

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, April 26, 2021

TIME: 7:00 pm


LOCATION: Due to the Covid 19 Situation, the meeting will be held via ZOOM.

Meeting ID = 834 4799 5784 / Password = 255009 Phone Number: (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/83447995784?pwd=R2pGUmh0WEF0VnB6YkYwRmY3L08zUT09>

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES April 12, 2021 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. Winnebago County Solid Waste March 2021 Report.
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions April 26, 2021.
 - b. Facilities Superintendent Report, 1st Quarter 2021.
 - c. Fire Chief Report, 1st Quarter 2021
 - d. Appointments
 - Jody Andres, Donald Nussbaum, Peter Weyenberg to the Plan Commission for three -year terms beginning on May 1, 2021 and expiring on April 30, 2024.
 - James Pawlowski to Parks and Trails Committee for a three-year term beginning on May 1, 2021 and expiring on April 30, 2021.
 - Tom Wilde to the Fox Cities Area Room Tax Commission beginning June 1, 2021 and expiring on May 31, 2022.
 - Duane Sargent to the Sanitary District #2 Commission to fulfill the expiring term of Russel Gossen effective immediate and expiring on April 18, 2023.
 - e. Approve Resolution 2021-08 Zoning Map Amendment
 - Applicant: Town of Neenah
 - Agent: None
 - Location of Premises Affected: SOUTH OF 1497 COUNTY RD O
 - Tax Parcel No: 010-0211-01-04, 010-0218-05, 010-0218(p)
 - Explanation: Applicant is requesting a Zoning Map Amendment from I-1 (Light Industrial) and A-2 (General Agriculture) to A-2 for the creation of a new parcel.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Special Town Board and AD Hoc Committee Meeting , Tuesday April 27, 2021 at 4:00pm.
 - b. Parks and Trails Committee Meetings, Monday May 3, 2021 at 6:00pm.
 - c. Fire Department Business Meeting, Wednesday May 5, 2021 at 7:00 pm
 - d. Next Regular Town Board Meeting, Monday May 10, 2021 at 7:00 pm.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

Closed Session Contemplated: NO


Ellen Skerke, Clerk/Treasurer

TOWN OF NEENAH TOWN BOARD MEETING

April 12, 2021

Held via Zoom due to Covid 19, and at the Municipal Building, 1600 Breezewood Lane, Neenah WI

Present in Person: Chairman Robert Schmeichel, Supervisor Glenn Armstrong, Supervisor Brooke Cardoza, Supervisor James Weiss, Supervisor Thomas Wilde.

Also in Attendance in Person: Town of Neenah Sanitary District President Dan Osero, and Administrator-Clerk-Treasurer Ellen Skerke.

In Attendance via Zoom: Ben Hamblin, Ben Oitzinger, Don Nussbaum and one other guest.

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

Approval of Minutes

Motion: G. Armstrong / J. Weiss to approve March 22, 2021 meeting minutes.

Motion carried 4:0:1, T. Wilde abstained.

Public Forum

- None.

Public Forum for Recognized Municipal and County Officials

- Don Nussbaum, County Board Supervisor stated that the new County Board Executive would be sworn in soon.

Correspondence

- Winnebago County Solid Waste February 2021 Report.
- Building Permit Report – March 2021.
- American Transmission Company regarding project to rebuild transmission line.
- AT&T – Direct TV Franchise Fee

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions April 12, 2021.

- G. Armstrong questioned the amount of the Cummings invoice. E. Skerke to follow up with history on the generator repair and the contract for generator maintenance.

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

Motion Carried 5:0:0.

Treasurer's Report

Treasurer's Report, 1st Quarter 2021

- E. Skerke reviewed the first quarter 2021 Treasurer's report.

Motion: T. Wilde / B. Cardoza to accept.

Motion Carried 5:0:0.

Fire Department Personnel

Accept resignation of Fire Fighter Briar Hass effective April 12, 2021.

- E. King reported that Briar Hass submitted his letter of resignation, there are some pieces of apparel that need to be returned which he will follow up on.

Motion: B. Cardoza / J. Weiss to accept resignation of Briar Hass effective April 12, 2021.

Motion Carried 5:0:0.

R. Schmeichel thanked the E. King for inviting the Town Board to the Fire Fighter training on Saturday April 10th. He asked E. King to sign a joint Thank you letter to Dan and Nancy Brown thanking them for providing the department the opportunity.

Oakridge Road / Larsen Road

Accept McMahon Agreement for Topographic Survey Services Larsen Road and Oakridge Road, total cost is \$18,412.

