

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, May 24, 2021

TIME: 7:00 pm

LOCATION: 1600 Breezewood Lane

This meeting will also be offered virtually via ZOOM.

Meeting ID = 812 727 7237 / Password = 003794 Phone Number: (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/81207277237?pwd=V08vVXJTYmFRbWVsNmgyWnRjNEJ4Zz09>

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES May 10, 2021 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. Winnebago County Recycling Report – April 2021.
 - b. Winnebago County Planning and Zoning Notice of Violation - Woodside Court: chickens.
 - c. Winnebago County Planning and Zoning Notice of Violation - Oakridge Place: shed without a permit.
 - d. Fire Department Financial Reports March and April 2021.
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions May 24, 2021
 - b. Discuss Road right of way drainage at 1542 Hidden Acres Lane.
 - c. Fire Chief Report, 1st Quarter 2021
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Office Closed – Monday May 31, 2021 for Memorial Day Holiday
 - b. Board of Review Wednesday June 3, 2021 1:00pm – 3:00pm.
 - c. Town of Neenah Fire Department Business Meeting Wednesday June 3, 2021 at 7:00pm.
 - d. Parks and Trails Committee Meeting , Monday June 7, 2021 6:00 pm Conservancy Park
 - e. Sanitary District #2 Meeting Tuesday June 8, 2021 at 7:00 pm.
 - f. Next Town Board Meeting Monday June 14, 2021 at 7:00 pm.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

Closed Session Contemplated: NO



Ellen Skerke, Clerk/Treasurer
May 20, 2021

Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 725-0916. A quorum of other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on May 20, 2021 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane, and posting boards located at 714 Milkweed Ct, 1674 South Park Avenue and Oakridge Place

Voucher List Authorization - May 24, 2021

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
5/25/2021	General MM	Checking	\$ 17,000.00	5-24-21 Vouchers

Check Details:

Accounts Payable: \$ 25,220.50

Payroll	Gross Payroll	\$	-
	Expense Reimburse	\$	884.40
	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 May 25, 2021 - after requested transfers per this Voucher List

Checking	\$	5,974
General MM	\$	1,272,107
Taxes Collected	\$	77,663
Impact Fee	\$	2,608
Tullar Rd Fund	\$	30,436
Storm Water	\$	649,849

_____ Schmeichel _____ Armstrong _____ Cardoza _____ Weiss _____ Wilde

Town of Neenah
Check Detail
 May 24, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	05/24/20:	27148	Aberdean Cons...		11010-0 · Checking Accou...	
Bill	05/24/20:	57882		monthly service	51420-4 · Office Expenses	-250.00
TOTAL						-250.00
Bill P...	05/24/20:	27149	Beck's Quality ...		11010-0 · Checking Accou...	
Bill	05/24/20:	6309		Franzoi Park kitchenette ...	55200-3 · Parks - Supplies &...	-688.00
TOTAL						-688.00
Bill P...	05/24/20:	27150	BP Neenah Sta...	52210-4	11010-0 · Checking Accou...	
Bill	05/24/20:				52210-4 · Fire Dept. Fuel	-46.34
TOTAL						-46.34
Bill P...	05/24/20:	27151	Cowling Proper...		11010-0 · Checking Accou...	
Bill	05/24/20:	2960		Feb and March extra ho...	55200-3 · Parks - Supplies &...	-540.00
TOTAL						-540.00
Bill P...	05/24/20:	27152	Fox Valley Tech...		11010-0 · Checking Accou...	
Bill	05/24/20:	6358...		Dorton EMR with CPR	52300-1 · First Resp. Trainin...	-337.80
TOTAL						-337.80
Bill P...	05/24/20:	27153	Harters Fox Vall...		11010-0 · Checking Accou...	
Bill	05/24/20:	3382...			53634-0 · Garbage Collectio...	-12,199.28
Bill	05/24/20:	3382...			53635-0 · Recycling	-3,827.74
Bill	05/24/20:	3382...			55200-6 · Parks - Harter's - ...	-178.00
TOTAL						-16,205.02
Bill P...	05/24/20:	27154	Industrial Safet...		11010-0 · Checking Accou...	
Bill	05/24/20:	53238		Invoice 53238	52210-9 · Fire Dept. New Eq...	-432.58
Bill	05/24/20:	56282		Invoice 56282	52210-9 · Fire Dept. New Eq...	-34.99
TOTAL						-467.57
Bill P...	05/24/20:	27155	McMahon Asso...		11010-0 · Checking Accou...	
Bill	05/24/20:	9225...		prelim NHS consulting s...	51520-0 · Engineering Servic...	-137.00
Bill	05/24/20:	0922...			6-59200 · Stormwater - Engi...	-96.00
TOTAL						-233.00
Bill P...	05/24/20:	27156	NCI		11010-0 · Checking Accou...	
Bill	05/24/20:	AR2...		replacement of fire dept ...	48000-0 · Misc.Revenue	-427.46
TOTAL						-427.46

