neenah indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the City of Neenah without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the City of Neenah to conduct a limited query of the Clearinghouse, the City of Neenah must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date



M E M O R A N D U M

DATE: January 22, 2020
TO: Mayor Kaufert and Members of the Public Services and Safety Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Storm Sewer Connection Request – 449 S. Green Bay Road

The City was contacted by the facilities manager for Pack Air, Inc, 449 S. Green Bay Road, requesting a direct connection to the City's storm sewer system. This property is in the Town of Neenah. The roof on the north side of their building drains onto their north parking lot. From there it sheet drains across the parking lot to the grass area north of the parking lot. This can cause icing during the winter months and, potentially, injuries to employees that have to cross this area. They would like to collect that roof drainage and pipe it directly to the storm sewer in Green Bay Road to reduce the potential for icing in area.

Coincidentally, a similar request to connect to the City's storm sewer was received from a Town property in this area last year. That property owner was billed the \$5,000 per acre storm water fee, the same as would be levied against a property being annexed. The ability to institute that charge comes from Sec. 13-7 of the Neenah Municipal Code.

Sec. 13-7. - Benefits apportioned outside City.

- (a) When the City shall expend funds to provide sewer, water or street facilities to serve areas not within the City, such benefits shall be apportioned to the areas for which such service is provided by the construction. Benefits shall be apportioned on an acreage or a front foot basis and shall be collectible at such time the property receiving the benefits is annexed to the City or accepts service from the City by contract or otherwise. Such benefits may be paid in installments, with approval of the Common Council as provided in Section 13-2.

The options considered to address this request are listed below.

1. Assess the standard storm sewer charge to the entire lot. The charge comes to \$19,500 (3.90 acres x \$5,000/acre).
2. Assess an amount less than the standard charge. Pack Air balked at paying the full amount and requested that the area used in the calculation be the building roof area that would directly drain to the storm sewer. This would reduce the charge amount to \$1,750 (100 ft x 150 ft = 15,000 SF = 0.344 acres x \$5,000/acre).
3. Develop a Service and Annexation Agreement with Pack Air. Staff has discussed this alternative with the Pack Air representative. It consists of:
 - City allows Pack Air to connect to the storm sewer system.
 - Pack Air makes a partial payment of the storm sewer charge.
 - Pack Air and the City enter into a Service and Annexation Agreement to set an annexation date. The Pack Air representative has indicated that a date at least 15 years in the future may be acceptable.

Option 2 would require Committee and Council approval. Option 3 would require Committee authorization for City Attorney Godlewski to proceed with a negotiation and, ultimately, Committee and Council approval of any agreement reached.

449 S. Green Bay Road





MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson

Date: December 30, 2019

Re: November Voucher Review *JE*

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

1. November General Expenditure Voucher Nos. 275 through 279 (\$280,966.01) and 48566 through 48733 (\$1,599,792.99) and November payroll Voucher Nos. 208082 through 208086 (\$2,002.89) for a combined total of \$1,882,761.89.
2. November Automated Transfers Nos. 1 through 56 totaling \$3,679,077.45.

I recommend their approval.

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

Attachments

**EXPENDITURE ABSTRACT FOR PERIOD NOVEMBER 1 THROUGH NOVEMBER 30, 2019
EXPLANATION OF AUTOMATED TRANSFERS**

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
1	11/1/19	\$209,154.17	HEALTH PARTNERS Nov Insurance Premiums	FRINGE BENEFIT DIST.
2	11/1/19	\$130,779.31	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
3	11/4/19	\$3,650.74	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
4	11/4/19	\$257.64	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
5	11/5/19	\$1,304.82	BANCORP FSA/HRA Debit Card Prefund	N/A
6	11/6/19	\$12,000.00	PRIMADATA Utility Postage	N/A
7	11/6/19	\$5,293.13	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
8	11/7/19	\$463.82	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
9	11/7/19	\$575.38	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
10	11/12/19	\$3,526.14	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
11	11/12/19	\$625.00	ASSOCIATED TRUST COMPANY Annual Fee-CDA	N/A
12	11/13/19	\$127.88	BANCORP FSA/HRA Debit Card Prefund	N/A
13	11/13/19	\$6,924.30	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
14	11/13/19	\$541.00	PREMIUM TITLE SERVICES INC Earnest Money-Purchase 409 W N Water St.	N/A
15	11/14/19	\$8,563.00	ICMA 457 Deferred Comp. Contributions	N/A
16	11/14/19	\$3,598.20	ICMA Employee IRA Contributions	N/A
17	11/14/19	\$1,646.50	MIDAMERICA FICA Alternative Plan #3121	N/A
18	11/14/19	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
19	11/14/19	\$1,989.27	ASSOCIATED BANK Child Support	N/A

20	11/14/19	\$449,967.83	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
21	11/14/19	\$637.91	ASSOCIATED BANK Deferred Comp. Contributions	N/A
22	11/14/19	\$3,521.53	NATIONWIDE 457 Deferred Comp. Contributions	N/A
23	11/14/19	\$135.00	NATIONWIDE Employee IRA Contributions	N/A
24	11/14/19	\$1,488.62	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
25	11/14/19	\$3,030.19	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
26	11/15/19	\$127,808.53	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
27	11/15/19	\$65,691.98	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
28	11/15/19	\$1,910.17	ASSOCIATED BANK Oct Bank Service Fee	N/A
29	11/18/19	\$6,427.65	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
30	11/18/19	\$100.00	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
31	11/19/19	\$870.57	BANCORP FSA/HRA Debit Card Prefund	N/A
32	11/20/19	\$6,140.48	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
33	11/20/19	\$1,292.58	WISCONSIN DEPT OF REVENUE Oct Sales Tax	N/A
34	11/21/19	\$1,183.69	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
35	11/25/19	\$3,226.08	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
36	11/25/19	\$168.60	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
37	11/26/19	\$5,284.59	BANCORP FSA/HRA Debit Card Prefund	N/A
38	11/26/19	\$16,886.72	PREMIUM TITLE SERVICES Purchase 409 W N Water St.	N/A
39	11/26/19	\$159.85	DELUXE BUSINES SYSTEMS Purchase Deposit Books	N/A

40	11/27/19	\$5,015.18	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
41	11/27/19	\$9,040.07	ICMA 457 Deferred Comp. Contributions	N/A
42	11/27/19	\$3,598.20	ICMA Employee IRA Contributions	N/A
43	11/27/19	\$2,019.47	MIDAMERICA FICA Alternative Plan #3121	N/A
44	11/27/19	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
45	11/27/19	\$657.55	ASSOCIATED BANK Deferred Comp Contributions	N/A
46	11/27/19	\$2,405.91	ASSOCIATED BANK Child Support	N/A
47	11/27/19	\$470,962.87	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
48	11/27/19	\$3,521.53	NATIONWIDE 457 Deferred Comp. Contributions	N/A
49	11/27/19	\$135.00	NATIONWIDE Employee IRA Contributions	N/A
50	11/29/19	\$1,513.47	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
51	11/29/19	\$2,083.38	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
52	11/29/19	\$135,479.95	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
53	11/29/19	\$32,070.97	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
54	11/29/19	\$267,744.81	WI EMPLOYEE TRUST FUNDS Retirement Contribution	FRINGE BENEFITS DIST
55	11/29/19	\$280,966.01	US BANK 10/26-11/25 P-Card Statement	N/A
56	11/29/19	\$1,374,810.21	ASSOCITED BANK CDA Principal/Interest Payment	N/A
NOVEMBER TOTAL		\$3,679,077.45		

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
275	11/29/2019	2,074.44	U S BANK	10-2101-711-0227	USCC CALL CENTER	Police Departme/Poli
	11/29/2019	6,023.80	U S BANK	10-4101-733-0244	WASTE MGMT WM EZPAY	Sanitation/Refuse Ga
	11/29/2019	2,023.36	U S BANK	39-3703-732-0360	WINTER EQUIPMENT CO	Fleet Management
	11/29/2019	37,573.04	U S BANK	10-4104-733-0236	SPEEDY CLEAN INC	Sanitation/T-V Sewe
	11/29/2019	3,344.86	U S BANK	49-3902-733-0236	SPEEDY CLEAN INC	Storm Water Manageme
		=====				
CHECK TOTAL		51,039.50				
276	11/29/2019	8,600.00	U S BANK	11-2179-743-8133	STREICHER'S MO	Capital Equipment Fu
	11/29/2019	2,193.29	U S BANK	400-0402-770-6750	CORE & MAIN LP 249	Water
	11/29/2019	4,882.50	U S BANK	400-0401-770-6640	CORE & MAIN LP 249	Water
	11/29/2019	3,563.00	U S BANK	400-0402-770-6730	FERGUSON WTRWRKS #14	Water
		=====				
CHECK TOTAL		19,238.79				
278	11/29/2019	2,925.00	U S BANK	49-3908-733-0236	SUBURBAN WILDLIFE	Storm Water Manageme
	11/29/2019	2,154.38	U S BANK	43-1701-708-0254	GORDON FLESCH COMPAN	Information Systems
	11/29/2019	50,242.22	U S BANK	11-2180-743-8133	VITAL	Capital Equipment Fu
	11/29/2019	3,600.00	U S BANK	83-0000-341-1700	BOBS QUALITY HEATING	Housing Fund
	11/29/2019	4,350.00	U S BANK	83-0000-344-2100	BOBS QUALITY HEATING	Housing Fund
	11/29/2019	5,400.00	U S BANK	10-4101-733-0249	ADVANCED DISPOSAL ON	Sanitation/Refuse Ga
	11/29/2019	8,550.00	U S BANK	38-5503-941-0580	S&P GLOBAL RATINGS	Current Borrowing Is
	11/29/2019	3,527.00	U S BANK	41-6205-952-0238	AFFINITYHLTH EMP SOL	Benefit Accrual Fund
	11/29/2019	2,518.81	U S BANK	10-0509-703-0721	BERGSTROM CHEVY BUIC	Finance/Property Dam
		=====				
CHECK TOTAL		83,267.41				
279	11/29/2019	4,544.00	U S BANK	10-2101-711-0319	IN *MIDWEST WATER GR	Police Departme/Poli
	11/29/2019	3,312.00	U S BANK	400-0401-770-6410	HAWKINS INC	Water
	11/29/2019	4,111.80	U S BANK	400-0401-770-6410	KEMIRA WATER SOLUTIO	Water
		=====				
CHECK TOTAL		11,967.80				
48567	11/07/2019	35,475.00	APPLETON, CITY OF	10-9323-801-0236	OCT TRANSIT SERVICES	Community Devel/Mass
	11/07/2019	3,404.64	APPLETON, CITY OF	62-5701-936-0266	SEP DIAL A RIDE	Dial-A-Ride Transpor
		=====				
CHECK TOTAL		38,879.64				
48568	11/07/2019	2,916.67	ASSOCIATED APPRAISAL CONSULTAN	10-9314-801-0236	NOV SERVICES	Community Devel/Asse
		=====				
CHECK TOTAL		2,916.67				
48571	11/07/2019	1,934.31	CUMMINS SALES AND SERVICE	10-1801-709-0214	GENERATOR COOLING SY	Municipal Build/Muni
	11/07/2019	404.45	CUMMINS SALES AND SERVICE	10-2304-712-0214	GENERATOR ADJ AUTO T	Fire Department/Fire
	11/07/2019	86.67	CUMMINS SALES AND SERVICE	10-1802-709-0214	GENERATOR ADJ AUTO T	Municipal Build/Trai
	11/07/2019	86.67	CUMMINS SALES AND SERVICE	43-1710-708-0214	GENERATOR ADJ AUTO T	Information Systems
	11/07/2019	383.21	CUMMINS SALES AND SERVICE	10-2304-712-0214	GENERATOR LOW BATTER	Fire Department/Fire