Motion: G. Armstrong / J. Weiss to approve Resolution 2021-06 for the Conditional Use Permit Request.

- B. Hamblin reviewed the agreement and the three separate line items including Larsen Rd west of CTH CB, Oakridge Rd east of CTH CB and the City of Neenah portion from the maintenance line east to Green Bay Rd. AS with previous arrangements, the Town will manage the project and invoice the City for their portion.
- This agreement is for topographic survey work, the next step in the design process would be the actual design work.
- Discussion regarding Neenah Joint School District responsibility and Village of Fox Crossing responsibility.
- G. Armstrong reported the roads have a passing rating of 5.
- R. Schmeichel stated this would be a three-to-five-year project, this is only the first step to start the design process and get the plans to a shovel ready project status.
- G. Armstrong questioned where the funds to pay for the agreement will come from, what budget line item and could any be charged to stormwater.
- B. Hamblin stated that stormwater is a part of the project, he will have to look at the percentage that would be reasonable to charge to stormwater.
- R. Schmeichel stated that the American Rescue Plan Act (ARPA) funds may be eligible for some of the costs if associated to a sewer project.
- Discussion about Village of Fox Crossing and their responsibility to participate as they own half of the road of the annexed school district property.
- E. Skerke to follow up with the Village to find out what topographic work may have already been completed by the School District as part of the new high school project. B. Hamblin to follow up on what portion would be cost share with the Village.
- B. Hamblin stated this is a large project and would take several months to design, the goal is to have a design ready for a project to be completed in 2023 or later.
- R. Schmeichel / B. Cardoza rescinded their motion pending further information. E. Skerke and B. Hamblin to provide additional information related to the percent charged to stormwater, the village / school district portion, and a budget amendment to account for these costs.

Resolution – CTH CB / CTH JJ Roundabout

Approve Resolution 2021-07 In Support of Pedestrian Rapid Flashing Beacons at County Highway CB and County Highway JJ Proposed Roundabout.

- B. Cardoza stated that the Parks and Trails Committee is recommending approval of this resolution.
- G. Armstrong suggested that additional language be included to state that the County will manage continued maintenance costs of the flashing beacons.

Motion: J. Weiss / B. Cardoza to approve Resolution 2021-07 with additional language related to continued maintenance costs.

Motion Carried 5:0:0.

Proposed Signalization at Larsen Road and Neenah High School Drive

Update on Proposed Signalization at Larsen Road and the new Neenah High School Drive.

- E. Skerke updated the Board on the recent conversations about the potential signalization at Larsen Road, regardless of the Warrant Analysis and recommendation that signalization is warranted, Neenah Joint School District is not changing their original stance. The School District questioned the Village about a three way stop sign and why that was not considered.
- G. Armstrong stated a three-way stop sign might be a good compromise.
- R. Schmeichel is willing to have a conversation with Village President, Dale Youngquist and School Board President Brian Eply regarding this.

Future Agenda Topics and Meetings

- Town of Neenah Sanitary District #2 Meeting, Tuesday April 13, 2021 at 7:00 pm.
- Plan Commission Meeting, Monday April 19, 2021 at 7:00 pm.
- Annual Meeting, Tuesday April 20, 2021 at 7:00 pm.
- WTA – Winnebago County Unit Meeting Thursday April 22, 2021 at 6:30 pm, Town of Neenah
- Next Regular Town Board Meeting, Monday April 26, 2021 at 7:00 pm.

Unfinished Business

- R. Schmeichel stated he spoke with David Peck, the property owners and Winnebago County Planning and Zoning about the drainage issues on Hidden Acres Lane. G. Armstrong spoke to County Highway Department and he is waiting for a cost estimate for improvements.

New Business

- R. Schmeichel reported he received a phone call regarding trucks and cars parked on Rainbow Beach Road. G. Armstrong stated he received the same phone call.
- R. Schmeichel reported the same caller suggested the Town fix their portion of road on Rainbow Beach Rd. G. Armstrong to look at the concern.
- G. Armstrong stated that the memorial bench was completed, and will be installed soon, B. Hamblin is communicating with the donors regarding their commitment.
- E. Skerke reported that the City of Neenah is in need of an Interim-Clerk while they complete a search for a full time Clerk. She would like to consider taking the position for 5 – 10 hours a week for a 6-week period, but only if the Town Board has no objections. She would be excused from any meetings that might involve discussion about the Town of Neenah and she would be ineligible to apply for the full-time position. She further stated that her priority is the Town of Neenah and it would not require additional hours for the Deputy Clerk-Treasurer. There were no objections.

