



Urban Living in a Rural Setting

# *Resident Handbook*

*April 2021*

[www.TownofNeenah.com](http://www.TownofNeenah.com)

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# What is a Town ?

A “Town” is a form of local government. A “township” is a geographic surveyor’s unit measuring six by six miles square. Many towns were originally established with roughly those dimensions but over time and through annexations that has changed. Approximately 30.1% of the State’s population live in a town and approximately 95% of Wisconsin’s land area is within a town.

Towns operate like a city or village in some respects, but are organized and governed in a different manner. Towns continue to operate as a “direct democracy.” Towns are the only form of government in Wisconsin where citizens have the ability to self-govern to the degree of directly voting for their own property tax rate.

The Town of Neenah was established on February 11, 1847, by the Territorial Legislature. The boundaries were taken out of the Town of Winnebago, which was established by Legislature, on March 8, 1839. The Town of Winnebago was enlarged by Legislature on April 1, 1843, to include the entire Winnebago County. In 1850, the population of the Town of Neenah was 1,413. Today, the Town of Neenah consists of 4,065 acres of land, 27.75 miles of roads and a population of 3,619.

*This information was compiled from a Town resident, State of Wisconsin Historical Society and Wisconsin Towns Association. If you are interested in sharing additional historical information, please send to the Town Office for future publication and postings on the website/facebook page.*

## **Town of Neenah**

1600 Breezewood Lane, Neenah, WI 54956

920-725-0916    [www.TownofNeenah.com](http://www.TownofNeenah.com)

### Office Hours:

Monday 8:30 am—4:30 pm

Tuesday thru Thursday 8:30 am—12:30 pm

Friday—Closed

## **Directory of Town Officials**

### **Town Chairman**

Bob Schmeichel	<a href="mailto:bob@townofneenah.com">bob@townofneenah.com</a>	920-729-5995
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### **Town Supervisors**

Glenn Armstrong	<a href="mailto:glenn@townofneenah.com">glenn@townofneenah.com</a>	920-475-0531
Brooke Cardoza	<a href="mailto:brooke@townofneenah.com">brooke@townofneenah.com</a>	920-727-1750
Jim Weiss	<a href="mailto:jim@townofneenah.com">jim@townofneenah.com</a>	920-727-1952
Tom Wilde	<a href="mailto:tom@townofneenah.com">tom@townofneenah.com</a>	920-725-0014

### **Administrator - Clerk - Treasurer**

Ellen Skerke	<a href="mailto:ellen@townofneenah.com">ellen@townofneenah.com</a>	920-725-0916
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### **Deputy Clerk - Treasurer**

Elizabeth Peterman	<a href="mailto:elizabeth@townofneenah.com">elizabeth@townofneenah.com</a>	920-886-7545
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### **Town Road / Storm Water Superintendent**

Glenn Armstrong	<a href="mailto:glenn@townofneenah.com">glenn@townofneenah.com</a>	920-722-3355
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### **Facilities Management Superintendent**

Tom Rosenfeldt	<a href="mailto:tomr@townofneenah.com">tomr@townofneenah.com</a>	920-810-1757
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### **Fire Chief**

Edmund King	<a href="mailto:chiefking@townofneenah.com">chiefking@townofneenah.com</a>	920-725-8261
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### **Building Inspector**

Gary Klinka	<a href="mailto:garyklinka@hotmail.com">garyklinka@hotmail.com</a>	920-727-9200
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### **Assessor**

Bowmar Appraisal	None	920-733-5369
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## **Plan Commission Chairman**

Pete Weyenberg      None      920-716-8309

## **Parks and Trails Committee Chairman**

David Bluma      None      920-428-4595

Harter's Fox Valley Disposal      888-804-8556

Winnebago County Landfill      920-232-1800

Cowling Property Management      920-725-0426  
-Park Shelter Rental

## **Winnebago County**

**[www.co.winnebago.wi.us](http://www.co.winnebago.wi.us)**

## **County Executive**

Jon Doemel      countyexec@co.winnebago.wi.us      920-232-3450

## **County Board Supervisors**

### District 7

Steve Lenz      SJLenzForWI@gmail.com      920-585-1519

### District 9

Don Nussbaum      Donald.Nussbaum@co.winnebago.wi.us      920-729-9137

### District 30

Chuck Farrey      None      920-582-7733

## **County Offices**

112 Otter Avenue, Oshkosh, WI

## **County Clerk**

Susan Ertmer      sertmer@co.winnebago.wi.us      920-232-3430

## **County Planning**

Jerry Bougie      jbougie@co.winnebago.wi.us      920-232-3340

## **Register of Deeds**

Natalie Strohmeier      ROD@co.winnebago.wi.us      920-232-3427

## **County Treasurer**

Mary Krueger      treasurer@co.winnebago.wi.us      920-232-3420

## **County Zoning**

Cary Rowe      ZoningDepartment@co.winnebago.wi.us      920-232-3344

**Town Board**

The Town Board is the governing body for the Town. The Board has wide powers granted to it under Article IV, Section 23 of the Wisconsin Constitution and Chapter 60 of the Wisconsin Statutes. The Town has also adopted Village powers spelled out in Chapter 65 of the Statutes.