Town of Neenah

Check Detail

May 24, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	05/24/20:	27157	Oshkosh Fire a...		11010-0 · Checking Accou...	
Bill	05/24/20:	1840...		Invoice 184041	52210-3 · Fire Dept Supplies...	-235.00
Bill	05/24/20:	1839...			52210-2 · Fire Dept. Vehicle ...	-171.00
Bill	05/24/20:	1833...			52200-0 · Fire Protection - S...	-186.80
Bill	05/24/20:	1838...			52210-3 · Fire Dept Supplies...	-37.75
Bill	05/24/20:	1839...			52210-3 · Fire Dept Supplies...	-37.75
TOTAL						-668.30
Bill P...	05/24/20:	27158	Reed, Colleen		11010-0 · Checking Accou...	
Bill	05/24/20:			mulch for CB Trail head	55200-3 · Parks - Supplles &...	-56.13
TOTAL						-56.13
Bill P...	05/24/20:	27159	Staples Advant...		11010-0 · Checking Accou...	
Bill	05/24/20:	multi...		election board	51440-2 · Election Expenses	-30.16
					51420-4 · Office Expenses	-104.56
TOTAL						-134.72
Bill P...	05/24/20:	27160	WE Energies		11010-0 · Checking Accou...	
Bill	05/24/20:	5/10/...		mahler park	55200-7 · Parks - WE Energi...	-80.18
				street lights	53420-0 · Street Lighting - Al...	-1,823.47
				Hidden Acres	53420-0 · Street Lighting - Al...	-133.93
				Conservancy	55200-8 · Conservancy Park...	-367.45
				Franzoi Park	55200-7 · Parks - WE Energi...	-70.61
				Municipal Building - timl...	51420-8 · MB Utilities	-1,228.75
TOTAL						-3,704.39
Bill P...	05/24/20:	27161	Winnebago Cty....		11010-0 · Checking Accou...	
Bill	05/24/20:	19538			53311-2 · Hwy Exp - Mainten...	-1,001.13
					6-57200 · Stormwater Draina...	-460.64
TOTAL						-1,461.77

Town of Neenah
Check Detail
 May 27, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	05/27/20	DD1...	Davis, Douglas	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51610-1 · Maintenance & Op...	-6.28
				Direct Deposit	52210-2 · Fire Dept. Vehicle ...	-11.00
				Direct Deposit	2110 · Direct Deposit Liabiliti...	17.28
TOTAL						0.00
Payc...	05/27/20	DD1...	King, Edmund	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52300-1 · First Resp. Trainin...	-15.12
				Direct Deposit	51610-1 · Maintenance & Op...	-64.27
				Direct Deposit	52210-3 · Fire Dept Supplies...	-491.47
				Direct Deposit	52210-2 · Fire Dept. Vehicle ...	15.00
				Direct Deposit	52200-1 · Fire Dues Payment	-95.00
				Direct Deposit	52210-9 · Fire Dept. New Eq...	-158.47
				Direct Deposit	2110 · Direct Deposit Liabiliti...	809.33
TOTAL						0.00
Payc...	05/27/20	DD1...	Plier, Christoph...	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52210-3 · Fire Dept Supplies...	-31.59
				Direct Deposit	52210-4 · Fire Dept. Fuel	-26.20
				Direct Deposit	2110 · Direct Deposit Liabiliti...	57.79
TOTAL						0.00

TOWN OF NEENAH TOWN BOARD MEETING

May 10, 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 Brooke Cardoza, Supervisor James Weiss and Supervisor Thomas Wilde.