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
	11/07/2019	82.12	CUMMINS SALES AND SERVICE	10-1802-709-0214	GENERATOR LOW BATTER	Municipal Build/Trai
	11/07/2019	82.12	CUMMINS SALES AND SERVICE	43-1710-708-0214	GENERATOR LOW BATTER	Information Systems
	11/07/2019	481.02	CUMMINS SALES AND SERVICE	10-2304-712-0214	GENERATOR LOW COOLAN	Fire Department/Fire
	11/07/2019	103.08	CUMMINS SALES AND SERVICE	10-1802-709-0214	GENERATOR LOW COOLAN	Municipal Build/Trai
	11/07/2019	103.08	CUMMINS SALES AND SERVICE	43-1710-708-0214	GENERATOR LOW COOLAN	Information Systems
		=====				
	CHECK TOTAL	3,746.73				
48572	11/07/2019	3,200.00	DAN WELHOUSE & SONS INC	49-5250-742-0236	CONCRETE FLOOR REPAI	Storm Water Manageme
		=====				
	CHECK TOTAL	3,200.00				
48579	11/07/2019	3,284.82	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
	CHECK TOTAL	3,284.82				
48580	11/07/2019	18,819.00	INTEGRITY CONSTRUCTION LLC	400-0000-207-0426	REIMB 16" WATER MAIN	Water
	11/07/2019	8,750.00	INTEGRITY CONSTRUCTION LLC	400-0000-207-0426	REIMB 16" RESILIENT	Water
	11/07/2019	10,610.00	INTEGRITY CONSTRUCTION LLC	400-0000-207-0426	REIMB LIVE TAP OF EX	Water
	11/07/2019	1,522.02	INTEGRITY CONSTRUCTION LLC	400-0000-207-0426	REIMB INSPECTION SER	Water
		=====				
	CHECK TOTAL	36,656.98				
48585	11/07/2019	3,673.76	MCMAHON	49-5250-742-0236	6/30-8/3 SERVICES-	Storm Water Manageme
	11/07/2019	404.74	MCMAHON	49-5250-742-0236	6/2-6/29 SERVICES-	Storm Water Manageme
		=====				
	CHECK TOTAL	4,078.50				
48587	11/07/2019	1,000.86	MENASHA, CITY OF	180-2301-712-0222	ST 35 MENASHA UTIL	Neenah Menasha Fire
	11/07/2019	266.87	MENASHA, CITY OF	180-2301-712-0224	ST 35 MENASHA UTIL	Neenah Menasha Fire
	11/07/2019	61.33	MENASHA, CITY OF	180-2301-712-0226	ST 35 MENASHA UTIL	Neenah Menasha Fire
	11/07/2019	58,698.50	MENASHA, CITY OF	41-6302-952-0450	OCT RETIREMENT/FIRE	Benefit Accrual Fund
	11/07/2019	4,222.23	MENASHA, CITY OF	88-7051-938-0575	OCT MUNICIPAL COURT	Joint Municipal Cour
		=====				
	CHECK TOTAL	64,249.79				
48589	11/07/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - PLEXU	Sewer Operating Util
	11/07/2019	304.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - MENAS	Sewer Operating Util
	11/07/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - INDUS	Sewer Operating Util
	11/07/2019	384.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - HORSE	Sewer Operating Util
	11/07/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - GEORG	Sewer Operating Util
	11/07/2019	396.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - GALLO	Sewer Operating Util
	11/07/2019	172.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	SEP SAMPLING - BEMIS	Sewer Operating Util
		=====				
	CHECK TOTAL	2,810.00				

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PAGE: 3
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CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
48591	11/07/2019	9,329.48	MIRON CONSTRUCTION COMPANY INC	13-1843-743-0236	FINANCE DEPT TELLER	Facility Improvement
		=====				
	CHECK TOTAL	9,329.48				
48592	11/07/2019	2,057.00	NATURAL RESOURCE SOLUTIONS LLC	10-8801-788-0236	WELL MONITORING AT	Parks/Parks Operatio
		=====				
	CHECK TOTAL	2,057.00				
48595	11/07/2019	2,317.77	PRECISION INSTALLATIONS INC	11-2198-743-8105	SQ 34/CSA TABLET UPG	Capital Equipment Fu
		=====				
	CHECK TOTAL	2,317.77				
48596	11/07/2019	179,607.95	R & R WASH MATERIALS INC	13-8820-743-0236	8/23-10/1 SVCS-WASH	Facility Improvement
		=====				
	CHECK TOTAL	179,607.95				
48597	11/07/2019	215.00	RAY'S TIRE	10-4101-733-0339	TIRE #54	Sanitation/Refuse Ga
	11/07/2019	430.00	RAY'S TIRE	10-4101-733-0339	TIRES #57	Sanitation/Refuse Ga
	11/07/2019	497.96	RAY'S TIRE	10-4101-733-0339	TIRE #53	Sanitation/Refuse Ga
	11/07/2019	497.96	RAY'S TIRE	81-6901-935-0339	TIRE #51	Recycling Fund
	11/07/2019	936.42	RAY'S TIRE	10-4101-733-0339	TIRES #54	Sanitation/Refuse Ga
	11/07/2019	498.42	RAY'S TIRE	81-6907-935-0339	TIRE #58	Recycling Fund
		=====				
	CHECK TOTAL	3,075.76				
48598	11/07/2019	3,193.75	ROBERT J IMMEL EXCAVATING INC	46-5001-742-0236	ADJ MANHOLE-PRESIDEN	Sewer Capital Fund
		=====				
	CHECK TOTAL	3,193.75				
48600	11/07/2019	6,046.00	STANTEC CONSULTING SERVICES IN	13-8859-742-0236	SERVICES TO 9/27-REC	Facility Improvement
		=====				
	CHECK TOTAL	6,046.00				
48601	11/07/2019	3,841.21	STATE OF WISCONSIN	88-7051-938-0576	OCT MUNICIPAL COURT	Joint Municipal Cour
	11/07/2019	3,669.15	STATE OF WISCONSIN	88-7051-938-0576	OCT MUNICIPAL COURT	Joint Municipal Cour
		=====				
	CHECK TOTAL	7,510.36				
48607	11/07/2019	422.70	WE ENERGIES	10-9501-821-0223	240 EAST WISCONSIN A	Public Library/Libra
	11/07/2019	3,642.78	WE ENERGIES	10-9501-821-0222	240 EAST WISCONSIN A	Public Library/Libra
	11/07/2019	28.74	WE ENERGIES	10-8801-788-0222	GREAT NORTHERN PARK	Parks/Parks Operatio
	11/07/2019	16.80	WE ENERGIES	10-8801-788-0222	SOUTHVIEW PARK-BALL	Parks/Parks Operatio
	11/07/2019	58.84	WE ENERGIES	10-7101-736-0222	COMMERCIAL & CECIL	Street Signal &/Traf
	11/07/2019	2,655.28	WE ENERGIES	10-2101-711-0222	2111 MARATHON AVE	Police Departme/Poli
	11/07/2019	706.03	WE ENERGIES	10-2101-711-0223	2111 MARATHON AVE	Police Departme/Poli