Also, see **Annual Town Meeting** which discusses the powers of Electors at the Annual Town Meeting and Annual Budget Meeting.

**Board Membership**

The Board consists of a Town Chairman and four Town Supervisors. The Chairman and two Supervisors are elected at the spring elections in odd-numbered years and two Supervisors are elected at the spring elections in even-numbered years. Each runs for a term of two years. The Chairman is paid an annual salary of \$14,040 and Supervisors are paid an annual salary of \$7,020. Additionally, Board members receive a \$45.00 (half day) or \$90.00 (full day) per diem for other meetings they are required to attend.

**Current Chairman & Supervisors Term Expiration**

Chairman Bob Schmeichel	(Term expires April 2023)
Supervisor Glenn Armstrong	(Term expires April 2022)
Supervisor Brooke Cardoza	(Term expires April 2023)
Supervisor Tom Wilde	(Term expires April 2023)
Supervisor Jim Weiss	(Term expires April 2022)

## **Seeking Election to the Board**

Any person 18 years of age or older and a Town resident for at least 10 days may seek election to the office of Town Chairman or Supervisor. The election process begins in December of each year when a candidate files an announcement of candidacy and begins to circulate nomination papers. The election is held in April of each year. Contact the Town Clerk or County Clerk for full details.

## **Town Board Meetings, Agendas and Minutes**

Town Board meetings are regularly scheduled for the 2nd and 4th Monday of each month. Holidays could change that schedule and Special Town Board meetings may be scheduled at other times as needed. Meeting notices and agendas are posted in the following five locations:

- Town posting board located at the Municipal Building at 1600 Breezewood Lane.
- Town posting board located at 714 Milkweed Court near the stormwater retention pond.
- Town posting board located at Conservancy Park, 1674 South Park Avenue.
- Town posting board located in the cul-de-sac at Oakridge Place.
- Town of Neenah website: [www.townofneenah.com](http://www.townofneenah.com)

Meeting dates, agendas and minutes are posted on the Town's website. You may also subscribe to be notified by email or text when the Town posts to the website (see **Staying in Touch with the Town** to learn how to subscribe).

## **Resident's Right to Make a Presentation Before the Town Board**

The agenda for each Town Board meeting includes a section where any resident may address the Board on any item on the agenda or any matter affecting town government. If you wish to address the Board: attend a scheduled Town Board Meeting, sign the attendance sheet, and make your presentation when called upon.

The key to making a persuasive presentation is to be prepared, organized, and businesslike:

- Avoid extensive and repetitive arguments.
- Usually, a short, sincere presentation will garner more support than long or angry comments.
- If a group of residents share a similar view (maybe a neighborhood issue), you are urged to appoint one or two spokespeople to make a succinct argument in support of your position. The strength of any argument lies in the facts that support it rather than in how many people repeat what has already been said.

The Town Board cannot take action on any item that is not a discussion/action item on the agenda, so the Town Board may not take immediate action on items brought forward during open forum.

Visit the Town of Neenah website for a calendar of scheduled meetings.



## **Address Signs**

### **also known as 911 Signs or Fire Signs**

The Town requires all homes and other buildings to be identified by a Uniform Address Sign.

- This is the brown number sign adjacent to a property's driveway which is used by fire and other emergency units to identify the location to which they are responding.
- A permit and \$80 fee is required to cover the cost of the sign. The Town furnishes and installs the sign
- The property owner is prohibited from moving the sign from the spot where it was installed by the Town or altering it in any way.
- If necessary, the cost for replacement or repair will be assessed to the property owner.
- If your sign is damaged or destroyed, please call the Town office immediately so it may be repaired or replaced.
- The Post Office requires your address to be displayed on the mailbox or mailbox supporting structure. An address on your mailbox does not replace your Uniform Address sign or vice-versa.

