

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

**DATE:** Monday, June 14, 2021

**TIME:** 7:00 pm

**LOCATION:** 1600 Breezewood Lane

This meeting will also be offered virtually via ZOOM.

Meeting ID = 814 4175 8548 / Password = 845195 Phone Number: (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/81441758548?pwd=cE5yMllyM0l5WThUNE96Q2poT0RyQT09>

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES May 24, 2021 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. ECWRPC Notice of 2045 Regional Comprehensive Plan Update.
  - b. WI Department of Natural Resources Notice of Pending Application for Proposed Bridges.
  - c. Building Permit Report – May 2021
6. DISCUSSION / ACTION
  - a. Approve Vouchers, Payroll and Bank Transactions June 14, 2021.
  - b. Presentation by Dr. Mary Pfeiffer, Superintendent Neenah Joint School District, on the new neeh high school project.
  - c. Approve Resolution 2021-09 Resolution Supporting the Restoration of Recycling Grant Funding.
  - d. Accept Contract with Lakeshore Cleaners for CTH "O" Pond Seeding in the amount of \$35,542.10
  - e. Approve Town of Neenah Park and Trail Security Camera Guidelines.
  - f. Discuss and possible action on various Wisconsin Department of Transportation Local Road Improvement Programs.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Personnel Committee Meeting, Tuesday June 15, 2021 at 2:15 pm.
  - b. Public Hearing and Plan Commission Meeting, Monday June 21, 2021 at 7:00 pm.
  - c. Next Town Board Meeting Monday June 28, 2021 at 7:00 pm.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

**Closed Session Contemplated: NO**



Ellen Skerke, Clerk/Treasurer  
June 10, 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 June 10, 2021 at [www.townofneenah.com](http://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

## TOWN OF NEENAH TOWN BOARD MEETING

May 24, 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 and Supervisor Thomas Wilde.

**Also in Attendance in Person:** Don Nussbaum, Jim Pawlowski, Fire Chief Ed King, Melinda Cranwell, Tom Cranwell, Dave Peck, Sue Peck, and Administrator-Clerk-Treasurer Ellen Skerke.

**In Attendance via Zoom:** Tim Kernen, Carrie Sturn

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 May 10, 2021 meeting minutes.

G. Armstrong had two minor corrections.

Motion carried 5:0:0.

### Public Forum

- Dave Peck, 594 Plummers Harbor Rd, stated he would like to speak about the Hidden Acres agenda item. He stated that the white stripe for the walking trail on Maple Lane needs to be repainted. G. Armstrong responded that it is on the schedule. He stated that he spoke with G. Armstrong about lot #5 in Hidden acres, when the landscaping was completed, there is too much dirt in the ditch and does not allow water to flow. R. Schmeichel stated this will be discussed later.

### Public Forum for Recognized Municipal and County Officials

- Don Nussbaum, Winnebago County Board Supervisor stated the Town's request to amend the zoning on the lot with the stormwater pond passed. He also stated that a Town of Neenah resident, Lauren Meyer was awarded one of the County scholarships. B. Cardoza requested that we include Lauren in the Town Newsletter resident Spotlight feature.

### Correspondence

- Winnebago County Recycling Report – April 2021.
- Winnebago County Planning and Zoning Notice of Violation - Woodside Court: chickens.
- Winnebago County Planning and Zoning Notice of Violation - Oakridge Place: shed without a permit.
- Fire Department Financial Reports March and April 2021.

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions May 24, 2021.*

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

Motion Carried 5:0:0.

#### **Fire Department Quarterly Report**

*Fire Chief Report, 1<sup>st</sup> Quarter 2021.*

- Chief King reviewed the first quarter 2021 activities in the Fire Department:
- Presented several charts of information with statistics related to Fire Department call volume in the first quarter of 2021.

- Reviewed two incidents that resulted in substantial dollar loss including a call to the Pierce Manufacturing facility on the Ogden property and at the N&M Trucking location.
- Assisted Town of Clayton in grass fires.
- Fire Department staff has been organizing the Apparatus Bay, they purchased a new clothes dryer, the used Fire Department funds to upgrade the trailer.
- The Department needs to work on their technology needs including computers, hardware etc.

### **Drainage at 1542 Hidden Acres Lane**

#### *Discuss Road Right-of-Way Drainage at 1542 Hidden Acres Lane*

- R. Schmeichel reviewed the current drainage situation near 1542 Hidden Acres Lane and the past at the adjacent property where there were numerous sinkholes which were very challenging to correct. He property has a great deal of water pumped out through the sump pump adding to the sink hole problem, The solution was to install a mini storm sewer in the road right-of-way, which the Town paid for.
- The property at 1542 Hidden Acres Lane is not quite the same situation, the home is raised up, however it is built closer to the road as needed to avoid the wetlands. The goal is to have the ditch function properly within our MS4 guidelines while still having it look aesthetically pleasing.
- R. Schmeichel stated the estimate from Winnebago County Highway Department is \$8,300 for a mini-storm at 1542 Hidden Acres Lane.
- Melinda Cranwell, 1542 Hidden Acres Lane spoke regarding her request for the Town to install the mini storm sewer. She and her husband would like to work with the Town and cost share in the project, she is asking for permission to install the mini storm and asking for the Town to share in the cost.
- G. Armstrong stated the adjoining property had an issue with sink holes and the volume of water they pump out of the sump pump. 1542 does not have the same issues. He is in favor of leaving the ditch as is, however if the Board chooses to fill in the ditch, the Town should not pay for that.
- General discussion about the neighborhood in general, water concerns and aesthetic concerns.
- M Cranwell stated if they are given permission, they would consider a 50-50 cost share.