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
	11/07/2019	10.91	WE ENERGIES	10-2101-711-0223	1480 TULLAR RD	Police Departme/Poli
	11/07/2019	45.13	WE ENERGIES	10-2101-711-0222	1470 TULLAR RD	Police Departme/Poli
	11/07/2019	48.21	WE ENERGIES	10-9321-801-0222	235 W WISCONSIN AVE	Community Devel/Hous
	11/07/2019	3,360.46	WE ENERGIES	10-1801-709-0222	211 WALNUT ST	Municipal Build/Muni
	11/07/2019	407.50	WE ENERGIES	10-1801-709-0223	211 WALNUT ST	Municipal Build/Muni
	11/07/2019	36.00	WE ENERGIES	49-3908-733-0222	NATURE TRL PENDLETON	Storm Water Manageme
	11/07/2019	104.65	WE ENERGIES	49-3908-733-0222	NATURE TRL NORTH PON	Storm Water Manageme
	11/07/2019	180.43	WE ENERGIES	49-3908-733-0222	REDWING DR	Storm Water Manageme
	11/07/2019	96.45	WE ENERGIES	49-3908-733-0222	REMINGTON RD	Storm Water Manageme
	11/07/2019	161.21	WE ENERGIES	49-3908-733-0222	GRASSY LN	Storm Water Manageme
	11/07/2019	54.67	WE ENERGIES	49-3908-733-0222	1418 PLAINS AVE	Storm Water Manageme
	11/07/2019	123.86	WE ENERGIES	49-3908-733-0222	1838 HEDGEVIEW DR	Storm Water Manageme
	11/07/2019	96.05	WE ENERGIES	49-3908-733-0222	1460 PLAINS AVE	Storm Water Manageme
	11/07/2019	15.71	WE ENERGIES	49-3908-733-0222	BRUCE ST	Storm Water Manageme
	11/07/2019	61.93	WE ENERGIES	10-7104-736-0222	WALNUT ST AREA LIGHT	Street Signal &/Stre
	11/07/2019	121.70	WE ENERGIES	10-7104-736-0222	FIRST ST & E NORTH W	Street Signal &/Stre
	11/07/2019	40.18	WE ENERGIES	10-7101-736-0222	BELL ST & COMMERCIAL	Street Signal &/Traf
	11/07/2019	38.83	WE ENERGIES	10-7101-736-0222	BELL ST & MARATHON A	Street Signal &/Traf
	11/07/2019	251.99	WE ENERGIES	10-3701-732-0223	1495 TULLAR RD	Municipal Facil/Muni
	11/07/2019	84.00	WE ENERGIES	39-3703-732-0223	1495 TULLAR RD	Fleet Management
	11/07/2019	12.38	WE ENERGIES	10-3701-732-0222	1495 TULLAR RD GATE	Municipal Facil/Muni
	11/07/2019	4.13	WE ENERGIES	39-3703-732-0222	1495 TULLAR RD GATE	Fleet Management
	11/07/2019	107.07	WE ENERGIES	10-7104-736-0222	BREEZEWOOD & GILLING	Street Signal &/Stre
	11/07/2019	36.00	WE ENERGIES	10-7101-736-0222	WINNECONNNE & TULLAR	Street Signal &/Traf
	11/07/2019	17.16	WE ENERGIES	10-4103-733-0223	1200 LYNROSE LN	Sanitation/Sanit Sew
	11/07/2019	83.69	WE ENERGIES	10-7101-736-0222	WINNECONNNE & COUNTY	Street Signal &/Traf
	11/07/2019	85.96	WE ENERGIES	49-3908-733-0222	POND VIEW LN	Storm Water Manageme
	11/07/2019	1,783.26	WE ENERGIES	44-7705-738-0222	WEST CANAL PARKING R	Parking Utility Fund
	11/07/2019	8,593.96	WE ENERGIES	400-0401-770-6230	SEP-OCT PUMPING-ELEC	Water
	11/07/2019	151.02	WE ENERGIES	400-0401-770-6260	JUN-OCT PUMPING-HEAT	Water
	11/07/2019	398.15	WE ENERGIES	400-0401-770-6420	JUN-OCT WATER TRTMNT	Water
	11/07/2019	3,305.37	WE ENERGIES	400-0401-770-6430	SEP-OCT WATER TRTMNT	Water
	11/07/2019	293.52	WE ENERGIES	400-0401-770-6610	AUG-OCT WATER TOWER-	Water
	11/07/2019	169.99	WE ENERGIES	400-0401-770-6630	JUN-OCT METER SERVIC	Water
	11/07/2019	1,530.04	WE ENERGIES	400-0401-770-6650	JUN-OCT DIST-ELEC &	Water
=====						
CHECK TOTAL		29,442.74				
48608	11/07/2019	154.38	WINNEBAGO COUNTY TREASURER	10-2101-711-0231	SEP/3 DAYS/1 INMATE	Police Departme/Poli
	11/07/2019	179.22	WINNEBAGO COUNTY TREASURER	10-4103-733-0236	SEP FIBER LOCATES	Sanitation/Sanit Sew
	11/07/2019	179.22	WINNEBAGO COUNTY TREASURER	49-3901-733-0236	SEP FIBER LOCATES	Storm Water Manageme
	11/07/2019	1,988.39	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	OCT MUNICIPAL COURT	Joint Municipal Cour
	11/07/2019	1,745.70	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	OCT MUNICIPAL COURT	Joint Municipal Cour
=====						
CHECK TOTAL		4,246.91				
48610	11/07/2019	214,475.19	NEENAH, TOWN OF	46-5083-743-0236	COURTNEY CT SANITARY	Sewer Capital Fund
	11/07/2019	103,298.33	NEENAH, TOWN OF	400-0000-207-0416	COURTNEY CT WATER MA	Water
	11/07/2019	67,384.28	NEENAH, TOWN OF	49-5203-743-0236	COURTNEY CT STORM WO	Storm Water Manageme
	11/07/2019	39,416.03	NEENAH, TOWN OF	12-4302-743-0236	COURTNEY CT STREET W	Streets,Utility,Side
=====						
CHECK TOTAL		424,573.83				

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
48611	11/14/2019	185.00	ADVANCED ASBESTOS REMOVAL INC	218-9801-981-0236	ASBESTOS TESTING	1 2018 CDBG
	11/14/2019	1,680.00	ADVANCED ASBESTOS REMOVAL INC	10-0000-117-8099	ASBESTOS REMOVAL	1 General Fund
	11/14/2019	925.00	ADVANCED ASBESTOS REMOVAL INC	83-7001-811-0236	ASBESTOS REMOVAL	5 Housing Fund
CHECK TOTAL		2,790.00				
48621	11/14/2019	3,134.72	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
CHECK TOTAL		3,134.72				
48624	11/14/2019	5,201.44	IAFF LOCAL 275	10-0000-312-1400	P/R DIST 11-14	General Fund
CHECK TOTAL		5,201.44				
48625	11/14/2019	3,725.00	INTEGRITY CONSTRUCTION LLC	46-5080-743-0236	SANITARY SEWER REIMB	Sewer Capital Fund
	11/14/2019	8,910.00	INTEGRITY CONSTRUCTION LLC	46-5080-743-0236	NET PUBLIC STRM SWR	Sewer Capital Fund
	11/14/2019	2,994.14	INTEGRITY CONSTRUCTION LLC	45-0000-591-3900	CITY INSPECTION-INTE	Sewer Operating Util
CHECK TOTAL		9,640.86				
48630	11/14/2019	5,691.03	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	LEAD FREE/2501 GALLO	Fleet Management
	11/14/2019	12,177.31	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	DIESEL/5003 GALLONS	Fleet Management
CHECK TOTAL		17,868.34				
48635	11/14/2019	3,000.00	MIDWEST TAPE	10-9501-821-0349	ELECTRONIC MATERIALS	Public Library/Libra
CHECK TOTAL		3,000.00				
48636	11/14/2019	37,165.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0581	OCT PRINCIPAL PAYMEN	Sewer Capital Fund
	11/14/2019	15,326.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0582	OCT INTEREST PAYMENT	Sewer Capital Fund
	11/14/2019	124,331.02	NEENAH MENASHA SEWERAGE COMMIS	45-3101-921-0560	OCT PLANT EXPENSE	Sewer Operating Util
	11/14/2019	37,727.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0581	NOV PRINCIPAL PAYMEN	Sewer Capital Fund
	11/14/2019	15,558.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0582	NOV INTEREST PAYMENT	Sewer Capital Fund
	11/14/2019	138,585.14	NEENAH MENASHA SEWERAGE COMMIS	45-3101-921-0560	NOV PLANT EXPENSE	Sewer Operating Util
CHECK TOTAL		368,692.16				
48642	11/14/2019	687.00	RAY'S TIRE	10-4103-733-0339	TIRES #40	Sanitation/Sanit Sew
	11/14/2019	503.00	RAY'S TIRE	81-6901-935-0339	TIRES #50	Recycling Fund
	11/14/2019	503.00	RAY'S TIRE	49-3909-733-0339	TIRES #7	Storm Water Manageme
	11/14/2019	510.00	RAY'S TIRE	81-6901-935-0339	TIRES #57	Recycling Fund
	11/14/2019	497.96	RAY'S TIRE	81-6901-935-0339	TIRE #53	Recycling Fund
CHECK TOTAL		2,700.96				