Adjourn Meeting

Motion: G. Armstrong / B. Cardoza to adjourn

Motion carried. Meeting adjourned at 8:04 pm.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT Pending Approval

Voucher List Authorization - April 26, 2021

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
3/23/2021	General MM	Checking	\$ 35,000.00	4-12-2021 Voucher List

Check Details:

Accounts Payable: \$ 35,470.13

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

Deposit Detail

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

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

Account Balances as of April 13, 2021 - after requested transfers per this Voucher List

Checking	\$	12,082
General MM	\$	1,323,757
Taxes Collected	\$	77,663
Impact Fee	\$	2,608
Tullar Rd Fund	\$	30,427
Storm Water	\$	649,662

_____ Schmeichel _____ Armstrong _____ Cardoza _____ Weiss _____ Wilde

Town of Neenah
Check Detail
April 26, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	04/26/20	27113	Aberdean Cons...		11010-0 · Checking Accou...	
Bill	04/26/20	54953		Invoice 54953	51420-4 · Office Expenses	-250.00
Bill	04/26/20	55395		Invoice 55395	51420-4 · Office Expenses	-250.00
TOTAL						-500.00
Bill P...	04/26/20	27114	Belson Outdoor...	Invoice 191289	11010-0 · Checking Accou...	
Bill	04/26/20	1912...		Purchase Order 1010	55201-3 · Parks Purchases f...	-2,316.52
TOTAL						-2,316.52
Bill P...	04/26/20	27115	Bowmar Apprai...	Town of Neenah 2021 ...	11010-0 · Checking Accou...	
Bill	04/26/20			Town of Neenah 2021 C...	51530-0 · Assessor Contract	-3,700.00
TOTAL						-3,700.00
Bill P...	04/26/20	27116	General Code		11010-0 · Checking Accou...	
Bill	04/26/20	PG0...		Payment #2 2021 Codif...	51111-1 · Codification	-1,751.80
TOTAL						-1,751.80
Bill P...	04/26/20	27117	Harters Fox Vall...	Invoice 0000332944	11010-0 · Checking Accou...	
Bill	04/26/20	0000...		Invoice 0000332944	53634-0 · Garbage Collectio...	-12,190.56
				Invoice 0000332944	53635-0 · Recycling	-3,825.08
TOTAL						-16,015.64
Bill P...	04/26/20	27118	Industrial Safet...		11010-0 · Checking Accou...	
Bill	04/26/20	56166		Invoice 56166	52210-3 · Fire Dept Supplies...	-178.00
Bill	04/26/20	56206		turn out gear bag	52210-9 · Fire Dept. New Eq...	-103.00
TOTAL						-281.00
Bill P...	04/26/20	27119	Lafin Lock & Key	Invoice 210413	11010-0 · Checking Accou...	
Bill	04/26/20	2104...		Invoice 210413	55200-3 · Parks - Supplies &...	-95.00
TOTAL						-95.00
Bill P...	04/26/20	27120	McMahon Asso...	Invoice 0922160	11010-0 · Checking Accou...	
Bill	04/26/20	0922...		Town GIS Support	53311-9 · Hwy - GIS	-288.00
				Invoice 0922160	51520-0 · Engineering Servic...	-4,090.50
TOTAL						-4,378.50
Bill P...	04/26/20	27121	Orkin	Invoice 210907659	11010-0 · Checking Accou...	
Bill	04/26/20	2109...		Invoice 210907659	51610-1 · Maintenance & Op...	-93.00
TOTAL						-93.00