Present Via Zoom: Supervisor Glenn Armstrong.

Also in Attendance in Person: Peg Vaughan, Lonnie Bennet, Ed King, Cyndi Pleshek, Chris Plier, Nathan Simington, Dan Osero, Henry Schultz, Irik Lloyd, Chad Dolphin and Administrator-Clerk-Treasurer Ellen Skerke.

In Attendance via Zoom: Ben Hamblin, Laurie Denee, Carrie Sturn, Tim Kernen, Sara Kosmiki.

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

Approval of Minutes

Motion: B. Cardoza / T. Wilde to approve April 26, 2021 meeting minutes.

G. Armstrong requested clarification on public forum to add zoning map amendment to item on County Board agenda.

Motion carried 5:0:0.

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- Fire Chief King introduced several individuals that responded to two medical incidents in the last few weeks, during which these First Responders administered life-saving measures saving the lives of two individuals. The following First Responders involved in the incidents introduced themselves:
 - Lieutenant Nathen Simington, has been with the Fire Department for 3 years
 - Captain Chris Plier, has been with the Fire Department 17 years
 - First Responder Cyndi Pleshek, 22 years as First Responder
 - Lieutenant Henry Schulz, has been with the Fire Department for 5 years.
 - Lieutenant Irik Lloyd, training office, has been with the Fire Department for 5 years.
 - Captain Dan Osero, has been with the Fire Department for 10 years.
- Chairman Schmeichel thanked the individuals on behalf of the Town Board and Community for their dedication to the Community.

Correspondence

- Building Permit Report – April 2021.

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions May 10, 2021.

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

Motion Carried 5:0:0.

Larsen Road / Oakridge Road Agreements related to potential Road Reconstruction

Accept McMahon Agreement for Topographic Survey Services on Larsen Road from intersection of Larsen Road and Clayton Avenue east to CTH CB roundabout, in conjunction with topographic survey

completed by Neenah Joint School District for the area on Larsen Road adjacent to NJSD property, total cost of \$6,600.00.

- B. Hamblin reviewed the agreement, based on the previous conversation at a Town Board meeting, the Town obtained the paper copy of topographic survey work along Larsen Road that Neenah Joint School District (NJSD) completed for their high school project. This revised agreement includes a provision that NJSD permits their surveyor, Point of Beginning, to provide the 3d civil electronic files for the topographic survey work they completed to be incorporated with McMahon's work.

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

Motion Carried 5:0:0.

Accept McMahon Agreement for Topographic Survey Services for Oakridge Road, CTH CB east to City Municipal Boundary and Tullar Road for a cost of \$5,416.00 and City Municipal Boundary and Tullar Road east to Green Bay Road for a cost of \$4,742.00 to be reimbursed by the City of Neenah.

- B. Hamblin described the scope of the work and the City of Neenah's portion.
- E. Skerke stated she has talked with Gerry Kaiser, City of Neenah Public Works Department head and he is interested in partnering but has not committed.
- R. Schmeichel stated that his conversations with the City of Neenah have also been positive in that they would participate.
- E. Skerke stated that the STP-Rural Funding program for 2022-2027 was recently released, she will work with McMahon Engineering to learn more about the program and start the grant application process.
- E. Skerke stated that we will need a Budget Amendment but first will have to determine what portion of this cost is related to Stormwater.

Motion: G. Armstrong / J. Weiss to approve topographic survey work on Oakridge Road from CTH CB roundabout east to Town of Neenah maintenance line in the amount of \$5,416.00.