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
48645	11/14/2019	2,284.14	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	DEC INSURANCE	Benefit Accrual Fund
	11/14/2019	3,092.53	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	DEC INSURANCE	Benefit Accrual Fund
	11/14/2019	476.03	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	DEC FD NEENAH INS	Benefit Accrual Fund
	11/14/2019	880.12	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	DEC FD NEENAH INS	Benefit Accrual Fund
	11/14/2019	325.52	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	DEC FD MENASHA INS	Benefit Accrual Fund
	11/14/2019	500.26	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	DEC FD MENASHA INS	Benefit Accrual Fund
CHECK TOTAL		7,558.60				
48646	11/14/2019	350.00	SPARKLE AND SHINE CLEANING	44-7705-738-0236	OCT RAMP CLEANING	Parking Utility Fund
	11/14/2019	3,100.00	SPARKLE AND SHINE CLEANING	10-1801-709-0236	OCT CLEANING	Municipal Build/Muni
CHECK TOTAL		3,450.00				
48655	11/14/2019	713.61	WE ENERGIES	10-8805-788-0222	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	11/14/2019	15.37	WE ENERGIES	10-8805-788-0223	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	11/14/2019	14.83	WE ENERGIES	10-8801-788-0222	DOTY CABIN-AREA LIGH	Parks/Parks Operatio
	11/14/2019	139.31	WE ENERGIES	10-9703-841-0222	1201 OAKRIDGE RD	Oak Hill Cemete/Ceme
	11/14/2019	22.97	WE ENERGIES	10-9703-841-0223	1201 OAKRIDGE RD	Oak Hill Cemete/Ceme
	11/14/2019	19.34	WE ENERGIES	10-8801-788-0222	MEMORIAL OPEN SHELTE	Parks/Parks Operatio
	11/14/2019	23.64	WE ENERGIES	10-8804-788-0222	PLAYING IN THE RAIN	Parks/City Sculpture
	11/14/2019	17.31	WE ENERGIES	10-8801-788-0222	BOAT WASH STATION	Parks/Parks Operatio
	11/14/2019	231.19	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK/AREA L	Parks/Parks Operatio
	11/14/2019	1,126.28	WE ENERGIES	10-3701-732-0222	1495 TULLAR RD	Municipal Facil/Muni
	11/14/2019	375.43	WE ENERGIES	39-3703-732-0222	1495 TULLAR RD	Fleet Management
	11/14/2019	85.48	WE ENERGIES	180-2301-712-0223	1911 MANITOWOC RD	Neenah Menasha Fire
	11/14/2019	1,309.93	WE ENERGIES	180-2301-712-0222	1080 BREEZEWOOD LN	Neenah Menasha Fire
	11/14/2019	280.70	WE ENERGIES	10-1802-709-0222	1080 BREEZEWOOD LN	Municipal Build/Trai
	11/14/2019	280.70	WE ENERGIES	43-1710-708-0222	1080 BREEZEWOOD LN	Information Systems
	11/14/2019	320.71	WE ENERGIES	180-2301-712-0223	1080 BREEZEWOOD LN	Neenah Menasha Fire
	11/14/2019	68.73	WE ENERGIES	10-1802-709-0223	1080 BREEZEWOOD LN	Municipal Build/Trai
	11/14/2019	68.73	WE ENERGIES	43-1710-708-0223	1080 BREEZEWOOD LN	Information Systems
	11/14/2019	1,364.22	WE ENERGIES	180-2301-712-0222	125 E COLUMBIAN AVE	Neenah Menasha Fire
	11/14/2019	387.94	WE ENERGIES	180-2301-712-0223	125 E COLUMBIAN AVE	Neenah Menasha Fire
	11/14/2019	68.77	WE ENERGIES	180-2301-712-0222	1430 TULLAR RD	Neenah Menasha Fire
	11/14/2019	139.59	WE ENERGIES	10-8801-788-0222	MEMORIAL APPLE BLOSS	Parks/Parks Operatio
	11/14/2019	43.50	WE ENERGIES	10-8801-788-0223	MEMORIAL APPLE BLOSS	Parks/Parks Operatio
	11/14/2019	120.50	WE ENERGIES	10-7104-736-0222	HARRISON ST/W BELL S	Street Signal &/Stre
	11/14/2019	32.36	WE ENERGIES	10-7101-736-0222	MAIN ST & LAKE ST	Street Signal &/Traf
	11/14/2019	87.99	WE ENERGIES	10-7104-736-0222	CANAL ST	Street Signal &/Stre
	11/14/2019	38.82	WE ENERGIES	10-7104-736-0222	CECIL ST AREA LIGHTI	Street Signal &/Stre
	11/14/2019	40.03	WE ENERGIES	10-7101-736-0222	BELL & INDUSTRIAL	Street Signal &/Traf
	11/14/2019	3,083.95	WE ENERGIES	10-4103-733-0222	LIFT STATIONS ELECTR	Sanitation/Sanit Sew
	11/14/2019	45,416.31	WE ENERGIES	10-7104-736-0222	STREET LIGHTS ELECTR	Street Signal &/Stre
CHECK TOTAL		55,938.24				
48657	11/14/2019	33,093.56	WINNEBAGO COUNTY TREASURER	10-4101-733-0243	OCT TIPPING FEES	Sanitation/Refuse Ga
	11/14/2019	1,783.70	WINNEBAGO COUNTY TREASURER	81-6901-935-0243	OCT TIPPING FEES	Recycling Fund
	11/14/2019	1,017.09	WINNEBAGO COUNTY TREASURER	81-6907-935-0243	OCT TIPPING FEES	Recycling Fund

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CITY OF NEENAH
Check Register for Checks over \$2,000.00

PAGE: 7
RUN DATE: 12/20/2019
RUN TIME: 15:50:05

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
	11/14/2019	1,119.25	WINNEBAGO COUNTY TREASURER	49-3904-733-0243	OCT SWEEPINGS	Storm Water Manageme
	CHECK TOTAL	37,013.60				
48664	11/21/2019	9,987.65	AUGUST WINTER & SONS INC	400-0000-207-0373	CHEMICAL FEED & DELI	Water
	CHECK TOTAL	9,987.65				
48666	11/21/2019	4,744.00	BAYCOM INC	11-2170-743-8133	PRINTER, TABLET, HAN	Capital Equipment Fu
	CHECK TOTAL	4,744.00				
48672	11/21/2019	10,550.00	GO GREEN RECYCLING LLC	10-0000-117-8099	DEMO OF 109 KING ST	General Fund
	CHECK TOTAL	10,550.00				
48673	11/21/2019	2,839.26	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
	CHECK TOTAL	2,839.26				
48681	11/21/2019	200.00	LEVENHAGEN OIL CORPORATION	81-6901-935-0310	DEF FLUID	Recycling Fund
	11/21/2019	100.00	LEVENHAGEN OIL CORPORATION	10-4101-733-0310	DEF FLUID	Sanitation/Refuse Ga
	11/21/2019	182.00	LEVENHAGEN OIL CORPORATION	10-6102-735-0310	DEF FLUID	St Cleaning/Lan/Snow
	11/21/2019	6,877.99	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	LEAD FREE/3001 GALLO	Fleet Management
	11/21/2019	12,927.10	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	DIESEL/5503 GALLONS	Fleet Management
	CHECK TOTAL	20,287.09				
48685	11/21/2019	914.06	NEENAH, TOWN OF	46-5083-743-0236	COURTNEY CT SANITARY	Sewer Capital Fund
	11/21/2019	492.19	NEENAH, TOWN OF	400-0000-207-0416	COURTNEY CT WATER MA	Water
	11/21/2019	773.44	NEENAH, TOWN OF	49-5203-743-0236	COURTNEY CT STORM WO	Storm Water Manageme
	11/21/2019	36,492.28	NEENAH, TOWN OF	12-4302-743-0236	COURTNEY CT STREET W	Streets,Utility,Side
	CHECK TOTAL	38,671.97				
48693	11/21/2019	4,997.00	UNDERWATER CONSTRUCTION CORPORA	400-0402-770-6130	INTAKE CLEANING - LA	Water
	CHECK TOTAL	4,997.00				
48696	11/21/2019	320.77	WE ENERGIES	10-4103-733-0222	LIFT STATIONS ELECTR	Sanitation/Sanit Sew
	11/21/2019	149.12	WE ENERGIES	49-3901-733-0222	SKYVIEW LIFT ELECTRI	Storm Water Manageme
	11/21/2019	15.71	WE ENERGIES	10-4103-733-0222	DELL CT & DOGWOOD TR	Sanitation/Sanit Sew
	11/21/2019	40.30	WE ENERGIES	10-7101-736-0222	OAK & WISCONSIN	Street Signal &/Traf
	11/21/2019	31.43	WE ENERGIES	10-7104-736-0222	1010 CAMERON WAY	Street Signal &/Stre
	11/21/2019	20.67	WE ENERGIES	10-7104-736-0222	113 W WISCONSIN AVE	Street Signal &/Stre

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
	11/21/2019	47.42	WE ENERGIES	10-8801-788-0222	GREEN PARK SHELTER	Parks/Parks Operatio
	11/21/2019	39.38	WE ENERGIES	10-8801-788-0223	GREEN PARK SHELTER	Parks/Parks Operatio
	11/21/2019	126.82	WE ENERGIES	10-8801-788-0222	DOTY PARK - AREA LIG	Parks/Parks Operatio
	11/21/2019	128.56	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK GARAGE	Parks/Parks Operatio
	11/21/2019	197.76	WE ENERGIES	49-3908-733-0222	716 HARRISON ST	Storm Water Manageme
	11/21/2019	832.18	WE ENERGIES	10-7104-736-0222	100 1ST ST	Street Signal &/Stre
	11/21/2019	35.60	WE ENERGIES	10-7101-736-0222	1ST & FOREST AVE	Street Signal &/Traf
	11/21/2019	1,064.44	WE ENERGIES	10-8801-788-0222	NPRD ELECTRIC TO 11/	Parks/Parks Operatio
	11/21/2019	9.57	WE ENERGIES	10-8801-788-0223	NPRD GAS TO 10/31	Parks/Parks Operatio
	11/21/2019	41.10	WE ENERGIES	10-7101-736-0222	NICOLET & COMMERCIAL	Street Signal &/Traf
	11/21/2019	60.18	WE ENERGIES	10-7101-736-0222	GREEN BAY RD & MAIN	Street Signal &/Traf
	11/21/2019	160.81	WE ENERGIES	10-3702-732-0222	W CECIL ST GARAGE	Municipal Facil/Ceci
	11/21/2019	23.30	WE ENERGIES	10-7101-736-0222	WINNECONNE & HARRISO	Street Signal &/Traf
	11/21/2019	132.00	WE ENERGIES	10-7104-736-0222	WINNECONNE & HARRISO	Street Signal &/Stre
	11/21/2019	16.24	WE ENERGIES	10-7101-736-0222	WINNECONNE AVE & ZEM	Street Signal &/Traf
	11/21/2019	99.67	WE ENERGIES	10-8801-788-0222	631 W WINNECONNE AVE	Parks/Parks Operatio
	11/21/2019	48.23	WE ENERGIES	10-8801-788-0222	HERB & DOLLY SMITH P	Parks/Parks Operatio
	11/21/2019	455.28	WE ENERGIES	10-7104-736-0222	DPW ELECTRIC TO 11/6	Street Signal &/Stre
		=====				
CHECK TOTAL		4,096.54				
48705	11/27/2019	48,207.00	FAHRNER ASPHALT SEALERS LLC	10-5101-734-0236	CRACK SEALING	Street Maintena/Repa
		=====				
CHECK TOTAL		48,207.00				
48714	11/27/2019	1,000.00	MORTON SALT INC	44-7705-738-0332	ROAD SALT	Parking Utility Fund
	11/27/2019	4,060.85	MORTON SALT INC	10-6102-735-0332	ROAD SALT	St Cleaning/Lan/Snow
	11/27/2019	21,425.06	MORTON SALT INC	10-6102-735-0332	ROAD SALT	St Cleaning/Lan/Snow
		=====				
CHECK TOTAL		26,485.91				
48720	11/27/2019	4,014.97	OLIN CORPORATION	400-0401-770-6410	SODIUM HYPOCHLORITE	Water
		=====				
CHECK TOTAL		4,014.97				
48722	11/27/2019	4,000.00	PETTY CASH - CITY OF NEENAH	10-0000-106-0100	INCREASE CASH DRAWER	General Fund
		=====				
CHECK TOTAL		4,000.00				
48723	11/27/2019	14,429.60	POLYDYNE INC	400-0401-770-6410	C308P POLY	Water
	11/27/2019	505.04	POLYDYNE INC	400-0401-770-6410	FUEL SURCHARGE	Water
		=====				
CHECK TOTAL		14,934.64				
48726	11/27/2019	5,700.00	SEH	13-2476-742-0236	SERV TO 10/31-ARROWH	Facility Improvement
		=====				
CHECK TOTAL		5,700.00				

*** END OF REPORT ***



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson *JE*

Date: January 20, 2020

Re: December Voucher Review

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

1. December General Expenditure Voucher Nos. 280 through 284 (\$283,623.08) and 48734 through 48951 (\$1,097,512.65) and December payroll Voucher Nos. 208087 through 208089 (\$4,463.38) for a combined total of \$1,385,599.11.
2. December Automated Transfers Nos. 1 through 55 totaling \$3,088,183.64.