# **Animal Control**

## **Dog Licenses**

The owner of a dog more than 5 months of age on January 1 of any year, or 5 months of age within the license year, shall annually, on or before the date the dog becomes 5 months of age obtain a dog license from the Town (Wisconsin Statute 174.05). The license will be valid January 1 through December 31. The dog's current rabies vaccination certificate must be presented and certified by a licensed veterinarian when applying for the license.

The license fee is as follows:

- \$5.00 for a neutered male or spayed female.
- \$10.00 for an unneutered male or non-spayed female.
- Additional \$5.00 Late Fee if paid after April 1.
- Failure to license your dog could result in a fine of \$50.00 to \$200.00.

## **Cats**

There is no licensing requirement for cats, and the Town does not respond to calls about lost or found cats.

## **Missing Dogs**

If your dog is missing, it is suggested that you take the following steps:

- Notify the Town Clerk-Treasurer (920-725-0916) who will send an email to residents on the Town's email list alerting them of your lost dog.
- Notify Animal Control: Glenn Armstrong (920-722-3355) who is responsible for picking up stray dogs.
- If you live near a boundary with the City of Neenah, notify the Neenah Police Department (920-886-6000).

- Notify the Neenah Animal Shelter (920-722-9544).
- Notify the Oshkosh Animal Shelter (920-424-2128). The Town contracts with this group to care for missing dogs.

## **Other Animals**

All animals must be kept under the owner's control, or on the owner's property at all times. This includes but is not limited to: excessive barking, threatening behavior to neighbors or other residents, defecating on other people's property. This includes cattle, horses, pigs, dogs, cats, and any other domesticated animal.

## **How to Report Stray Animals**

Stray dog sightings should be reported to Supervisor Glenn Armstrong (920-722-3355). If you have problems with wild animals (deer, raccoons, skunks, etc.), please contact a private service or Winnebago County Sheriff's Department non-emergency number (920-236-7300).

## **How to report Dead Animals on Roads**

Dead animals on roadways should be reported to the Winnebago County Sheriff's non-emergency number (920-236-7300).

# **Annual Town Meetings**

If you live in a City or Village, you have little power to steer the direction of your local government. That's not the case if you live in a Town like ours. Town residents have wide powers to set the course for their local government.

State law requires each Town to hold an Annual Town Meeting on the third Tuesday of April in each year. Any resident eligible to vote is entitled to attend, speak, and vote on matters that come before the meeting. The assembled electors have broad powers (defined in Wisconsin Statute 60.10) to give advisory direction and authority to their Town Board. In some instances, the electors can give pay raises or pay reductions to their elected officials. With that kind of power, your views are likely to be heard!

Here is how the Annual Town Meeting works:

The meeting is presided over by the Town Chairman. The Chairman's duties and powers are to conduct the meeting in an orderly fashion in accordance to parliamentary procedure. Other than this, neither they nor any Town Supervisor has more power or authority than any other elector in attendance.

In past years, the Electors at our Annual Meeting have used their powers effectively. Town of Neenah Electors assembled at the Annual Meetings have voted to construct a new town hall, created the Town's Land Trust, expanded the Town Board from three to five members, combined the offices of clerk and treasurer, pushed to have a town newsletter, changed the offices of treasurer and clerk from elected to appointed, authorized the purchase of land, and much more.

Attendance at Annual Meetings is strongly encouraged.

Additionally, the Town Tax Levy requires approval of Town Electors at a special Town meeting called for the sole purpose of approving the Town Tax Levy. See also **Budget/Town** for details.

## **Board of Review**

### **(Real Estate Tax Assessment Appeals)**

Open Book is a period of time the property assessment records and assessor are available. Property owners can ask questions regarding how assessments were determined and check that characteristics of the property are correct. Minor errors and misunderstandings can often be corrected in the Open Book Session.

Board of Review is a quasi-judicial hearing where a property owner may appeal an assessment under state law (Sec. 70.47 Wis. Stats). Notify the Clerk-Treasurer of your intention to file an objection and complete the required form by the deadline date. The Clerk-Treasurer will schedule a time for you to meet with the Board of Review.

A complete *Property Owners Guide* can be found on the Wisconsin Department of Revenue website at [www.revenue.wi.gov](http://www.revenue.wi.gov)

## **Boundary Agreement**

For many years the City of Neenah was annexing large portions of the Town. The Town was contesting all annexations in the courts. Both parties were spending large amounts of time and money in attorney fees. The Town was not allowed to expand it's sewer system.

In 2003, the Town and City of Neenah entered into a 30 year border agreement. The purpose of the agreement was to work with the City to determine which portions of the Town and under what set conditions the City would be allowed to annex without opposition from the Town. These areas are defined as "City Growth" within the Boundary Agreement.