Motion Carried 5:0:0.

Appointments

Appoint Lonnie Bennet and Margaret (Peg) Vaughan to the Town of Neenah Personnel Committee for three-year terms effective May 10, 2021 – April 30, 2024.

- Lonnie Bennet introduced himself and gave a brief background of his history including living in the Town for three years, formerly worked as Director of IT for Menasha Corporations, he is a licensed attorney, does legal work, IT consulting, business consulting and cyber security consulting.
- Margaret (Peg) Vaughan introduced herself and gave a brief background of her history including living in the Town for five years and the community is important to her. She has many years of experience in human resources and personnel administration. She looks forward assisting in building the personnel system from the ground up.

Motion: G. Armstrong / B. Cardoza to appoint Lonnie Bennet and Margaret Vaughan to the Personnel Committee.

Motion Carried 5:0:0.

Appoint Laurie Dennee to the Town of Neenah Personnel Committee for a two-year term effective May 10, 2021 – April 30, 2023.

- Laurie Dennee introduced herself and gave a brief background of her history including living in the Town for seven year, having worked in Human Resources for her entire career including Menasha Corporation for 17 years and currently as Vice President of Human Resources for the Community Blood Center.

Motion: B. Cardoza / T. Wilde to appoint Laurie Dennee to the Personnel Committee.
Motion Carried 5:0:0.

Appoint David Bluma as Weed Commissioner for a one-year term effective May 10, 2021 – April 30, 2022.

Motion: J. Weiss / B. Cardoza to appoint David Bluma as Weed Commissioner.
Motion Carried 5:0:0.

Roads and Stormwater Superintendent Report

Roads and Superintendent Report 1st Quarter 2021

- G. Armstrong reported that the 2021 budget is in good shape right now.
- We had a mild winter spending \$24,000 out of the \$60,000 budget this far this year.
- The maintenance expense thus far has been the brushing on Town Roads.
- Estimates we recently received from the County include:
 - Chip Sealing, estimate \$80,000, versus budget of \$62,000.
 - Carey Court estimate of \$16,000 versus budget of \$11,000.
 - Acco Avenue estimate of \$42,000 versus budget of \$30,000.
- We will have to do some juggling and may need to eliminate a few of the larger projects.
- Larsen and Oakridge, we will continue to patch and do what is needed until we make decisions about future major reconstruction.
- Cheryl Ann, want to manage drainage there before managing the road.
- The drainage on Kappel Drive needs to be looked at but we will have to go through private property to get that area to drain properly. He is looking at a pulverize and resurface this in 2023.
- J. Weiss questioned if we notify residents prior to chip sealing, G. Armstrong responded yes.
- G. Armstrong reviewed the line item for estimate of \$8,300 on Hidden Acres Lane. The new property owner would like to add a culvert and fill in their ditch to level out their property. Winnebago County provided an estimate to fill in some of it but they would like to keep some are open and need to have a clean out. Additionally, a second resident is requesting the same thing. The problem is once we start it impact the MS4 requirements and we need to keep the ditches and swales open.
- G. Armstrong stated that we continue to receive complaints about water in ditches but that is what ditches are designed for and there are times that there will be standing water in the ditches.

Fire Department presentation

Fire Department presentation on WI MABAS system

- R. Schmeichel reported that this item will be delayed until a future Town Board Meeting.

Fire Department Personnel

Accept Fire Department Applications for Bryston Hickman, Mackenzie Kimball, Ayden Lloyd effective May 10, 2021.

- Asst. Chief Chad Dolphin reviewed the applicant's credentials and recommends each of the above for hire.
- J. Weiss requested that the new hires come to a future Town Board meeting to introduce themselves.

Motion: J. Weiss / B. Cardoza to accept.
Motion Carried 5:0:0.

Liquor License

Approve Temporary Class "B" / "Class B" Retailer's License for Future Neenah, Farm to Table Event at Mahler Park on August 19, 2021.

Motion: B. Cardoza / J. Weiss to accept.
Motion Carried 5:0:0.