I recommend their approval.

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

Attachments

EXPENDITURE ABSTRACT FOR PERIOD DECEMBER 1 THROUGH DECEMBER 31, 2019
EXPLANATION OF AUTOMATED TRANSFERS

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
1	12/2/19	\$216,285.61	HEALTH PARTNERS Dec Insurance Premiums	FRINGE BENEFIT DIST.
2	12/2/19	\$694,300.00	DTC Principal & Interest Payment	N/A
3	12/3/19	\$1,364.06	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
4	12/3/19	\$100.00	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
5	12/3/19	\$4,173.87	BANCORP FSA/HRA Debit Card Prefund	N/A
6	12/4/19	\$3,871.57	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
7	12/5/19	\$987.47	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
8	12/5/19	\$942.72	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
9	12/6/19	\$196,710.08	FIRST HORIZON Purchase Security	N/A
10	12/9/19	\$353.58	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
11	12/9/19	\$4,074.57	PRIMADATA Postage-2019 Tax Bills	N/A
12	12/10/19	\$1,761.44	BANCORP FSA/HRA Debit Card Prefund	N/A
13	12/11/19	\$6,193.40	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
14	12/12/19	\$8,733.00	ICMA 457 Deferred Comp. Contributions	N/A
15	12/12/19	\$3,438.20	ICMA Employee IRA Contributions	N/A
16	12/12/19	\$1,418.46	MIDAMERICA FICA Alternative Plan #3121	N/A
17	12/12/19	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
18	12/12/19	\$2,405.91	ASSOCIATED BANK Child Support	N/A
19	12/12/19	\$593,989.36	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
20	12/12/19	\$695.92	ASSOCIATED BANK Deferred Comp. Contributions	N/A

21	12/12/19	\$3,521.53	NATIONWIDE 457 Deferred Comp. Contributions	N/A
22	12/12/19	\$135.00	NATIONWIDE Employee IRA Contributions	N/A
23	12/12/19	\$594.92	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
24	12/12/19	\$1,848.17	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
25	12/13/19	\$183,069.89	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
26	12/13/19	\$33,599.73	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
27	12/13/19	\$1,671.69	ASSOCIATED BANK Nov Bank Service Fee	N/A
28	12/16/19	\$1,215.60	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
29	12/16/19	\$3,576.00	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
30	12/17/19	\$1,314.10	BANCORP FSA/HRA Debit Card Prefund	N/A
31	12/18/19	\$7,026.94	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
32	12/19/19	\$172.00	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
33	12/19/19	\$322.77	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
34	12/20/19	\$975.84	WISCONSIN DEPT OF REVENUE Nov Sales Tax	N/A
35	12/23/19	\$1,326.00	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
36	12/23/19	\$3,629.02	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
37	12/24/19	\$2,200.19	BANCORP FSA/HRA Debit Card Prefund	N/A
38	12/26/19	\$5,153.63	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
39	12/26/19	\$1,198.83	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
40	12/26/19	\$1,707.55	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
41	12/26/19	\$9,210.07	ICMA 457 Deferred Comp. Contributions	N/A
42	12/26/19	\$3,513.16	ICMA	N/A

			Employee IRA Contributions	
43	12/26/19	\$1,963.20	MIDAMERICA FICA Alternative Plan #3121	N/A
44	12/26/19	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
45	12/26/19	\$743.45	ASSOCIATED BANK Deferred Comp Contributions	N/A
46	12/26/19	\$2,405.91	ASSOCIATED BANK Child Support	N/A
47	12/26/19	\$465,504.89	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
48	12/26/19	\$3,521.53	NATIONWIDE 457 Deferred Comp. Contributions	N/A
49	12/26/19	\$135.00	NATIONWIDE Employee IRA Contributions	N/A
50	12/27/19	\$136,821.69	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
51	12/30/19	\$810.38	DIVERSIFIED BENEFIT SERVICES 2019 Employee HRA Plan	N/A
52	12/30/19	\$761.34	DIVERSIFIED BENEFIT SERVICES 2019 Employee FSA Plan	N/A
53	12/31/19	\$179,868.75	WI EMPLOYEE TRUST FUNDS Retirement Contribution	FRINGE BENEFITS DIST
54	12/31/19	\$283,623.08	US BANK 11/26-12/26 P-Card Statement	N/A
55	12/31/19	\$3,142.57	BANCORP FSA/HRA Debit Card Prefund	N/A
DECEMBER TOTAL		\$3,088,183.64		

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280	12/31/2019	3,313.50	U S BANK	13-8820-742-0236	ONE SOURCE TECHNOLOG	Facility Improvement
	12/31/2019	5,855.06	U S BANK	10-4101-733-0244	WASTE MGMT WM EZPAY	Sanitation/Refuse Ga
	12/31/2019	3,949.17	U S BANK	11-2170-743-8133	SQ *ANGEL ARMOR	Capital Equipment Fu
	12/31/2019	3,780.00	U S BANK	10-4101-733-0249	ADVANCED DISPOSAL ON	Sanitation/Refuse Ga
	12/31/2019	2,863.12	U S BANK	11-7573-743-8133	AIRGAS USA, LLC	Capital Equipment Fu
CHECK TOTAL		19,760.85				
281	12/31/2019	2,031.29	U S BANK	10-2101-711-0344	FOXFURY LLC	Police Departme/Poli
	12/31/2019	3,654.00	U S BANK	180-2301-712-0348	PAUL CONWAY SHIELDS	Neenah Menasha Fire
	12/31/2019	2,745.00	U S BANK	180-2301-712-0348	PAUL CONWAY SHIELDS	Neenah Menasha Fire
	12/31/2019	2,087.42	U S BANK	400-0401-770-6410	AIRGAS USA, LLC	Water
	12/31/2019	3,200.50	U S BANK	400-0000-207-0420	CORE & MAIN LP 249	Water
	12/31/2019	5,306.00	U S BANK	400-0402-770-6730	FERGUSON WTRWRKS #14	Water
	12/31/2019	2,000.00	U S BANK	400-0000-207-0434	FERGUSON WTRWRKS #14	Water
	12/31/2019	4,826.70	U S BANK	400-0000-207-0434	FERGUSON WTRWRKS #14	Water
CHECK TOTAL		25,850.91				
282	12/31/2019	5,437.11	U S BANK	49-5250-743-0236	KUEHL ELECTRIC INC	Storm Water Manageme
	12/31/2019	4,225.00	U S BANK	46-5002-743-0236	LW ALLEN	Sewer Capital Fund
	12/31/2019	2,056.25	U S BANK	10-3701-732-0214	ENERGY CONTROL & DES	Municipal Facil/Muni
	12/31/2019	4,169.52	U S BANK	11-2170-743-8133	SOUNDOFF SIGNAL	Capital Equipment Fu
	12/31/2019	14,992.00	U S BANK	13-8820-742-0236	NEENAH FOUNDRY COMPA	Facility Improvement
	12/31/2019	2,205.86	U S BANK	46-5002-743-0236	GRAINGER	Sewer Capital Fund
	12/31/2019	5,711.82	U S BANK	10-4101-733-0244	WASTE MGMT WM EZPAY	Sanitation/Refuse Ga
	12/31/2019	2,790.00	U S BANK	41-6205-952-0238	AFFINITYHLTH EMPSOL	Benefit Accrual Fund
CHECK TOTAL		41,587.56				
283	12/31/2019	3,475.00	U S BANK	180-2301-712-8133	W.S. DARLEY & CO	Neenah Menasha Fire
	12/31/2019	4,020.00	U S BANK	180-2301-712-8133	W.S. DARLEY & CO	Neenah Menasha Fire
	12/31/2019	5,310.00	U S BANK	180-2314-712-0348	DINGES FIRE COMPANY	Neenah Menasha Fire
	12/31/2019	2,621.38	U S BANK	180-2301-712-0348	DINGES FIRE COMPANY	Neenah Menasha Fire
	12/31/2019	9,282.72	U S BANK	180-2481-712-8133	BROADCAST MICROWAVE	Neenah Menasha Fire
	12/31/2019	4,641.36	U S BANK	180-2481-712-8133	BROADCAST MICROWAVE	Neenah Menasha Fire
	12/31/2019	4,248.86	U S BANK	400-0401-770-6410	KEMIRA WATER SOLUTIO	Water
	12/31/2019	6,791.92	U S BANK	400-0000-207-0407	BADGER METER INC	Water
	12/31/2019	4,978.30	U S BANK	400-0000-207-0435	GARAGE DOOR SPECIALI	Water
CHECK TOTAL		45,369.54				
48734	12/05/2019	2,916.63	ASSOCIATED APPRAISAL CONSULTAN	10-9314-801-0236	DEC SERVICES	Community Devel/Asse
CHECK TOTAL		2,916.63				
48739	12/05/2019	4,370.00	FAHRNER ASPHALT SEALERS LLC	10-5101-734-0236	INFRARED PATCHING	Street Maintena/Repa
CHECK TOTAL		4,370.00				