Approximately 35% (1,795 acres) of Town land lies within the City's Growth Area and is detailed in the Boundary Agreement map. The agreement expires in 2033. Copies of the Boundary Agreement and the map delineating the affected area may be found on the Town's website.

The key provisions of the Agreement are that the City has agreed to not annex any portion of the Town Growth Area without consent of the Town and the Town has agreed to not oppose annexation of any portion of the City's Growth Area.

Additionally, the Agreement spells out different procedures, opportunities, and limitations for development within the two different growth areas. If you own property within the City's Growth area and are contemplating developing it or seeking a zoning change, you are urged to consult with the Plan Commission and Town Chairman to understand what is and what is not permitted.

## **Budget, Town**

The Town Board holds budget workshops in September and October of each year to set the budget for the following year. These workshops are open to the public and residents are encouraged to participate.

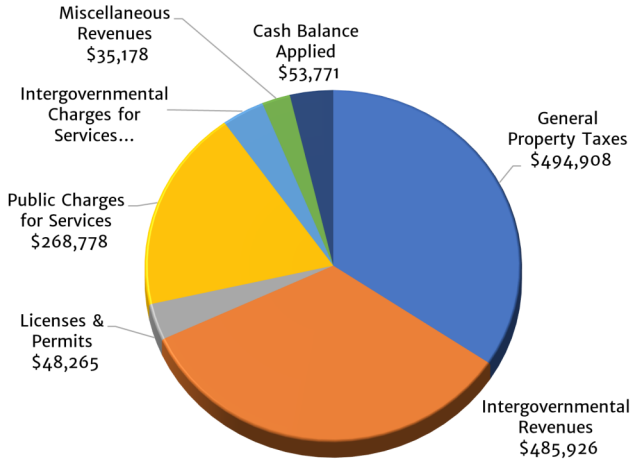
Prior to the Town Board accepting the budget, Town Electors must vote and approve the Tax Levy. A Public Hearing and Meeting of the Town Electors is held in November each year to set the tax levy for the following year.

Revenues are generated from property taxes collected, shared revenues from the State of Wisconsin, utility revenues from the State for the power plant, state and local transportation aid, various license and permit fees, garbage and recycling fees, building and land rental income, and interest earned. The Town operates on a budget of approximately \$1.1 million annually. Property taxes equal approximately \$450,000 or 40% of the total budgeted revenues.

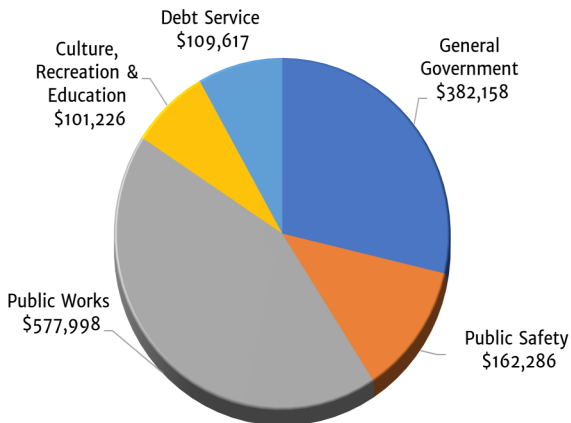
Expenses include general government expenses such as salaries and benefits for the Town Board and Clerk-Treasurer, utilities and supplies to run the office and maintain the Town Hall, election related expenses, newsletter expenses, membership dues and legal fees. Additional expenses are public safety which includes the Fire Department and Fire Responder expenses and public works which includes road repairs and maintenance, road construction, snow plowing and street lights. Sanitation, culture, recreation, and debt service are also itemized in the expense column.

The 2019 budget can be found on page 42 of the handbook and on the website. Full details are also available in the Clerk-Treasurer's Office.

### 2021 Budget Revenues



### 2021 Budget Expenses





## **Building Permits**

A building permit is required in the Town of Neenah to construct, enlarge, alter, remove, demolish, or change the occupancy of a building from one use group to another requiring greater strength, exit or sanitary provisions; to change to a prohibited use; or to install or alter any equipment for which provision is made or the installation of which is regulated by the Town Building Code.

An application for a permit must be submitted to the Building Inspector (Application Forms available on the Town of Neenah website and at the Town Office), and approved by the inspector before work can begin.