**Motion:** G. Armstrong / B. Cardoza to approve enclosing the drainage ditch in the road right-of-way in front of 1542 Hidden Acres Lane, the Town will contract with the County to complete the work at the cost of the property owner at 1542 Hidden Acres Lane.

Motion Failed 2:3:0

Roll Call Vote, Armstrong: Yes, Cardoza: Yes, Weiss: No, Wilde: No, Schmeichel: No.

**Motion:** R. Schmeichel / J. Weiss to approve enclosing the drainage ditch in the road right-of-way in front of 142 Hidden Acres Lane, the Town to contract with the County for the work. The Town to pay 1/3 of the cost and the property owners of 1542 Hidden Acres Lane to pay 2/3 of the cost.

Motion Carried 3:2:0.

Roll Call Vote Armstrong: No, Cardoza: No, Weiss: Yes, Wilde: Yes, Schmeichel: Yes.

### **Future Agenda Topics and Meetings**

- Office Closed – Monday May 31, 2021 for Memorial Day Holiday
- Board of Review Wednesday June 3, 2021 1:00pm – 3:00pm.
- Town of Neenah Fire Department Business Meeting Wednesday June 3, 2021 at 7:00pm.
- Parks and Trails Committee Meeting , Monday June 7, 2021 6:00 pm Conservancy Park
- Sanitary District #2 Meeting Tuesday June 8, 2021 at 7:00 pm.

- Next Town Board Meeting Monday June 14, 2021 at 7:00 pm.

**Unfinished Business**

- None

**New Business**

- None.

**Adjourn Meeting**

**Motion:** J. Weiss / T. Wilde to adjourn

Motion carried. Meeting adjourned at 8:30 pm.

Respectfully submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer

Approved: DRAFT Pending Approval

# Voucher List Authorization - June 14, 2021

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
6/15/2021	General MM	Checking	\$ 55,000.00	6-14-2021 Vouchers

## Check Details:

Accounts Payable: \$ 59,510.25

<b>Payroll</b>	Gross Payroll	\$	14,279.45
	Expense Reimburse	\$	273.80
	Net Payroll	\$	12,616.67

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
5-3-0221	General MM	\$ 5,918.20	Personal Property Aid
5/18/2021	Checking	\$ 9,219.08	General
5/28/2021	General MM	\$ 10,475.37	Recycling Grant and others
5/31/2021	various	\$ 603.57	Interest earned

## Paid via Bank Transfer:

<b>Nationwide:</b>	\$	1,198.83
<b>Wisconsin Retirement:</b>	\$	681.08
<b>Federal Tax/Medicare:</b>	\$	1,358.70
<b>State Taxes:</b>	\$	383.66
<b>Wisconsin Health Insurance</b>	\$	891.80

## Account Balances as of June 15, 2021 - after requested transfers per this Voucher List

<b>Checking</b>	\$	8,997
<b>General MM</b>	\$	1,224,667
<b>Taxes Collected</b>	\$	77,683
<b>Impact Fee</b>	\$	2,609
<b>Tullar Rd Fund</b>	\$	30,446
<b>Storm Water</b>	\$	650,042

\_\_\_\_\_ Schmeichel    \_\_\_\_\_ Armstrong    \_\_\_\_\_ Cardoza    \_\_\_\_\_ Weiss    \_\_\_\_\_ Wilde

6:28 AM  
06/12/21

Town of Neenah  
Check Detail  
June 7 - 14, 2021

Accounts Payable  
\$59,510.25

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	06/14/20:	27163	BP Neenah Sta...	52210-4	11010-0 · Checking Accou...	
Bill	06/14/20:	May ...			52210-4 · Fire Dept. Fuel	-204.66
TOTAL						-204.66
Bill P...	06/14/20:	27164	CliftonLarsonAl...	Bal due	11010-0 · Checking Accou...	
Bill	06/14/20:	2790...		Bal due	51510-0 · Auditor	-427.48
TOTAL						-427.48
Bill P...	06/14/20:	27165	Cowling Proper...		11010-0 · Checking Accou...	
Bill	06/14/20:	3066			55200-1 · Parks - Cowling Pr...	-6,500.00
			Cabinet counter top insta...		55200-3 · Parks - Supplies &...	-789.98
			Install berm and mulch		55200-3 · Parks - Supplies &...	-1,880.00
					55200-3 · Parks - Supplies &...	-1,098.00
Bill	06/14/20:	3071		June 2021 Services	55200-1 · Parks - Cowling Pr...	-6,500.00
TOTAL						-16,767.98
Bill P...	06/14/20:	27166	Curtis Construc...	Escrow return 201 Fury...	11010-0 · Checking Accou...	
Bill	06/14/20:			Escrow return 201 Fury Ln	44310-0 · Building Permits	-300.00
TOTAL						-300.00
Bill P...	06/14/20:	27167	Dempsey Law F...	Boundary negot	11010-0 · Checking Accou...	
Bill	06/14/20:	May ...		Boundary negotiation	51300-0 · Legal Services	-1,817.00
TOTAL						-1,817.00
Bill P...	06/14/20:	27168	Eagle Engravin...	52210-3	11010-0 · Checking Accou...	
Bill	06/14/20:	2021...			52210-3 · Fire Dept Supplies...	-220.05
TOTAL						-220.05
Bill P...	06/14/20:	27169	Fox Cities Cha...	membership	11010-0 · Checking Accou...	
Bill	06/14/20:	60442		membership	51120-0 · Membership / Se...	-400.00
TOTAL						-400.00
Bill P...	06/14/20:	27170	Harters Fox Vall...		11010-0 · Checking Accou...	
Bill	06/14/20:	3421...			53634-0 · Garbage Collectio...	-12,199.28
					53635-0 · Recycling	-3,827.74
Bill	06/14/20:	3421...			55200-6 · Parks - Harter's - ...	-178.00
TOTAL						-16,205.02
Bill P...	06/14/20:	27171	K and C Pest C...		11010-0 · Checking Accou...	
Bill	06/14/20:	1463...		Mahler park	55200-3 · Parks - Supplies &...	-26.00
Bill	06/14/20:	1462...		Franzoi	55200-3 · Parks - Supplies &...	-26.00
TOTAL						-52.00