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48743	12/05/2019	3,027.28	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
CHECK TOTAL		3,027.28				
48744	12/05/2019	2,055.00	J D OGDEN PLUMBING & HEATING I	10-8801-788-0214	FURNACES P/M	Parks/Parks Operatio
	12/05/2019	147.50	J D OGDEN PLUMBING & HEATING I	10-9703-841-0214	FURNACES P/M	Oak Hill Cemete/Ceme
	12/05/2019	147.50	J D OGDEN PLUMBING & HEATING I	10-8405-784-0214	FURNACES P/M	Independent Pro/Muni
	12/05/2019	284.31	J D OGDEN PLUMBING & HEATING I	10-8805-788-0214	FURNACES P/M	Parks/Riverwalk/Park
CHECK TOTAL		2,634.31				
48747	12/05/2019	40,826.61	MENASHA, CITY OF	41-6302-952-0450	NOV RETIREMENT/FIRE	Benefit Accrual Fund
	12/05/2019	4,743.49	MENASHA, CITY OF	88-7051-938-0575	NOV MUNICIPAL COURT	Joint Municipal Cour
CHECK TOTAL		45,570.10				
48749	12/05/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - PLEXU	Sewer Operating Util
	12/05/2019	423.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - NEENA	Sewer Operating Util
	12/05/2019	32.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - BYRD	Sewer Operating Util
	12/05/2019	304.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - MENAS	Sewer Operating Util
	12/05/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - INDUS	Sewer Operating Util
	12/05/2019	448.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - HORSE	Sewer Operating Util
	12/05/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - GEORG	Sewer Operating Util
	12/05/2019	448.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	OCT SAMPLING - GALLO	Sewer Operating Util
CHECK TOTAL		3,209.00				
48753	12/05/2019	497.72	RAY'S TIRE	81-6901-935-0339	TIRE #50	Recycling Fund
	12/05/2019	732.00	RAY'S TIRE	39-3703-732-0360	TIRES	Fleet Management
	12/05/2019	939.80	RAY'S TIRE	39-3703-732-0360	TIRES	Fleet Management
	12/05/2019	1,627.50	RAY'S TIRE	400-0401-770-9290	DUMP TRUCK TIRES #82	Water
	12/05/2019	32.00	RAY'S TIRE	10-6102-735-0339	TIRE #6A	St Cleaning/Lan/Snow
	12/05/2019	595.00	RAY'S TIRE	81-6901-935-0339	TIRES #54	Recycling Fund
	12/05/2019	503.00	RAY'S TIRE	81-6907-935-0339	TIRES #1	Recycling Fund
CHECK TOTAL		4,927.02				
48756	12/05/2019	20,676.41	ROBERT J IMMEL EXCAVATING INC	400-0000-207-0434	GB/CECIL ST REPAIR/R	Water
	12/05/2019	5,816.41	ROBERT J IMMEL EXCAVATING INC	400-0402-770-6730	GB/CECIL ST REPAIR/R	Water
	12/05/2019	5,000.00	ROBERT J IMMEL EXCAVATING INC	46-5001-743-0236	CN2-19 SANITARY - MI	Sewer Capital Fund
	12/05/2019	3,000.00	ROBERT J IMMEL EXCAVATING INC	49-5203-743-0236	CN2-19 STORM - MISC	Storm Water Manageme
	12/05/2019	247,054.05	ROBERT J IMMEL EXCAVATING INC	12-4395-743-0236	CN2-19 STREET - STAN	Streets,Utility,Side
	12/05/2019	66,880.00	ROBERT J IMMEL EXCAVATING INC	12-4396-743-0236	CN2-19 STREET - THOM	Streets,Utility,Side
	12/05/2019	1,500.00	ROBERT J IMMEL EXCAVATING INC	49-5203-743-0236	CN2-19 STORM - MISC	Storm Water Manageme
	12/05/2019	64,336.30	ROBERT J IMMEL EXCAVATING INC	12-4397-743-0236	CN2-19 STREET-STANLE	Streets,Utility,Side
CHECK TOTAL		414,263.17				

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48757	12/05/2019	2,358.00	SPECIALTY DOOR SYSTEMS INC	10-3701-732-0214	GARAGE DOOR OPENER	Municipal Facil/Muni
CHECK TOTAL		2,358.00				
48758	12/05/2019	2,405.00	STANTEC CONSULTING SERVICES IN	70-9370-801-0236	SRVCS TO 11/22 - WET	Industrial Developme
CHECK TOTAL		2,405.00				
48759	12/05/2019	4,284.81	STATE OF WISCONSIN	88-7051-938-0576	NOV MUNICIPAL COURT	Joint Municipal Cour
	12/05/2019	3,331.00	STATE OF WISCONSIN	88-7051-938-0576	NOV MUNICIPAL COURT	Joint Municipal Cour
CHECK TOTAL		7,615.81				
48762	12/05/2019	15.84	WE ENERGIES	10-8801-788-0222	525 CEDAR ST	Parks/Parks Operatio
	12/05/2019	97.80	WE ENERGIES	10-8405-784-0222	600 S PARK AVE	Independent Pro/Muni
	12/05/2019	48.17	WE ENERGIES	10-8405-784-0223	600 S PARK AVE	Independent Pro/Muni
	12/05/2019	360.90	WE ENERGIES	10-9323-801-0222	BUS SHELTER	Community Devel/Mass
	12/05/2019	9,253.03	WE ENERGIES	400-0401-770-6230	PUMPING ELECTRIC	Water
	12/05/2019	813.23	WE ENERGIES	400-0401-770-6260	PUMPING - HEAT	Water
	12/05/2019	2,143.99	WE ENERGIES	400-0401-770-6420	WATER TREATMENT - HE	Water
	12/05/2019	3,558.86	WE ENERGIES	400-0401-770-6430	WATER TREATMENT-ELEC	Water
	12/05/2019	459.78	WE ENERGIES	400-0401-770-6610	WATER TOWER - ELECTR	Water
	12/05/2019	209.33	WE ENERGIES	400-0401-770-6630	METER SERVICE - ELEC	Water
	12/05/2019	1,883.98	WE ENERGIES	400-0401-770-6650	DIST - ELECTRIC & HE	Water
	12/05/2019	84.37	WE ENERGIES	44-7702-738-0222	9999 MILLVIEW DR	Parking Utility Fund
	12/05/2019	395.34	WE ENERGIES	10-9703-841-0222	CEMETERY ELEC TO 10/	Oak Hill Cemete/Ceme
	12/05/2019	50.78	WE ENERGIES	10-7101-736-0222	S COMMERCIAL & ALCOT	Street Signal &/Traf
	12/05/2019	36.26	WE ENERGIES	10-7101-736-0222	BELL ST & MARATHON A	Street Signal &/Traf
	12/05/2019	37.61	WE ENERGIES	10-7101-736-0222	BELL ST & COMMERCIAL	Street Signal &/Traf
	12/05/2019	15.71	WE ENERGIES	10-8801-788-0222	SOUTHVIEW PARK-BALL	Parks/Parks Operatio
	12/05/2019	27.41	WE ENERGIES	10-8801-788-0222	GREAT NORTHERN PARK	Parks/Parks Operatio
	12/05/2019	66.37	WE ENERGIES	10-7101-736-0222	COMMERCIAL & CECIL	Street Signal &/Traf
CHECK TOTAL		19,558.76				
48763	12/05/2019	1,270.44	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	NOV MUNICIPAL COURT	Joint Municipal Cour
	12/05/2019	1,228.11	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	NOV MUNICIPAL COURT	Joint Municipal Cour
CHECK TOTAL		2,498.55				
48773	12/12/2019	3,523.40	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
CHECK TOTAL		3,523.40				
48774	12/12/2019	2,715.00	GUNTA LAW OFFICES S. C.	40-7318-959-0261	AUG SERVICES-GABLE	Liability Insurance *
	12/12/2019	7,575.00	GUNTA LAW OFFICES S. C.	40-7318-959-0261	SEP SERVICES-GABLE	Liability Insurance *
CHECK TOTAL		10,290.00				

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48777	12/12/2019	5,201.44	IAFF LOCAL 275	10-0000-312-1400	P/R DIST 12-12	General Fund
CHECK TOTAL		5,201.44				
48779	12/12/2019	3,566.00	JAMAR COMPANY	49-5250-743-0236	HARRISON ST BLDG ROO	Storm Water Manageme
CHECK TOTAL		3,566.00				
48781	12/12/2019	4,522.40	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	LEAD FREE/2000 GALLO	Fleet Management
	12/12/2019	13,874.23	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	DIESEL/6002 GALLONS	Fleet Management
CHECK TOTAL		18,396.63				
48789	12/12/2019	5,787.50	RAMAKER & ASSOCIATES INC	13-9756-742-0236	DATA MIGRATION	Facility Improvement
CHECK TOTAL		5,787.50				
48790	12/12/2019	14,778.31	SOMMERS CONSTRUCTION COMPANY I	12-5199-743-0236	CN4-19 STREET REPAIR	Streets,Utility,Side
	12/12/2019	27,017.17	SOMMERS CONSTRUCTION COMPANY I	12-5301-743-0236	CN4-19 SIDEWALK/TRAI	Streets,Utility,Side
	12/12/2019	16,464.33	SOMMERS CONSTRUCTION COMPANY I	49-5249-743-0236	CN4-19 STORM PAVEMEN	Storm Water Manageme
	12/12/2019	8,505.87	SOMMERS CONSTRUCTION COMPANY I	49-5249-743-0236	CN4-19 STORM PAVEMEN	Storm Water Manageme
	12/12/2019	4,469.22	SOMMERS CONSTRUCTION COMPANY I	46-5049-742-0236	CN4-19 SANITARY PAVE	Sewer Capital Fund
	12/12/2019	7,061.77	SOMMERS CONSTRUCTION COMPANY I	400-0402-770-6730	CN4-19 WATER MAINTEN	Water
	12/12/2019	17,205.75	SOMMERS CONSTRUCTION COMPANY I	400-0402-770-6750	CN4-19 WATER MAINTEN	Water
	12/12/2019	33,745.30	SOMMERS CONSTRUCTION COMPANY I	12-5301-743-0236	CN4-19 BELL STREET T	Streets,Utility,Side
	12/12/2019	15,706.24	SOMMERS CONSTRUCTION COMPANY I	31-3416-743-0236	CN4-19 PENDLETON ROA	TIF #11-Pendleton
	12/12/2019	9,850.00	SOMMERS CONSTRUCTION COMPANY I	13-8879-742-0236	CN4-19 PARK CAPITAL	Facility Improvement
CHECK TOTAL		100,769.62				
48791	12/12/2019	3,100.00	SPARKLE AND SHINE CLEANING	10-1801-709-0236	NOV CLEANING	Municipal Build/Muni
	12/12/2019	350.00	SPARKLE AND SHINE CLEANING	44-7705-738-0236	NOV RAMP CLEANING	Parking Utility Fund
CHECK TOTAL		3,450.00				
48792	12/12/2019	1,485.32	SPECIALTY DOOR SYSTEMS INC	10-3701-732-0214	GARAGE DOOR MAINTENA	Municipal Facil/Muni
	12/12/2019	951.15	SPECIALTY DOOR SYSTEMS INC	49-5250-743-0236	HARRISON BLDG DOOR R	Storm Water Manageme
CHECK TOTAL		2,436.47				
48795	12/12/2019	492.29	TRIUMPH ELECTRIC INC	10-2101-711-0214	DOOR LOCK LIGHT/REPA	Police Departme/Poli
	12/12/2019	2,055.45	TRIUMPH ELECTRIC INC	10-8806-788-0214	PANEL REPAIR	Parks/Vandalism/Park
CHECK TOTAL		2,547.74				