Prior to submitting your Town of Neenah permit application, you must obtain a Winnebago County Zoning permit. You may contact Winnebago County Planning and Zoning at (920) 232-3344 or

[www.co.winnebago.wi.us/plannin-and-zoning](http://www.co.winnebago.wi.us/plannin-and-zoning)

A Town of Neenah permit is not required for:

- Improvements of less than \$1,000.
- No change in building use.
- No change in living area.
- No effect to structural strength, fire hazards, exits, or natural lighting.
- Does not involve the replacement of space heating, ventilation, cooling, water heating or other major equipment.
- Siding, roofing, or window replacements installed on one-family and two-family dwellings.
- Fences, a Winnebago County Zoning permit may be required.

Permit fees are determined by the type and amount of work being done. The current fee structure can be found on the Town website.

The Town Building Inspector is appointed by the Town Board. If you have questions about building permit requirements, contact the Building Inspector, Gary Klinka at (920-727-9200) or check the Town of Neenah website, [www.townofneenah.com](http://www.townofneenah.com)

Contact Winnebago County Planning and Zoning at (920) 232-3344 or [www.co.winnebago.wi.us/planning-and-zoning](http://www.co.winnebago.wi.us/planning-and-zoning) for questions regarding setbacks, building, garage sizes, and fences.

## **Burning**

Burning is permitted in the Town of Neenah, but the Fire Department requests that you use common sense (dryness and wind are always factors to consider). Please call the Winnebago County Sheriff's non-emergency number (920)236-7300 #0 before and after burning to avoid false alarms. Please be considerate of your neighbors when burning and make sure that smoke is not blowing in their direction. Burning garbage and any petroleum based products (such as tires, asbestos, etc.) is prohibited.

## **Cable Contract**

Spectrum, AT&T, and TDS are required to pay a franchise fee to each municipality that they operate in. The franchise fee is regulated through State franchising law.

The Town of Neenah receives quarterly payments from these operators totaling approximately \$30,000 annually in revenues for the Town.

## **Administrator-Clerk-Treasurer**

The Clerk-Treasurer's office is an appointed position responsible for town records management, election administration, legal notification to the public, issuance of licenses and permits, receiving and coordinating the administration of claims filed against the Town, provides administrative support to other Town staff, Town Board, commissions and committees, and is responsible for financial matters such as accounts payable and receivable, billing and collections, cash management, and property tax collection.

Town Administrator-Clerk-Treasurer - Ellen Skerke (920) 725-0916

## **Deputy Clerk-Treasurer**

The Deputy Clerk-Treasurer's office is an appointed position responsible for administrative functions of Sanitary District #2 and assisting the Clerk -Treasurer.

Town Deputy Clerk-Treasurer - Elizabeth Peterman (920) 886-7545

## **Comprehensive Plan**

The State of Wisconsin requires all counties, cities, villages, and towns to adopt a comprehensive plan. A comprehensive plan as defined by state statute is a guide to the physical, social, and economic development of a local governmental unit.

The Town of Neenah's Comprehensive Plan was adopted in 2009 and revised in 2015. The Town's Comprehensive Plan can be found on the Town website.

Comprehensive Plan does not denote zoning.

## **Elections**

The Clerk-Treasurer is responsible for conducting elections in the Town of Neenah with guidance from the County Clerk and State of Wisconsin Elections Commission.

All elections are conducted at the Town Hall, 1600 Breezewood Lane, Neenah, WI. Polling Place hours on election day are 7:00 am - 8:00 pm. Absentee Voting hours are posted on the website, in the newsletter and on the Town Hall door prior to each election. Please note: no absentee voting or registrations are allowed on the Monday before an election.

Voters are encouraged to visit the My Vote Wisconsin website ([myvote.wi.gov](http://myvote.wi.gov)) for complete information about the voting process. This site provides electors the opportunity to start voter registration status (active and inactive), polling place location, municipal clerk information, voting history, absentee or provisional ballot status and provides a sample ballot for an upcoming election.



## **Fire Department**

# **In case of Emergency - dial 911**

Town of Neenah Fire Department is comprised of a roster of up to 35 Firefighters and First Responders.

Firefighters and First Responders are paid on-call based on the time spent on a fire call, attending meetings, participating in training, and performing work duties.

Fire Chief Edmund King Phone: (920) 725-8261

Email: [ChiefKing@townofneenah.com](mailto:ChiefKing@townofneenah.com)

Individuals interested in joining the Town of Neenah Fire Department may complete an application for employment available on the Town of Neenah's website. The Fire Department officers meet to interview prospective candidates and make a recommendation to the Town of Neenah Board of Supervisors for hiring.