# Town of Neenah

## Check Detail

June 7 - 14, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	06/14/20:	27172	Kerry Construct...	Escrow return 131 Popl...	11010-0 · Checking Accou...	
Bill	06/14/20:			Escrow return 131 Popla...	44310-0 · Building Permits	-300.00
TOTAL						-300.00
Bill P...	06/14/20:	27173	Laffin Lock & Key		11010-0 · Checking Accou...	
Bill	06/14/20:	2105...		Mahler Franzoi masters	55200-3 · Parks - Supplies &...	-24.00
TOTAL						-24.00
Bill P...	06/14/20:	27174	McMahon Asso...		11010-0 · Checking Accou...	
Bill	06/14/20:	0922...		stormwater	6-55200 · SW - CTH "O" Po...	-98.60
Bill	06/14/20:	0922...		MS4 program updates	6-56500 · DNR Stormwater ...	-1,416.00
TOTAL						-1,514.60
Bill P...	06/14/20:	27175	Pavco of the Fo...	install french drain	11010-0 · Checking Accou...	
Bill	06/14/20:	3028		install french drain	51610-1 · Maintenance & Op...	-508.60
				install french drain	55200-3 · Parks - Supplies &...	-601.25
TOTAL						-1,109.85
Bill P...	06/14/20:	27176	Time Warner Ca...		11010-0 · Checking Accou...	
Bill	06/14/20:	7224...			52210-6 · Fire Dept Phone	-39.99
					51420-7 · Office Telephone	-284.95
TOTAL						-324.94
Bill P...	06/14/20:	27177	United Paper C...	bath tissue	11010-0 · Checking Accou...	
Bill	06/14/20:	13510		bath tissue	55200-3 · Parks - Supplies &...	-166.52
TOTAL						-166.52
Check	06/07/20:	27162	USPS		11010-0 · Checking Accou...	
				Summer Newsletter post...	51420-5 · Newsletter	-389.21
TOTAL						-389.21
Bill P...	06/14/20:	27178	WE Energies		11010-0 · Checking Accou...	
Bill	06/14/20:	3722...			55200-7 · Parks - WE Energi...	-16.25
Bill	06/14/20:	3731...			53420-0 · Street Lighting - Al...	-1,959.56
					55200-8 · Conservancy Park...	-584.71
					51420-8 · MB Utilities	-913.98
					55200-7 · Parks - WE Energi...	-48.87
TOTAL						-3,523.37
Bill P...	06/14/20:	27179	Winnebago Liq...	51610-1	11010-0 · Checking Accou...	
Bill	06/14/20:	52744			51610-1 · Maintenance & Op...	-75.00
TOTAL						-75.00

6:28 AM

06/12/21

**Town of Neenah**  
**Check Detail**  
 June 7 - 14, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	06/14/20:	27180	Witzke Electric, ...		11010-0 · Checking Accou...	
Bill	06/14/20:	21-1...		add dimming conf room	51610-1 · Maintenance & Op...	-755.00
Bill	06/14/20:	21-1...		install new exit lights	51610-1 · Maintenance & Op...	-381.57
Bill	06/14/20:	21-1...		led chg over 1103.48 f...	51610-1 · Maintenance & Op...	-11,802.00
TOTAL						-12,938.57
Bill P...	06/14/20:	27181	WUTA	51120-0	11010-0 · Checking Accou...	
Bill	06/14/20:	Fisc...			51120-0 · Membership / Se...	-2,750.00
TOTAL						-2,750.00