CTH "O" Pond

Authorize McMahon to prepare Final Pay Certificate to Soper Excavating for CTH "O" Pond Construction.

Motion: R. Schmeichel / B. Cardoza to make final payment

- R. Schmeichel believes it is the responsibility of the contractor to manage the issues related to the blasting situation and that should not hold up our final payment to the contractor.
 - G. Armstrong reported that the silt fencing was not yet removed, his suggestion is that final payment approved contingent upon removal of the silt fencing and contingent upon satisfaction that the residents impacted by the blasting issue are settled and satisfied.
 - R. Schmeichel stated the contractor, and their insurance company are responsible for taking care of the blasting situation.
 - E. Skerke stated that we do not have the final pay certificate and that would still come to the Town Board prior to final payment.
 - G. Armstrong to follow up with Soper Excavating to find out the status of the insurance claims.
 - T. Wilde stated that holding off the final payment is our leverage to ensure that Town residents are satisfied.
- R. Schmeichel / B. Cardoza rescind the motion to approval final payment.

Credit Card Processing

Discuss Contract for Services with Gila LLC, d/b/a Municipal Services Bureau (MSB) for credit card processing services.

- E. Skerke presented a plan for accepting online credit card payments for real estate tax payments based on Winnebago County's service provider. There is an option to add additional online credit card processing services for items such as pet licensing, permit fees, park rentals and sanitary user fees, but there will be a \$99 annual fee for these added services.
- B. Cardoza questioned if we would have to involve TownWeb Design to accommodate the option for online payments. E. Skerke responded for tax payments, no but she would have to confirm with MSB and with TownWeb for the additional option.
- E. Skerke has not run the contract through Matt Parmentier.
- General Consensus was this is worth pursuing for further consideration.

Covid19 Protocol

Discuss Covid19 protocol at Town of Neenah Municipal Building

- R. Schmeichel stated it is a hybrid type situation in the building. He is not wearing a mask, and based on the new CDC guidelines the mask mandates are changing. Winnebago County Health Department is advising the continuance of mask wearing.
- E. Skerke stated that in the office she and Elizabeth are not wearing a mask unless someone from the public comes into the office. They will continue to put on a mask when someone from the public comes in, unless they are comfortable with us removing the mask, we will continue to wear one.
- G. Armstrong stated that mask wearing should be optional.
- General consensus is that mask wearing in the building is optional.

Future Agenda Topics and Meetings

- Special Town Board and AD Hoc Committee Meeting , Tuesday May 11, 2021 at 4:00pm.
- Town of Neenah Sanitary District No.2 Meeting Tuesday May 11, 2021 at 7:00 pm.
- ~~Plan-Commission Meeting, Monday May 17, 2021, Cancelled.~~
- Open Book , conducted via telephone Friday May 21, 2021 12:00pm – 2:00 pm.
- Next Regular Town Board Meeting, Monday May 24, 2021 at 7:00 pm.

Unfinished Business

- G. Armstrong reported that the DeKeyser Bench dedication went well on Saturday May 1. Thank you to Ellen Skerke and Kristi Armstrong for organizing the dedication, Jan and her family were surprised and thankful.
- E. Skerke sent an email out from WUTE regarding a draft bill that they are supporting, keep an eye on this bill and if they ask for our support please make the phone calls as requested.
- E. Skerke stated that she would like to get a Stormwater Utility District Board meeting on the calendar, after following up with Nick Van DeHey on his availability, she will send a note to the Board.

New Business

- None.

Adjourn Meeting

Motion: J. Weiss / T. Wilde to adjourn

Motion carried. Meeting adjourned at 8:15 m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT Pending Approval

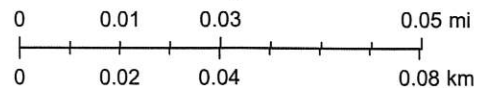
Site Map



5/22/2021, 11:15:18 AM

1:1,500

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Tax Parcel Boundary
- Road ROW



Winnebago County GIS, Imagery Date: April 2020