### **Employment Requirements:**

1. Must be at least 18 years of age and a United States citizen.
2. Possess a valid Wisconsin driver's license.
3. Good physical and mental health.
4. Live within 15 minute response time to the Fire Station located at 1600 Breezewood Lane, or be a resident of the Town.



## **Firearms**

There are three general rules regarding firearms in the Town.

- Follow Wisconsin DNR Rules.
- No firearm may be discharged within 100 yards of a building devoted to human occupancy without the consent of the owners or occupants of all residences and buildings within 100 yards.
- All firearms carried within 50 ft. of the centerline of any road must be unloaded.

The above is a general description intended to alert you that certain rules exist for firearms. If you intend to discharge a firearm in the Town, you should first consult *Town Ordinance 7.01* for the specific details and restrictions.

You should also consult the ordinance for the regulations on the use of bow and arrows.

## **Fireworks**

Wisconsin Statutes require a permit from the Town Chairman or the Chairman's designee to purchase or discharge most types of fireworks in the Town.

The only fireworks that do not require a permit are sparklers not exceeding 36 inches in length, stationary cones and fountains, toy snakes, smoke bombs, caps, noisemakers, confetti poppers with less than 1/4 grain of explosive mixture, and novelty devices that spin or move on the ground. *Wis. Stat. § 167.10(1)*.

**Possessing or using any other fireworks, including, for example, firecrackers, roman candles bottle rockets and mortars, in Wisconsin without a valid permit is illegal.**

A commonly used rule of thumb is that a permit is required if the device explodes or leaves the ground.

Your request for a Fireworks Permit must state the approximate number of fireworks to be purchased, the date, location, and approximate time that they will be discharged. A person who possesses or uses fireworks without a valid permit, is subject to a forfeiture of up to \$1,000 per violation.

For further information you may contact the Town office, however permits have not historically been granted.

## **Garbage & Recycling Collection**

The Town of Neenah contracts with Harter's Fox Valley Disposal for garbage and recycling collection. Residents pay \$144 annually for garbage and recycling collection and this is included as a special assessment on the real estate tax bill. The containers are provided by Harter's and must stay at the address to which they were delivered.

Garbage collection is on Thursday every week. Recycling is every other week on Thursday. Please check the Town recycling calendar if you are uncertain of recycling collection dates for your area and for changes in the schedule due to holidays.

The following items are accepted for recycling:

**Plastic** - plastic shopping bags ARE NOT accepted

- \* All food, beverages & household bottles, jars, and jugs
- \* Dairy containers & lids

**Plastic**

- \* All washed and rinsed food, beverage and household bottles, jars, and jugs
- \* Dairy containers and lids

**Metal**

- \* Aluminum bottles & cans
- \* Steel cans, tin & bi-metal cans
- \* Empty aerosol cans

**Paper**

- \* Newspapers & inserts
- \* Cardboard & paperboard (food boxes)
- \* Junk mail & catalogs
- \* Office & school paper
- \* Milk, juice & soup cartons
- \* Phonebooks, books & magazines

**Glass**

- \* Food & beverage bottles & jars

Harter's also provides yard waste collection. An additional container for yard waste may be provided which is collected every Thursday from April through October. The fee for this service is \$25/month which must be paid at the time the service is contracted. Furniture, electronics, and appliances may also be collected by Harter's. Contact Harter's Fox Valley Disposal for guidelines, pricing, and to schedule a collection. Currently, the cost is \$30/item or \$50/item if the item has freon.

If you have questions or wish to contract additional services, call Harter's Fox Valley Disposal at 888-804-8556 or at [www.hartersfvd.com](http://www.hartersfvd.com). For more specifics on what can be recycled call (920-727-2896) or go to [www.WinnebagoCountySolidWaste.com](http://www.WinnebagoCountySolidWaste.com).

The current trash/recycling schedule can be found on the Town website.



## **Getting Involved**

There are many ways to get involved in the Town of Neenah. In addition to being elected for positions on the Town Board and Sanitary Districts, there are several volunteer and/or paid opportunities available:

- Parks & Trails Committee - enhance and expand recreational opportunities for Town residents, review park contracts with sporting leagues and make park improvement decisions within the annual budget.
- Plan Commission - review all land use planning aspects for the Town of Neenah. Some of the items discussed include Certified Survey Maps (CSM's), Zoning Map Amendments, the Comprehensive Plan plus other items as requested. The Commission makes a recommendation to the Town Board for further action on the requests.
- Communications Committee - meets every two months to develop and improve communications to Town residents.
- Website Development and Content Management - work with the Town Clerk to make updates to and manage content on the Town website.
- Election workers - assist in working at the polls on Election Day.