8:31 AM

06/12/21

**Town of Neenah**  
**Check Detail**  
 June 17, 2021

*Payroll*  
 Gross = 14,553.25  
 Net = 12,616.67

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	06/17/20:	DD1...	Armstrong, Glenn	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	53311-0 · Highway & Street -...	-60.00
				Direct Deposit	6-59305 · SW - Drainage - S...	-80.00
				Direct Deposit	52215-2 · 911 Signs - Salary	-20.00
				Direct Deposit	51110-2 · Supervisors per di...	-45.00
				Direct Deposit	66000 · Nationwide Retireme...	-61.50
				Direct Deposit	21520-0 · Nationwide Payable	61.50
				Direct Deposit	53311-1 · Hwy Mileage and ...	-14.56
				Direct Deposit	6-59306 · SW - Mileage and ...	-23.52
				Direct Deposit	52215-1 · 911 Signs - Expen...	-17.92
				Direct Deposit	65000 · Medicare Taxes	-11.89
				Direct Deposit	21514-0 · Medicare Taxes P...	11.89
				Direct Deposit	21514-0 · Medicare Taxes P...	11.89
				Direct Deposit	2110 · Direct Deposit Liabiliti...	864.11
TOTAL						0.00
Payc...	06/17/20:	DD1...	Cardoza, Brooke	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	51110-2 · Supervisors per di...	-90.00
				Direct Deposit	66000 · Nationwide Retireme...	-52.88
				Direct Deposit	21520-0 · Nationwide Payable	52.88
				Direct Deposit	65000 · Medicare Taxes	-10.22
				Direct Deposit	21514-0 · Medicare Taxes P...	10.22
				Direct Deposit	21514-0 · Medicare Taxes P...	10.22
				Direct Deposit	2110 · Direct Deposit Liabiliti...	694.78
TOTAL						0.00
Payc...	06/17/20:	DD1...	King, Edmund	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52210-0 · Fire Chief - Salary	-625.00
				Direct Deposit	66000 · Nationwide Retireme...	-46.88
				Direct Deposit	21520-0 · Nationwide Payable	46.88
				Direct Deposit	65000 · Medicare Taxes	-9.06
				Direct Deposit	21514-0 · Medicare Taxes P...	9.06
				Direct Deposit	21514-0 · Medicare Taxes P...	9.06
				Direct Deposit	2110 · Direct Deposit Liabiliti...	615.94
TOTAL						0.00
Payc...	06/17/20:	DD1...	Klinka, Gary	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52400-0 · Building Inspection	-1,748.45
				Direct Deposit	66000 · Nationwide Retireme...	-131.13
				Direct Deposit	21520-0 · Nationwide Payable	131.13
				Direct Deposit	65000 · Medicare Taxes	-25.35
				Direct Deposit	21514-0 · Medicare Taxes P...	25.35
				Direct Deposit	21514-0 · Medicare Taxes P...	25.35
				Direct Deposit	2110 · Direct Deposit Liabiliti...	1,723.10
TOTAL						0.00

8:31 AM

06/12/21

**Town of Neenah**  
**Check Detail**  
 June 17, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	06/17/20:	DD1...	Peterman, Eliza...	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51420-2 · Deputy Clerk/Tres....	-1,911.00
				Direct Deposit	66000 · Nationwide Retireme...	-292.56
				Direct Deposit	21520-0 · Nationwide Payable	292.56
				Direct Deposit	51420-1 · Clerk Treasurer Ex...	-13.44
				Direct Deposit	24000-0 · Payroll Liabilities	10.00
				Direct Deposit	65000 · Medicare Taxes	-27.71
				Direct Deposit	21514-0 · Medicare Taxes P...	27.71
				Direct Deposit	21514-0 · Medicare Taxes P...	27.71
				Direct Deposit	24000-0 · Payroll Liabilities	58.06
				Direct Deposit	2110 · Direct Deposit Liabiliti...	1,828.67
TOTAL						0.00
Payc...	06/17/20:	DD1...	Rosenfeldt, Tho...	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51610-2 · Maintenance - Sal...	-90.00
				Direct Deposit	51610-2 · Maintenance - Sal...	-50.00
				Direct Deposit	66000 · Nationwide Retireme...	-10.50
				Direct Deposit	21520-0 · Nationwide Payable	10.50
				Direct Deposit	51610-1 · Maintenance & Op...	-11.20
				Direct Deposit	55200-3 · Parks - Supplies &...	-7.28
				Direct Deposit	65000 · Medicare Taxes	-2.03
				Direct Deposit	21514-0 · Medicare Taxes P...	2.03
				Direct Deposit	21514-0 · Medicare Taxes P...	2.03
				Direct Deposit	2110 · Direct Deposit Liabiliti...	156.45
TOTAL						0.00
Payc...	06/17/20:	27182	Sargent, Lori		11010-0 · Checking Accou...	
					51420-2 · Deputy Clerk/Tres....	-285.00
					65000 · Medicare Taxes	-4.13
					21514-0 · Medicare Taxes P...	4.13
					21514-0 · Medicare Taxes P...	4.13
TOTAL						-280.87
Payc...	06/17/20:	27183	Schmeichel, Ro...		11010-0 · Checking Accou...	
					51100-1 · Chairman - Salary	-1,230.00
					51100-2 · Chairman per diem	-450.00
					66000 · Nationwide Retireme...	-126.00
					21520-0 · Nationwide Payable	126.00
					51100-3 · Chairman Expenses	-39.20
					51100-3 · Chairman Expenses	-126.52
					24000-0 · Payroll Liabilities	100.00
					65000 · Medicare Taxes	-24.36
					21514-0 · Medicare Taxes P...	24.36
					21514-0 · Medicare Taxes P...	24.36
					24000-0 · Payroll Liabilities	74.75
TOTAL						-1,646.61