Town of Neenah
Check Detail
 April 26, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	04/26/20	27122	Rainbow Play S...	Town of Neenah Bubbl...	11010-0 · Checking Accou...	
Bill	04/26/20			Town of Neenah Bubble ...	55200-3 · Parks - Supplies &...	-149.00
TOTAL						-149.00
Bill P...	04/26/20	27123	Trader Plumbing	Invoice 614	11010-0 · Checking Accou...	
Bill	04/26/20	614		Dewinterize Mahler Park	55200-4 · Parks - Water Ser...	-187.50
				Dewinterize Franzoi Park	55200-4 · Parks - Water Ser...	-187.50
TOTAL						-375.00
Bill P...	04/26/20	27124	Village of Fox C...		11010-0 · Checking Accou...	
Bill	04/26/20	13140		Feb Spring PRimary - Pu...	51440-2 · Election Expenses	-6.80
				April Spring PRimary - P...	51440-2 · Election Expenses	-8.30
TOTAL						-15.10
Bill P...	04/26/20	27125	WE Energies	Invoice 3666720893	11010-0 · Checking Accou...	
Bill	04/26/20	3666...		Mahler Park	55200-7 · Parks - WE Energi...	-90.94
				Invoice 3666720893	53420-0 · Street Lighting - Al...	-1,954.73
				Invoice 3666720893	55200-8 · Conservancy Park...	-84.32
				Franzoi	55200-7 · Parks - WE Energi...	-93.96
				Invoice 3666720893	51420-8 · MB Utilities	-667.84
TOTAL						-2,891.79
Bill P...	04/26/20	27126	Winnebago Cty...		11010-0 · Checking Accou...	
Bill	04/26/20	19387		Invoice 19387	53311-4 · Hwy Exp- Plowing	-1,304.16
				Invoice 19387	53311-2 · Hwy Exp - Mainten...	-774.35
				Sweep	53311-2 · Hwy Exp - Mainten...	-705.73
Bill	04/26/20	LF12...		Invoice LF129450	51610-1 · Maintenance & Op...	-47.00
TOTAL						-2,831.24
Bill P...	04/26/20	27127	Wisconsin Medi...	Invoice 0003787291	11010-0 · Checking Accou...	
Bill	04/26/20	0003...		Invoice 0003787291	51440-2 · Election Expenses	-76.54
TOTAL						-76.54

Resolution 2021-08

RESOLUTION
of the
Town Board of the Town of NEENAH
Winnebago County, Wisconsin

RE: Petition for the proposed zoning map amendment listed below affecting the Winnebago County Zoning Ordinance and the Official Map of the Town of NEENAH.

Applicant: TOWN OF NEENAH

Agent: None

Location of Premises Affected: SOUTH OF 1497 COUNTY RD O

Legal Description:

Being all of Outlot 1 of CSM-7472, located in the SE 1/4 of the NW 1/4, Section 20, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Current Zoning: I-1 Light Industrial; A-2 General Agriculture

Proposed Zoning: A-2 General Agriculture

Explanation:

Applicant is requesting a Zoning Map Amendment from I-1 (Light Industrial) and A-2 (General Agriculture) to A-2 for the creation of a new parcel.

Resolved, by the Town Board of the Town of NEENAH, Winnebago County, Wisconsin, that the above indicated proposed amendment to the Town/County Zoning Code (Chapter 23) be and the same is hereby

Approved Disapproved

Town Findings (Reasons):

1. The requested Zoning Map Amendment **DOES/DOES NOT** agree with the adopted plan. (Circle **DOES** or **DOES NOT**)

Other Findings:

I, Ellen Skerke, Town Clerk of the above named town, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Town Board of the Town of NEENAH.

DATED THIS _____ DAY OF _____, 20_____

SIGNED: _____

INITIAL STAFF REPORT

Sanitation: System Required; Private System

Overlays: Shoreland, Surface Water Drainage District, Wetlands

Current Zoning: I-1 Light Industrial, A-2 (General Agriculture)

Proposed Zoning: A-2 General Agriculture

Surrounding Zoning:

North: R-2

South: I-1

East: I-1

West: I-1

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER / APPLICANT

Describe Present Use(s): Municipal Storm Water Pond

Describe Proposed Use(s): Municipal Storm Water Pond

Describe The Essential Services For Present And Future Uses: None required

Describe Why The Proposed Use Would Be The Highest And Best Use For The Property:

The Town of Neenah constructed a municipal storm water pond in 2020 across three parcels that the Town owned. The storm water pond extends across parcel 010-02110104, 010-021805 and part of 010-0218. The Town would like to record a Certified Survey Map to combine these three parcels into a single parcel that incorporates the entirety of the storm water pond.

Describe The Proposed Use(s) Compatibility With Surrounding Land Uses:

Surrounding areas include the DOT wetland mitigation site which is zoned A-2 and the remaining portion of parcel 010-0218 owned by the Town of Neenah which is also zoned A-2

SECTION REFERENCE AND BASIS OF DECISION

23.7-5 Basis of decision

(b) **Zoning map amendment initiated by a property owner.** If a proposed zoning map amendment is initiated by a property owner and would change the zoning classification of a parcel not classified as A-1, the Planning and Zoning Committee in making its recommendation and the Board of County Supervisors in making its decision shall consider the following factors:

- (1) whether the amendment is consistent with the county's comprehensive plan, including any future land use maps or similar maps;
- (2) the extent to which the lot and structures on the subject property conform to the dimensional standards that apply to the proposed zoning district; and
- (3) any other factor not specifically or generally listed, but deemed appropriate by the committee or board given the particular circumstances.

ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP No. 7472 RECORDED AS DOCUMENT No. 1787976, AND PART OF LOT 1 OF CERTIFIED SURVEY MAP No. 4998 AS RECORDED IN VOLUME 1 OF MAPS ON PAGE 4998 AS DOCUMENT NO. 1180642, AND PART OF LOT 2 OF CERTIFIED SURVEY MAP No. 4342 AS RECORDED IN VOLUME 1 OF MAPS ON PAGE 4342 AS DOCUMENT NO. 1070011, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

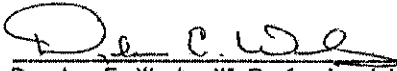
I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S-2327, certify that I have surveyed, divided and mapped all of Outlot 1 of Certified Survey Map No. 7472 recorded as Document No. 1787976, and part of Lot 1 of Certified Survey Map No. 4998 as recorded in Volume 1 of Maps on Page 4998 as Document No. 1180642, and part of Lot 2 of Certified Survey Map No. 4342 as recorded in Volume 1 of Maps on Page 4342 as Document No. 1070011, located in the Northeast 1/4 of the Southwest 1/4 and the Southeast 1/4 of the Northwest 1/4 of Section 20, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin containing 584,673 Square Feet (13.422 Acres) of land more or less being more fully described as follows:

Commencing at the West 1/4 corner of said SECTION 20; Thence N89°34'45"E (recorded as N89°34'43"E & N89°49'20"E), 1409.95 feet (recorded as 1725.366' TPP Plat No. 1517-07-21-4.29) along the South line of the Northwest 1/4 of said SECTION 20 to the Point of Beginning; Thence continue N89°34'45"E (recorded as N89°34'43"E & N89°49'20"E), 432.24 feet along said South line to the Southwest corner of said Outlot 1; Thence N39°12'26"E, 433.15 feet along the West line of said Outlot 1 to the Northwest corner thereof; Thence S50°59'40"E, 445.93 feet (recorded as S51°00'10"E, 433.31') along the Northerly line of said Outlot 1 and the Northerly line of said Lot 2 to a Point on the North line of Parcel 250 Transportation Project No. 1517-07-21-4.29; Thence S26°26'44"W, 370.50 feet (recorded as 370.46 feet) along the North line of said Parcel 250; Thence N39°12'26"E, 433.15 feet along the West line of said Parcel 250; Thence S62°29'11"W, 166.22 feet along the North line of said Parcel 250; Thence S79°03'15"W, 429.44 feet along the North line of said Parcel 250; Thence N41°08'55"W, 230.90 feet along the North line of said Parcel 250; Thence N01°01'50"E, 432.92 feet along the North line of said Parcel 250 to the Point of Beginning

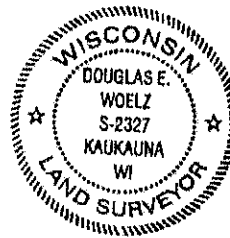
That I have made this survey by the direction of the Owners of said Land.

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

Given under my hand and seal this 17th day of September, 2020.



Douglas E. Woelz, WI Professional Land Surveyor S-2327



NOTE

Outlot 1 of Certified Survey Map No. 7472 subject to an Agreement for Storm Water and Fire Protection Water Testing. Said Agreement will be per a separate document between Owner of Lot 3 Certified Survey Map No. 7472 and Outlot 1. Agreement shall be for the benefit of Lot 3 for Storm water discharge and for Fire Protection Equipment testing (retrieval and discharging of clean water).

NOTES

- THIS CERTIFIED SURVEY MAP IS ALL OF PARCEL ID.S 01002110104 & 010021805 AND PART OF 0100218.
- THE PROPERTY OWNER OF RECORD IS THE TOWN OF NEENAH
- THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN PROPERTY DESCRIBED IN DOCUMENT No. 1085753 (010021805 & 0100218) LESS DOCUMENT NO. 1681186 & DOCUMENT No. 1801637 (01002110104)

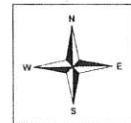


Application #21-ZC-5630

Date of Hearing:
April 27, 2021

Owner(s):
TOWN OF NEENAH

Subject Parcel(s):
01002110104



Winnebago County
WINGS Project

Scale
1 inch : 300 feet

County Zoning Districts

R-1	PDD	B-1
R-2	A-1	B-2
R-3	A-2	B-3
R-4	I-1	M-1
R-8	I-2	Town Zoning

City of Oshkosh Extraterritorial
Zoning Jurisdiction

Incorporated Area