Contact the Town Office for information on available opportunities.

## **Highways & Roads**

The Town maintains approximately 28 miles of roads within the Town. There are several private roads in the Town of Neenah, State Highways, County Roads and Interstate 41, all of which are not maintained or repaired by the Town.

Roads are evaluated annually by the Town Roads Superintendent and a representative from Winnebago County Highway Department to look at the condition of the roads to determine what needs attention. Bi-annually, a PASER rating (Pavement Surface Rating System) is submitted to the State of Wisconsin by the Roads Supervisor. The PASER report is a ten-point rating system which helps to identify problem areas and those roads which will need repairs in the future. The most recent PASER report for the of the Town road's is available at the Town Hall for review and on the Town website.

## **Library Services**

All Town residents may obtain a library card and library services from the Neenah Public Library. You may apply for a library card in person at the library or online at [www.neenahlibrary.org](http://www.neenahlibrary.org).

There is no fee to obtain a library card or library services.



## **Memorandum of Understanding**

The Town of Neenah enters into Memorandum of Understanding (MOU) documents as a means of working together with neighboring communities, other governmental agencies, and outside agencies. An MOU is used as a tool to formalize and document the expectation from each party in a particular circumstance or project.

An MOU would be entered into to facilitate various functions, such as a collaborative effort with East Central Wisconsin Regional Planning Commission for services to benefit the Town or for assistance in a special project such as updating the Comprehensive Outdoor Recreational Plan. The boundary between our neighboring communities might be well defined but it is difficult and cost prohibitive to segregate many functions such as roads and sanitary sewer service. The Town has entered into an MOU with the City of Neenah for shared road projects to define who manages the projects and agree upon costs involved. The Town of Neenah has an MOU with the Village of Fox Crossing for County Road CB Trail maintenance. The Village of Fox Crossing has the equipment and manpower to manage the trail and the Town has agreed to pay a reasonable fee to compensate them for removing snow and sweeping the trail in the spring.

## **Minutes & Agendas**

Minutes and Agendas of the Town Board and all Town committees are posted on the Town website and available at the Town Hall during regular business hours. Agendas are also posted at the four physical posting locations as noted on page 7.

## **Municipal Court**

The Town of Neenah joined the Joint Municipal Court through the Village of Winneconne in October of 2020. The Joint Municipal Court (Winneconne Municipal Court) has jurisdiction and handles non-criminal traffic and ordinance citation cases within the Village of Winneconne, Town of Winneconne, Town of Vinland, Town of Clayton, Town of Neenah, and Town of Winchester.

Attempts are made to resolve violations of Town of Neenah Ordinances, but when necessary, the Town Chairman, Supervisors, Fire Chief, and/or Building Inspector may write citations for ordinance violations resulting in a forfeiture and court date in the Winneconne Municipal Court.

Municipal courts handle only non-criminal cases, so jail time is never ordered as part of a guilty finding. However, jail can be ordered in the event that a defendant fails to pay a previously ordered forfeiture.

All Municipal Court sessions are open to the public, with the exception of cases involving juveniles. If you are interested in observing your court in session, you are welcome to sit in and observe at any time. Court is generally in session one Tuesday per month for initial appearances and one Wednesday per month for trials. Municipal Court sessions are held in the Village of Winneconne Municipal Center.

## **Newsletter**

The Town publishes a quarterly newsletter and mails it to all residents. If you are not receiving the newsletter or need to make a correction to the address, please contact the Town office to ensure the mailing list is updated.

If you have suggestions for content you may contact the Town Office at 920-725-0916. If you are interested in advertising in the newsletter contact Peter Van Doren at [pvandoren@4lpi.com](mailto:pvandoren@4lpi.com).



## **Nuisances**

Neighbor's dog barking non-stop? Concerned about junked motor vehicles? Chickens in the road?

Nuisance information for the Town of Neenah can be found under the Municipal Code of the Town of Neenah in Chapter 7. The ordinance are available for reference at the Town Hall or electronically on the Town website.

For nuisance questions or concerns, contact a Town Board member or the Town Office.

**Open Records Requests**

If you are looking for a document or record, the best place to begin is the Town’s website ([www.townofneenah.com](http://www.townofneenah.com)). Most of the documents that you are most likely to request are posted there. Meeting notices, agendas, and minutes of the Town Board and committees are regularly posted and updated.