8:31 AM

06/12/21

**Town of Neenah**  
**Check Detail**  
 June 17, 2021

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	06/17/20:	DD1...	Skerke, Ellen J	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51420-0 · Clerk - Salary	-5,000.00
				Direct Deposit	51420-0 · Clerk - Salary	-45.00
				Direct Deposit	21530-0 · WRS Payable	340.54
				Direct Deposit	51421-0 · Clerk Retirement ...	-340.54
				Direct Deposit	21530-0 · WRS Payable	340.54
				Direct Deposit	66000 · Nationwide Retireme...	-378.38
				Direct Deposit	21520-0 · Nationwide Payable	378.38
				Direct Deposit	21533-0 · Health Insurance ...	151.35
				Direct Deposit	51421-2 · Clerk- Health Insur...	-740.45
				Direct Deposit	21533-0 · Health Insurance ...	740.45
				Direct Deposit	51420-1 · Clerk Treasurer Ex...	-20.16
				Direct Deposit	24000-0 · Payroll Liabilities	806.00
				Direct Deposit	65000 · Medicare Taxes	-70.96
				Direct Deposit	21514-0 · Medicare Taxes P...	70.96
				Direct Deposit	21514-0 · Medicare Taxes P...	70.96
				Direct Deposit	24000-0 · Payroll Liabilities	243.55
				Direct Deposit	2110 · Direct Deposit Liabiliti...	3,452.76
TOTAL						0.00
Payc...	06/17/20:	27184	Weiss, James		11010-0 · Checking Accou...	
					51110-1 · Supervisors - Sala...	-615.00
					51110-2 · Supervisors per di...	-45.00
					66000 · Nationwide Retireme...	-49.50
					21520-0 · Nationwide Payable	49.50
					65000 · Medicare Taxes	-9.57
					21514-0 · Medicare Taxes P...	9.57
					21514-0 · Medicare Taxes P...	9.57
TOTAL						-650.43
Payc...	06/17/20:	DD1...	Wilde, Thomas	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	51110-2 · Supervisors per di...	-45.00
				Direct Deposit	66000 · Nationwide Retireme...	-49.50
				Direct Deposit	21520-0 · Nationwide Payable	49.50
				Direct Deposit	24000-0 · Payroll Liabilities	33.00
				Direct Deposit	65000 · Medicare Taxes	-9.57
				Direct Deposit	21514-0 · Medicare Taxes P...	9.57
				Direct Deposit	21514-0 · Medicare Taxes P...	9.57
				Direct Deposit	24000-0 · Payroll Liabilities	7.30
				Direct Deposit	2110 · Direct Deposit Liabiliti...	610.13
TOTAL						0.00

**Town of Neenah**  
**Deposit Detail**  
**May 2021**

*Deposits*

Type	Date	Name	Memo	Account	Amount
Deposit	05/03/2021		Deposit	11011-0 · Money Market - Genera...	5,918.20
		WI Dept. of Reve...	2021 Persoanl Prope...	43410-6 · Personal Property Aid	-5,918.20
TOTAL					-5,918.20
Deposit	05/18/2021		Deposit	11010-0 · Checking Account Gen...	9,219.08
		Assessment letters	Deposit	46110-0 · Clerk's Assessment Lett...	-80.00
		WE Energies	Deposit	44320-0 · Road Permits	-25.00
		TDS Telecom	TDS refund	51420-7 · Office Telephone	-153.30
		Sanitary District #2	Aberdeen work horse	51420-4 · Office Expenses	-181.25
		Time Warner Fra...	Deposit	44100-0 · Time Warner Rebate	-4,380.17
		Franzoi Shelter	220 Franzoi 770 Ma...	48200-0 · Mahler Shelter Rent	-990.00
		Jurek Lease	Deposit	48200-2 · Land Rent	-60.00
		Building Permits	Deposit	44310-0 · Building Permits	-2,339.14
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-40.00
		Other	Rohde donation tree ...	48000-0 · Misc.Revenue	-250.00
		Tax Payer	Deposit	26101-0 · R.E. Taxes Collected	-720.22
TOTAL					-9,219.08
Deposit	05/28/2021		Deposit	11011-0 · Money Market - Genera...	10,475.37
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-5.00
		Other	DNR FFP Grant	47323-0 · Fire Services	-889.15
		Associated Bank	2nd Q 2021	41210-0 · Motel Tax	-104.87
		WI Dept. of Reve...	2021 Recycling Grant	43545-0 · State Grant-Recycling	-9,476.35
TOTAL					-10,475.37
Deposit	05/31/2021		Interest	11010-0 · Checking Account Gen...	5.47
			Interest	48110-0 · Interest Income	-5.47
TOTAL					-5.47
Deposit	05/31/2021		Interest	11055-0 · MM- Impact Fund (123)	0.11
			Interest	48180-0 · Interest - Impact Fees	-0.11
TOTAL					-0.11
Deposit	05/31/2021		Interest	6-11015 · MM - Storm Water (135)	193.17
			Interest	6-48150 · Interest Income - Storm...	-193.17
TOTAL					-193.17
Deposit	05/31/2021		Interest	11011-0 · Money Market - Genera...	385.87
			Interest	48110-0 · Interest Income	-385.87
TOTAL					-385.87
Deposit	05/31/2021		Interest	11060-0 · Money Market - Coll.Ta...	9.90
			Interest	48195-0 · Interest - Collected Taxes	-9.90
TOTAL					-9.90

8:41 AM

06/12/21

Town of Neenah

Deposit Detail

May 2021

Type	Date	Name	Memo	Account	Amount
Deposit	05/31/2021		Interest	11320-0 · Tullar Road CD (371)	9.05
			Interest	48160-0 · Interest Income- Tullar R...	-9.05
TOTAL					-9.05

8:31 AM

06/12/21

**Town of Neenah**  
**Payroll Transaction Detail**  
 June 2021

*Nationwide*  
*\$ 1198.83*

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Wage Base</u>	<u>Amount</u>
06/17/2021	DD1...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-61.50
						-61.50
06/17/2021	DD1...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-52.88
						-52.88
06/17/2021	DD1...	Paycheck	King, Edmund	Nationwide Retirement Fund	0.00	-46.88
						-46.88
06/17/2021	DD1...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-131.13
						-131.13
06/17/2021	DD1...	Paycheck	Peterman, Eliza...	Nationwide Retirement Fund	0.00	-292.56
						-292.56
06/17/2021	DD1...	Paycheck	Rosenfeldt, Tho...	Nationwide Retirement Fund	0.00	-10.50
						-10.50
06/17/2021	27183	Paycheck	Schmeichel, Ro...	Nationwide Retirement Fund	0.00	-126.00
						-126.00
06/17/2021	DD1...	Paycheck	Skerke, Ellen J	Nationwide Retirement Fund	0.00	-378.38
						-378.38
06/17/2021	27184	Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-49.50
						-49.50
06/17/2021	DD1...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-49.50
						-49.50
<b>TOTAL</b>						<b>-1,198.83</b>