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48803	12/12/2019	2,758.27	WE ENERGIES	10-9501-821-0222	240 E WISCONSIN AVE	Public Library/Libra
	12/12/2019	983.86	WE ENERGIES	10-9501-821-0223	240 E WISCONSIN AVE	Public Library/Libra
	12/12/2019	52.68	WE ENERGIES	10-2101-711-0222	1470 TULLAR ROAD	Police Departme/Poli
	12/12/2019	2,487.60	WE ENERGIES	10-2101-711-0222	2111 MARATHON AVE	Police Departme/Poli
	12/12/2019	1,506.08	WE ENERGIES	10-2101-711-0223	2111 MARATHON AVE	Police Departme/Poli
	12/12/2019	36.11	WE ENERGIES	10-2101-711-0223	1480 TULLAR RD	Police Departme/Poli
	12/12/2019	2,457.98	WE ENERGIES	10-4103-733-0222	LIFT STATIONS ELEC T	Sanitation/Sanit Sew
	12/12/2019	45,264.30	WE ENERGIES	10-7104-736-0222	STREET LIGHTS ELEC T	Street Signal &/Stre
	12/12/2019	3,066.97	WE ENERGIES	44-7705-738-0222	WEST CANAL PARKING R	Parking Utility Fund
	12/12/2019	1,501.75	WE ENERGIES	10-3701-732-0222	1495 TULLAR RD	Municipal Facil/Muni
	12/12/2019	500.59	WE ENERGIES	39-3703-732-0222	1495 TULLAR RD	Fleet Management
	12/12/2019	42.07	WE ENERGIES	180-2301-712-0222	1430 TULLAR RD	Neenah Menasha Fire
	12/12/2019	1,355.87	WE ENERGIES	180-2301-712-0222	1080 BREEZEWOOD LN	Neenah Menasha Fire
	12/12/2019	290.55	WE ENERGIES	10-1802-709-0222	1080 BREEZEWOOD LN	Municipal Build/Trai
	12/12/2019	290.55	WE ENERGIES	43-1710-708-0222	1080 BREEZEWOOD LN	Information Systems
	12/12/2019	686.73	WE ENERGIES	180-2301-712-0223	1080 BREEZEWOOD LN	Neenah Menasha Fire
	12/12/2019	147.15	WE ENERGIES	10-1802-709-0223	1080 BREEZEWOOD LN	Municipal Build/Trai
	12/12/2019	147.15	WE ENERGIES	43-1710-708-0223	1080 BREEZEWOOD LN	Information Systems
	12/12/2019	3,942.47	WE ENERGIES	10-1801-709-0222	211 WALNUT ST	Municipal Build/Muni
	12/12/2019	1,182.62	WE ENERGIES	10-1801-709-0223	211 WALNUT ST	Municipal Build/Muni
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	NATURE TRL NORTH PON	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	NATURE TRL PENDLETON	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	POND VIEW LN	Storm Water Manageme
	12/12/2019	32.77	WE ENERGIES	49-3908-733-0222	REDWING DR	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	BRUCE ST	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	GRASSY LN	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	1418 PLAINS AVE	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	1838 HEDGEVIEW DR	Storm Water Manageme
	12/12/2019	15.71	WE ENERGIES	49-3908-733-0222	1460 PLAINS AVE	Storm Water Manageme
	12/12/2019	83.50	WE ENERGIES	44-7702-738-0222	ARROWHEAD PARKING LO	Parking Utility Fund
	12/12/2019	68.31	WE ENERGIES	10-8801-788-0222	ARROWHEAD PARKING LO	Parks/Parks Operatio
	12/12/2019	61.93	WE ENERGIES	10-7104-736-0222	WALNUT ST AREA LIGHT	Street Signal &/Stre
	12/12/2019	133.27	WE ENERGIES	10-7104-736-0222	FIRST ST & E NORTH W	Street Signal &/Stre
	12/12/2019	1,259.37	WE ENERGIES	180-2301-712-0222	125 E COLUMBIAN AVE	Neenah Menasha Fire
	12/12/2019	737.68	WE ENERGIES	180-2301-712-0223	125 E COLUMBIAN AVE	Neenah Menasha Fire
	12/12/2019	284.52	WE ENERGIES	180-2301-712-0223	1911 MANITOWOC RD	Neenah Menasha Fire
	12/12/2019	114.07	WE ENERGIES	10-7101-736-0222	WINNECONNE AVE & CO	Street Signal &/Traf
	12/12/2019	40.72	WE ENERGIES	10-7101-736-0222	WINNECONNE & TULLAR	Street Signal &/Traf
	12/12/2019	61.32	WE ENERGIES	10-4103-733-0223	1200 LYNROSE LN	Sanitation/Sanit Sew
	12/12/2019	1,480.17	WE ENERGIES	10-3701-732-0223	1495 TULLAR RD	Municipal Facil/Muni
	12/12/2019	493.39	WE ENERGIES	39-3703-732-0223	1495 TULLAR RD	Fleet Management
	12/12/2019	129.92	WE ENERGIES	10-7104-736-0222	BREEZEWOOD & GILLING	Street Signal &/Stre
	12/12/2019	40.56	WE ENERGIES	49-3908-733-0222	REMINGTON RD	Storm Water Manageme
	12/12/2019	14.21	WE ENERGIES	10-3701-732-0222	1495 TULLAR RD GATE	Municipal Facil/Muni
	12/12/2019	4.74	WE ENERGIES	39-3703-732-0222	1495 TULLAR RD GATE	Fleet Management
	12/12/2019	69.45	WE ENERGIES	10-9321-801-0222	235 W WISCONSIN AVE	Community Devel/Hous
	12/12/2019	828.40	WE ENERGIES	10-8805-788-0222	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	12/12/2019	109.65	WE ENERGIES	10-8805-788-0223	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	12/12/2019	14.83	WE ENERGIES	10-8801-788-0222	DOTY CABIN AREA LIGH	Parks/Parks Operatio
	12/12/2019	208.39	WE ENERGIES	10-8801-788-0222	MEM APPLE BLOSSOM SH	Parks/Parks Operatio
	12/12/2019	121.74	WE ENERGIES	10-8801-788-0223	MEM APPLE BLOSSOM SH	Parks/Parks Operatio
	12/12/2019	18.29	WE ENERGIES	10-8801-788-0222	MEMORIAL OPEN SHELTE	Parks/Parks Operatio
	12/12/2019	408.79	WE ENERGIES	10-9703-841-0222	1201 OAKRIDGE RD	Oak Hill Cemete/Ceme

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	12/12/2019	60.43	WE ENERGIES	10-9703-841-0223	1201 OAKRIDGE RD	Oak Hill Cemete/Ceme
		=====				
	CHECK TOTAL	75,707.45				
48807	12/12/2019	28,153.88	WINNEBAGO COUNTY TREASURER	10-4101-733-0243	NOV TIPPING FEES	Sanitation/Refuse Ga
	12/12/2019	1,613.90	WINNEBAGO COUNTY TREASURER	81-6901-935-0243	NOV TIPPING FEES	Recycling Fund
	12/12/2019	881.01	WINNEBAGO COUNTY TREASURER	81-6907-935-0243	NOV TIPPING FEES	Recycling Fund
	12/12/2019	299.88	WINNEBAGO COUNTY TREASURER	10-4103-733-0236	OCT FIBER LOCATES	Sanitation/Sanit Sew
	12/12/2019	299.88	WINNEBAGO COUNTY TREASURER	49-3901-733-0236	OCT FIBER LOCATES	Storm Water Manageme
		=====				
	CHECK TOTAL	31,248.55				
48812	12/19/2019	35,475.00	APPLETON, CITY OF	10-9323-801-0236	NOV TRANSIT SERVICES	Community Devel/Mass
		=====				
	CHECK TOTAL	35,475.00				
48813	12/19/2019	5,790.00	AYRES ASSOCIATES INC	13-8822-743-0236	SERV TO 11/23 - SHAT	Facility Improvement
		=====				
	CHECK TOTAL	5,790.00				
48816	12/19/2019	2,070.00	BAYCOM INC	180-2481-712-8133	RADIO BATTERIES	Neenah Menasha Fire
		=====				
	CHECK TOTAL	2,070.00				
48834	12/19/2019	6,470.00	GO GREEN RECYCLING LLC	219-9857-981-0236	DEMO - 1229 S COMMER	2019 CDBG
		=====				
	CHECK TOTAL	6,470.00				
48835	12/19/2019	3,417.00	GODFREY & KAHN	78-7801-908-0236	APR - AUG SERVICES -	TIF #8
	12/19/2019	2,345.00	GODFREY & KAHN	78-7801-908-0236	SEP SERVICES - VPLE	TIF #8
		=====				
	CHECK TOTAL	5,762.00				
48837	12/19/2019	5,946.47	GRAPHIC COMPOSITION INC	10-0202-701-0202	NEENAH NOTES NEWSLET	Mayors/City Publicat
	12/19/2019	2,795.00	GRAPHIC COMPOSITION INC	81-6905-935-0202	RECYCLING GUIDE	Recycling Fund
		=====				
	CHECK TOTAL	8,741.47				
48838	12/19/2019	2,673.36	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
	12/19/2019	3,276.92	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
	CHECK TOTAL	5,950.28				
48862	12/19/2019	5,404.18	SECURIAN FINANCIAL GROUP INC	41-0000-132-0500	JAN INSURANCE	Benefit Accrual Fund