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06/12/21

Accrual Basis

**Town of Neenah**  
**General Ledger**  
 As of June 30, 2021

WI Retirement  
 \$ 681.08

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	340.54
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	340.54
Total 21530-0 · WRS Payable						681.08
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	-5,000.00
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	-45.00
Total 51420-0 · Clerk - Salary						-5,045.00
<b>TOTAL</b>						<b>-4,363.92</b>

8:31 AM

06/12/21

Town of Neenah  
**Payroll Liability Balances**  
June 2021

*Taxes*

*Federal = 1358.70*  
*State = 383.66*

	BALANCE
Payroll Liabilities	
Federal Withholding	949.00
Medicare Employee	204.85
Medicare Company	204.85
WI - Withholding	383.66
Medicare Employee Addl Tax	0.00
Total Payroll Liabilities	<u>1,742.36</u>



8:32 AM

06/12/21

Accrual Basis

Town of Neenah  
General Ledger  
As of June 30, 2021

WI Health Insurance  
\$ 891.80

Type	Date	Num	Name	Memo	Split	Amount
21533-0 · Health Insurance Payable						
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	151.35
Paycheck	06/17/2021	DD1...	Skerke, Ellen J	Direct Dep...	11010-0 · C...	740.45
Total 21533-0 · Health Insurance Payable						891.80
TOTAL						891.80

## **RESOLUTION 2021-09**

### **TOWN OF NEENAH WINNEBAGO COUNTY**

#### **RESOLUTION SUPPORTING THE RESTORATION OF RECYCLING GRANT FUNDING**

**WHEREAS**, recycling provides a whole host of environmental benefits, including preserving natural resources, less air pollution, energy savings, reduced greenhouse gas emissions, reducing mining wastes and conserving landfill space; and

**WHEREAS**, recycling also provides extensive economic benefits, providing material feedstock for manufacturing, business development, state and local tax revenue and four times more jobs than the disposal industry; and

**WHEREAS**, the State of Wisconsin mandated recycling in 1990 under 1989 Wisconsin Act 335 and Administrative Code NR 544; and

**WHEREAS**, Towns, Villages, Cities and Counties, hereafter Municipalities, responded by becoming Responsible Units (RUs) for Recycling and as such, invested millions of dollars in education, collection and processing infrastructure for Effective Recycling Programs; and

**WHEREAS**, Brown, Outagamie and Winnebago Counties invested in Material Recovery Facilities (MRFs) and constructed a MRF in each County to serve the recycling processing needs of its residents in anticipation of the 1995 landfill bans; and

**WHEREAS**, to improve the efficiencies and cost effectiveness of the three Counties' programs, Brown, Outagamie and Winnebago Counties developed and signed a Cooperative Agreement in 2002 which consolidated recycling processing operations and eliminated one MRF; and

**WHEREAS**, in 2009 to further enhance operational efficiencies and to invest in needed technological improvements, Brown, Outagamie and Winnebago Counties consolidated all processing operations into a new, jointly-owned \$9.8 million-dollar single stream recycling MRF; and

**WHEREAS**, since 2009 to further enhance operational efficiencies, expand recyclable material acceptance, and make needed technological updates, Brown, Outagamie and Winnebago Counties invested additional funding of nearly \$3.5 million dollars in the single stream recycling MRF; and

**WHEREAS**, in 2021, Brown, Outagamie and Winnebago Counties contracted with Green Bay Packaging, Inc. to provide a dedicated supply of recycled fiber feedstocks to the Green Bay Mill Division, located in Brown County over the next three years; and

**WHEREAS**, Brown, Outagamie and Winnebago Counties sell the recycled commodities collected, sorted, and processed to other buyers, a majority of which are located in Wisconsin and throughout the Midwest to support domestic recycling infrastructure; and

**WHEREAS**, because the legislature recognized that implementing effective recycling programs would require financial assistance it approved the Basic Grants for RUs, the funding for which comes from a Recycling Fee, a \$7.00/ton fee charged on each ton of municipal solid waste disposed of at Wisconsin landfills. Annually \$30-\$40 million is collected as the Recycling Fee; and

**WHEREAS**, while the Recycling Fee dollars collected by landfills has remained consistent or increased, the money available to RUs has diminished from \$29.5 million in 2009 to \$19 million in 2020; and

**WHEREAS**, the State of Wisconsin originally proposed to cost share 66% of the Municipalities' costs for establishing and maintaining Effective Recycling Programs. The Recycling Fee Grant Funds covered 16.4% of the eligible recycling expenditures reported by Municipalities in 2018; and

**WHEREAS**, to build on the recycling successes of the past 30 years, to maintain local recycling infrastructure and to continue to supply local manufacturers with recycled material feedstocks, additional funding is needed for Municipalities to support the growing expense of local programs; and

**NOW, THEREFORE, BE IT RESOLVED**, that Town Board of Supervisors of Town of Neenah, Winnebago County hereby urges the Wisconsin Legislature and Joint Committee on Finance to restore recycling funding to the Recycling Grant to its previous base funding of \$29.5 million; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Winnebago County, Brown County, Outagamie County, Wisconsin Counties Association, Wisconsin Towns Association, League of Wisconsin Municipalities, Winnebago County State Representatives and State Senators, Joint Committee on Finance and Governor Tony Evers.

Dated this 14<sup>th</sup> day of June, 2021

TOWN OF NEENAH

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By: Robert Schmeichel  
Town of Neenah Chairman

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Attest: Ellen Skerke  
Administrator-Clerk-Treasurer



June 11, 2021

Town of Neenah  
Attn: Ellen Skerke, Town Administrator  
1600 Breezewood Lane  
Neenah, WI 54956

Re: Town of Neenah  
CTH 'O' Pond Prairie Seeding  
Letter of Recommendation  
McM. No. N0003-09-21-00172.14

Dear Ellen:

On June 3, 2021, bids were received at McMahon Associates, Inc. for the above referenced project. Four bids were received, ranging in price from \$35,542.10 to \$59,787.50 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract N0003-09-21-00172.14 to the low bidder, Lake Shore Cleaners, Inc., in the amount of \$35,542.10.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Joseph D. Hoechst  
Municipal & Water Resources Engineer

JDH:car

Enclosures: Notice of Awards (3 copies each)  
Bid Tabulation

**SECTION 00 51 00.00**

**NOTICE OF AWARD**

Dated: \_\_\_\_\_

To: LAKE SHORE CLEANERS, INC.  
4623 North Richmond Street  
Appleton, WI 54913

Contract No. N0003-09-21-00172

Project: CTH 'O' POND PRAIRIE SEEDING  
For the TOWN OF NEENAH | Winnebago County, Wisconsin

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You are notified that your Bid, dated June 1, 2021, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the CTH 'O' Pond Prairie Seeding for the Town of Neenah, Winnebago County, Wisconsin.

The Contract Price of your Contract is Thirty-Five Thousand Five Hundred Forty-Two & 10/100 Dollars (\$35,542.10).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by \_\_\_\_\_.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

**TOWN OF NEENAH | Winnebago County, Wisconsin**

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

\_\_\_\_\_  
(title)

Witness: \_\_\_\_\_

# BID TABULATION

## TOWN OF NEEVAH

CTH 'O' POND PRAIRIE SEEDING  
Contract No. N0003-09-21-00172.14  
Bid Date/Time: June 3, 2021 @ 2:00 PM  
Project Manager: Joe Hoedist

## Engineer:

McMAHON ASSOCIATES, INC.  
1445 McMahon Drive  
PO Box 1025  
Neeah, WI 54956 / 54957-1025

LAKE SHORE CLEANERS, INC.  
4623 North Richmond Street  
Appleton, WI 54913

CARDNO, INC.  
3695 N 126th Street, Suite E  
Brookfield, WI 53005

RES GREAT LAKES  
17921 W Smith Road  
PO Box 256  
Brookfield, WI 53520

HIGHWAY LANDSCAPERS, INC.  
1900 Bohm Drive  
Little Chute, WI 54140

Item	Qty	Unit	Description
1.	2	EVENT	Site Preparation - Herbidding Prairie Area (3.75 Acres)
2.	2.69	ACRE	Supply and Seed Mesic Prairie
3.	1.06	ACRE	Supply and Seed Wet-To-Wet Mesic Prairie
16.	18,150	S.Y.	Supply and Install WisDOT Class I, Type A (DS-150) Erosion Control Blanket
TOTAL (Items 1. through 4., Inclusive)			

Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
\$1,125.00	\$2,250.00	\$952.00	\$1,904.00	\$1,700.00	\$3,400.00	\$2,875.00	\$5,750.00
\$3,420.00	\$9,159.80	\$2,756.00	\$7,413.64	\$7,200.00	\$19,968.00	\$6,000.00	\$16,140.00
\$3,380.00	\$3,582.80	\$2,784.00	\$2,951.04	\$7,500.00	\$7,950.00	\$7,500.00	\$7,950.00
\$1.13	\$20,509.50	\$1.54	\$27,951.00	\$1.60	\$29,040.00	\$1.65	\$29,947.50
	\$35,542.10		\$40,219.68		\$59,758.00		\$59,787.50

Bid Security	Certified Check	10% Bid Bond	10% Bid Bond
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# **Town of Neenah Park and Trail Security Camera Guidelines**

## **Purpose:**

Establish guidelines and procedures for the use of security cameras in the Town of Neenah Parks or Trails. This guideline will be maintained by the Town of Neenah Park and Trail Committee (TNPTC) under guidance from the Town of Neenah Board of Supervisors. It shall be the intention of the TNPTC to utilize security cameras in a professional manner to support public safety objectives and law enforcement efforts.

## **Scope**

The provisions of these guidelines apply to personnel installing, maintaining, viewing, or assisting law enforcement. All proposed changes to this guideline will be addressed by the TNPTC.

## **Background**

In order to help ensure public safety and security, the TNPTC has installed security cameras in areas of the parks and trails. The installation of the cameras are part of the TNPTC integrated approach to provide enhanced protection for visitor safety and will provide critical supplemental assistance to law enforcement for ongoing security and public safety efforts. Security cameras are part of an effective law enforcement and security tool that can facilitate the detection, investigation, prevention, deterrence of crime, and the safety of visitors.

These guidelines establish and authorize the limited use of security cameras and the proper disposition of stored images.