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	12/19/2019	1,333.71	SECURIAN FINANCIAL GROUP INC	41-0000-132-0500	JAN FD NEENAH INS	Benefit Accrual Fund
	12/19/2019	810.38	SECURIAN FINANCIAL GROUP INC	41-0000-132-0500	JAN FD MENASHA INS	Benefit Accrual Fund
		=====				
	CHECK TOTAL	7,548.27				
48865	12/19/2019	10,356.83	STANTEC CONSULTING SERVICES IN	13-8859-742-0236	SERV TO 11/1 - REC P	Facility Improvement
		=====				
	CHECK TOTAL	10,356.83				
48867	12/19/2019	200.00	SUPERION LLC	11-1761-743-8114	PROJECT MANAGEMENT	Capital Equipment Fu
	12/19/2019	320.00	SUPERION LLC	11-1761-743-8114	PROJECT MANAGEMENT	Capital Equipment Fu
	12/19/2019	112.60	SUPERION LLC	11-1761-743-8114	CX TRAINING/CONFIGUR	Capital Equipment Fu
	12/19/2019	1,575.00	SUPERION LLC	11-1761-743-8114	CZG INSTALLATION	Capital Equipment Fu
	12/19/2019	180.16	SUPERION LLC	11-1761-743-8114	CX TRAINING/CONFIGUR	Capital Equipment Fu
		=====				
	CHECK TOTAL	2,387.76				
48874	12/19/2019	24.47	WE ENERGIES	10-8804-788-0222	PLAYING IN THE RAIN	Parks/City Sculpture
	12/19/2019	18.54	WE ENERGIES	10-8801-788-0222	BOAT WASH STATION	Parks/Parks Operatio
	12/19/2019	126.82	WE ENERGIES	10-8801-788-0222	DOTY PARK AREA LIGHT	Parks/Parks Operatio
	12/19/2019	286.59	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK GARAGE	Parks/Parks Operatio
	12/19/2019	62.09	WE ENERGIES	10-8801-788-0222	GREEN PARK SHELTER	Parks/Parks Operatio
	12/19/2019	89.90	WE ENERGIES	10-8901-788-0223	GREEN PARK SHELTER	Parks/Parks Operatio
	12/19/2019	231.19	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK/AREA L	Parks/Parks Operatio
	12/19/2019	43.54	WE ENERGIES	10-7101-736-0222	BELL & INDUSTRIAL	Street Signal &/Traf
	12/19/2019	34.27	WE ENERGIES	10-7101-736-0222	MAIN ST & LAKE ST	Street Signal &/Traf
	12/19/2019	38.82	WE ENERGIES	10-7104-736-0222	CECIL ST AREA LIGHTI	Street Signal &/Stre
	12/19/2019	155.18	WE ENERGIES	10-7104-736-0222	HARRISON ST/W BELL S	Street Signal &/Stre
	12/19/2019	24.06	WE ENERGIES	10-7104-736-0222	113 W WISCONSIN AVE	Street Signal &/Stre
	12/19/2019	98.77	WE ENERGIES	10-7104-736-0222	CANAL ST	Street Signal &/Stre
	12/19/2019	172.65	WE ENERGIES	10-3702-732-0222	W CECIL ST GARAGE	Municipal Facil/Ceci
	12/19/2019	17.88	WE ENERGIES	10-4103-733-0222	DELL CT & DOGWOOD TR	Sanitation/Sanit Sew
	12/19/2019	46.09	WE ENERGIES	10-7101-736-0222	OAK & WISCONSIN	Street Signal &/Traf
	12/19/2019	37.36	WE ENERGIES	10-7104-736-0222	1010 CAMERON WAY	Street Signal &/Stre
	12/19/2019	28.58	WE ENERGIES	10-7101-736-0222	WINNECONNE & HARRISO	Street Signal &/Traf
	12/19/2019	161.95	WE ENERGIES	10-7104-736-0222	WINNECONNE & HARRISO	Street Signal &/Stre
	12/19/2019	18.54	WE ENERGIES	10-7101-736-0222	WINNECONNE & ZEMLOCK	Street Signal &/Traf
	12/19/2019	1,031.26	WE ENERGIES	10-7104-736-0222	100 1ST ST	Street Signal &/Stre
	12/19/2019	41.92	WE ENERGIES	10-7101-736-0222	1ST & FOREST AVE	Street Signal &/Traf
	12/19/2019	503.18	WE ENERGIES	10-4103-733-0222	LIFT STATIONS ELEC T	Sanitation/Sanit Sew
	12/19/2019	114.07	WE ENERGIES	49-3901-733-0222	SKYVIEW LIFT ELEC TO	Storm Water Manageme
		=====				
	CHECK TOTAL	3,407.72				
48879	12/19/2019	23.19	WISCONSIN DEPT OF WORKFORCE	41-6401-953-0462	NOV UNEMPLOYMENT	Benefit Accrual Fund
	12/19/2019	1,480.00	WISCONSIN DEPT OF WORKFORCE	41-6401-953-0462	NOV UNEMPLOYMENT	Benefit Accrual Fund
	12/19/2019	740.00	WISCONSIN DEPT OF WORKFORCE	41-6401-953-0462	NOV UNEMPLOYMENT	Benefit Accrual Fund
		=====				
	CHECK TOTAL	2,243.19				

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48880	12/19/2019	15,726.61	WS DARLEY & COMPANY	180-2301-712-0348	NEW PPE	Neenah Menasha Fire
	CHECK TOTAL	15,726.61				
48883	12/31/2019	35,471.00	APPLETON, CITY OF	10-9323-801-0236	DEC TRANSIT SERVICES	Community Devel/Mass
	12/31/2019	3,386.85	APPLETON, CITY OF	62-5701-936-0266	OCT DIAL A RIDE	Dial-A-Ride Transpor
	CHECK TOTAL	38,857.85				
48884	12/31/2019	22,806.00	AXON ENTERPRISE INC	11-2133-743-8133	YEAR TWO - EVIDENCE.	Capital Equipment Fu
	CHECK TOTAL	22,806.00				
48886	12/31/2019	3,645.00	BAUER ELECTRIC INC	10-7581-737-8133	LED WALLPACK CONVERS	Public Works Eq/Capi
	12/31/2019	920.00	BAUER ELECTRIC INC	44-7702-738-0236	LIGHT FIXTURE CONVER	Parking Utility Fund
	12/31/2019	514.77	BAUER ELECTRIC INC	44-7705-738-0214	ELECTRICAL SERVICE	Parking Utility Fund
	CHECK TOTAL	5,079.77				
48901	12/31/2019	7,140.00	GRAEF	400-0401-770-6650	GIS ANNUAL FEE	Water
	CHECK TOTAL	7,140.00				
48903	12/31/2019	3,395.42	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
	CHECK TOTAL	3,395.42				
48916	12/31/2019	5,293.30	MCPMAHON	49-3908-733-0236	POND PRAIRIE MAINT	Storm Water Manageme
	12/31/2019	683.70	MCPMAHON	49-3908-733-0236	PRAIRIE MAINT 10/27-	Storm Water Manageme
	CHECK TOTAL	5,977.00				
48919	12/31/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING - PLEXU	Sewer Operating Util
	12/31/2019	304.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING -MENASH	Sewer Operating Util
	12/31/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING -INDUST	Sewer Operating Util
	12/31/2019	384.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING - HORSE	Sewer Operating Util
	12/31/2019	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING - GEORG	Sewer Operating Util
	12/31/2019	352.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	NOV SAMPLING - GALLO	Sewer Operating Util
	CHECK TOTAL	2,594.00				
48920	12/31/2019	19,975.31	MINUTEMAN SECURITY TECHNOLOGIE	11-2126-742-8133	AUTO LICENSE PLATE R	Capital Equipment Fu
	CHECK TOTAL	19,975.31				

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48921	12/31/2019	21,639.29	MORTON SALT INC	10-6102-735-0332	ROAD SALT	St Cleaning/Lan/Snow
CHECK TOTAL		21,639.29				
48926	12/31/2019	2,592.93	REAL ESTATE REFUNDS	92-0000-303-0000	REFUND OVERPD RE TAX	Real Estate Tax Agen
CHECK TOTAL		2,592.93				
48938	12/31/2019	1,964.00	SPECIALTY DOOR SYSTEMS INC	10-3701-732-0214	OVERHEAD DOOR REPAIR	Municipal Facil/Muni
	12/31/2019	343.78	SPECIALTY DOOR SYSTEMS INC	10-3702-732-0236	OVERHEAD DOOR REPAIR	Municipal Facil/Ceci
CHECK TOTAL		2,307.78				
48939	12/31/2019	4,724.69	STANTEC CONSULTING SERVICES IN	13-2476-742-0236	SERV TO 11/29 - AQUA	Facility Improvement
	12/31/2019	913.99	STANTEC CONSULTING SERVICES IN	49-5250-742-0236	NEENAH FOUNDRY PARKI	Storm Water Manageme
CHECK TOTAL		5,638.68				
48948	12/31/2019	70.28	WE ENERGIES	10-7101-736-0222	GREEN BAY RD & MAIN	Street Signal &/Traf
	12/31/2019	46.90	WE ENERGIES	10-7101-736-0222	NICOLET & COMMERCIAL	Street Signal &/Traf
	12/31/2019	80.35	WE ENERGIES	49-3908-733-0222	716 HARRISON ST	Storm Water Manageme
	12/31/2019	123.35	WE ENERGIES	10-8801-788-0222	631 W WINNECONNE AVE	Parks/Parks Operatio
	12/31/2019	51.06	WE ENERGIES	10-8801-788-0222	HERB & DOLLY SMITH P	Parks/Parks Operatio
	12/31/2019	767.08	WE ENERGIES	10-8801-788-0222	NPRD ELECTRIC TO 12/	Parks/Parks Operatio
	12/31/2019	10.89	WE ENERGIES	10-8801-788-0223	NPRD GAS TO 12/3	Parks/Parks Operatio
	12/31/2019	494.32	WE ENERGIES	10-3702-732-0223	333 W CECIL ST	Municipal Facil/Ceci
	12/31/2019	43.66	WE ENERGIES	10-7104-736-0222	WINNECONNE & GREEN B	Street Signal &/Stre
	12/31/2019	616.34	WE ENERGIES	10-7104-736-0222	DPW ELECTRIC TO 12/9	Street Signal &/Stre
CHECK TOTAL		2,304.23				

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