## **Objectives.**

1. Security cameras will be used to help ensure public safety and security; facilitate the detection, investigation, prevention and deterrence of crime.
2. Security cameras will be used only to visually monitor public park areas and public activities where no constitutionally protected reasonable expectation of privacy exists.

## **Operation and Use**

1. Security cameras, which will also record images, will be maintained by the TNPTC or their designated subcontractor twenty-four hours a day, seven days a week, in a professional manner and only to further legitimate law enforcement and public safety objectives.
2. No person will be targeted or monitored merely because of race, religion, gender, sex, disability, national origin and political affiliation or views.
3. Security camera images will not target or focus on the faces of persons engaging in constitutionally protected activity unless there is a reasonable indication of a threat to public safety or that they are engaging in criminal activity.
4. Disclosure and use of any information obtained will be limited to appropriate law enforcement for public safety or crime prosecution purposes.

5. The security camera images will be stored electronically in a secure area or locked storage device. Images will be gathered by unattended recording devices that are accessible only by authorized personnel.

6. Access to the security recording system will be limited to authorized law enforcement, security, maintenance, and repair personnel, whose access, with date and time information, will be approved by the Town of Neenah Administrator-Clerk-Treasurer .

7. Access to recorded images will be limited to authorized law enforcement and security personnel for public safety purposes and to attorneys and police managers for civil litigation and disciplinary purposes. The Town of Neenah Attorney should be consulted prior to any release of images or footage. Any footage released to the media should be approved by the Town of Neenah Board of Supervisors or Town Attorney.

8. Any recorded video images shall be documented and stored in a secure location with controlled access. Any recorded video images shall be retained for no more than 12 months and then destroyed unless needed as evidence for a documented criminal incident. Once the recording is no longer needed, it should be destroyed.

9. Upon the written approval and consent by the Town of Neenah Board of Supervisors, selected photographic stills or portions of the video recording may be reproduced and retained for historical documentation or training purposes, except that no such photograph/video still shall reveal any civilian's identity.

#### Accountability

1. Any violation of this guideline may result in appropriate disciplinary action.

2. Nothing in this guideline is intended to create any rights, privileges, or benefits not otherwise recognized by law. Rather, it is meant to ensure that security and video monitoring is properly used based on legally appropriate and relevant law enforcement and public safety considerations and information.

#### Public Notice and Comments

The TNPTC encourages public comments regarding its security camera guidelines. Please address any comments to the Town of Neenah Administrator-Clerk-Treasurer for presentation at the appropriate committee level.



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**MEMORANDUM**

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TO: Town Board

FROM: Ellen Skerke, Administrator-Clerk-Treasurer

DATE: June 11, 2021

Memo: Potential Road Funding Applications

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For the last several weeks, Bob and I have been collecting information, attending webinars and speaking with individuals on potential funding opportunities available. The State DOT has several programs available which are in conjunction with the State budget cycles with actual funding of the projects several years out. There are application deadlines approaching that require decisions on what applications to submit based on timing of fund availability.

The three programs we are eligible for include:

- Surface Transportation Program – Urban (STP)
- Transportation Alternative Program - (TAP)
- Local Roads Improvement Program - (LRIP)

We know we need to consider reconstruction of:

- Larsen Road - Larsen Road from Clayton Avenue east to CTH CB
- Oakridge Road - Oakridge Road from CTYH CB east to the City limits

I will need McMahon's assistance to complete the applications, and we need to collaborate with the Village and NJSD on the Larsen Road project and partner with the City to complete Oakridge Road to Green Bay Road intersection.

There are no guarantees that we will be awarded the funds and funding is not immediately available, however we will know during 2022 whether or not we are awarded the funds.

We can submit as many applications as we want, These are very competitive grants, often it takes several rounds of applying before being awarded. However in conversations with McMahon and East Central, the vibe is that our two projects are very compelling and will garner points based on:

- 1- Connecting Communities
- 2- Connecting to the new high school
- 3- Creating pedestrian trails
- 4- Connecting to existing trails

A few details about each of the programs:

	STP-Urban	TAP	LRIP
Application Due Date	October 15, 2021	January 24, 2022	January 15, 2022
Award Notification Date	March 2022	March 2022	July 2022
Funds Available	2026-2027	2024-2025	Flexible
Funds Match	80/20 could be as low as 50/50	80/20	50/50
Program	Federal Program/ State Contract	State Program. Local Contract	State Program / Local Contract
Focus	Must be a Major Collector road	Funds are for Non-motorized transportation	Discretionary funds in addition to the County LRIP program

In all cases, we cannot begin work on the projects until the funds are available.

The questions are can we wait? And are we willing to wait? until 2026/2027 for funding? Do we apply for one or both? Do we keep them as two separate projects or combine into one? Do we apply for all the potential programs?

I continue to hear about a potential infrastructure program from the Federal government and a possibility of another MLS program later this year. Any work we do now on these applications will put us in a great position to be ready to apply should either of these two opportunities come to fruition.

If we decide to move forward with an application, East Central highly recommends that Bob and I meet with McMahon, East Central and WisDOT prior to completing an application for further guidance on the project scope and focus including how do we include NJSD and the Village into the scope of the Larsen Road project? How do we include the City in the Oakridge Road project? East Central also encourages early application rather than waiting as they will review and offer suggestions for revisions prior to the final deadline date, further improving our odds for success.

My recommendation is that we consider applying for both Larsen Road and Oakridge Road as two separate applications for as many of the programs that we are eligible for, asking for WISDOT advice and following their guidance. We will know early enough in 2022 of any awards and can start planning accordingly based on the outcome, potentially pushing off one or both projects until 2026 – 2027.