If the record you are seeking is not on the website, contact the Town Administrator-Clerk-Treasurer by phone, in person, by mail, or email. Requests will be reviewed based on state statutes

The fees to obtain records are:

<b>Fees:</b>	
B&W copies	\$0.25
Color Copies	\$0.60
Double sided B&W	\$0.40
Double sided color	\$1.00
Larger than 8.5x11 B&W	\$2.00
Disk, CD, or File Transfer	\$25.00

Research Fee - \$25 per hour, or fraction of (not charged until a minimum of \$50 total has accumulated). Postage - actual cost

**Ordinances**

The Town has a complete set of ordinances which govern the affairs of the Town. A complete copy of the Town Ordinance Book is available on the Town’s website ([www.townofneenah.com](http://www.townofneenah.com)) or may be viewed at the Town office.

## **Parks: Town of Neenah Parks**

The Town of Neenah has four parks that total over 49 acres. The parks are located throughout the Town and are close to many residential areas.

**Mahler Park** is the Town's largest park at 25.8 acres located on S. Park Ave. It includes 5 tournament-quality soccer fields, 2 baseball diamonds, half-court basketball courts, volleyball courts, bike repair station, GaGa Ball Pit, sledding hill, and playground. In addition to the recreational activities that Mahler Park offers, it also has a pavilion with kitchen amenities and restrooms. The pavilion is available for rent and, with an abundance for parking, is a great spot for graduation parties, baby showers, weddings, and other family events.

**Franzoi Park** is an 8.1 acre park on Radcliffe Rd. The park has a baseball diamond, playground, volleyball court, half-court basketball court, and pavilion that can be rented with covered seating area, dry concession area, and restrooms. There is also a walking trail through a naturally preserved area.

To rent the pavilion at Mahler Park or Franzoi Park, check the Town of Neenah website or contact Cowling Property Management at (920-725-0426) for availability and pricing.



**Keating Park** is a 6.3 acre park located on Klompen Court. The park includes a baseball diamond and playground. The park features a wooded area with walking trail with several picnic sites along the trail. Off street parking is available at Keating Park.

**Conservancy Park** is located on the corner of County Highway A and South Park Ave. It is 9.0 acres and features a wet detention pond with wildlife including geese and turtles. The park itself has a paved trail that winds through prairie grasses, wild flowers, and wetland plantings. There are picnic tables and benches along the trail.



The Comprehensive Outdoor Recreation Plan can be found on the Town of Neenah website.

The parks are managed by the Parks & Trails Committee. The committee is made up of a group of volunteers that meet once a month from April through October. If you are interested in joining the Parks & Trails Committee, contact the Town Chairman.



# **Plan Commission**

The Plan Commission is tasked with promoting sound Town planning that follows our Comprehensive Plan and zoning guidelines. The Plan Commission makes reports and recommendations related to planning and development of the Town to the Town Board, other public bodies, citizens, public utilities, and organizations.

The Plan Commission is made up of seven members that are appointed by the Town Board. Members serve three year terms. The Plan Commission meets on the third Monday of the month as needed.

## **Plan Commission Members**

Pete Weyenberg - Chairman	(term expires April 2024)
Jody Andres	(term expires April 2024)
Brett Armstrong	(term expires April 2023)
Josh Lautenschlager	(term expires April 2022)
Brandon Nielsen	(term expires April 2023)
Don Nussbaum	(term expires April 2024)
Russel Meerdink	(term expires April 2022)

# **Power Plant**

Alliant Energy, located at 200 County Road CB, is a peak electric production power plant. In general, gas and electric utilities are exempt from property taxes, instead of paying a tax to the State based on gross receipts and capacity. Annually, the Town of Neenah received a utility payment in lieu of taxes equaling more than \$250,000. Following the incorporation of the Village of Fox

# **Power Plant Continued**

Crossing, the Town of Neenah was fearful that the power plant would be annexed to the Village, losing the annual shared revenues from Alliant Energy.

In November 2020, the Town of Neenah and City of Neenah entered into an agreement that attached the power plant to the City of Neenah, thereby giving the City of Neenah the shared revenues and signed an agreement stating that the City of Neenah would forward the portion of shared revenues that the Town would have received had Alliant remained in the Town of Neenah. These two agreements ensure that the Town of Neenah will continue to receive the Town’s portion of shared revenues, currently over \$250,000, well into the future.

## **Property Taxes**

The Town of Neenah tax bill is calculated by the total assessed valuation of land and improvements in the Town divided by the amount of money needed to meet the Town and our share of Neenah Joint Area School District, Fox Valley Technical College, County and State expenses.

The allocation of your property tax bill for 2019 taxes:

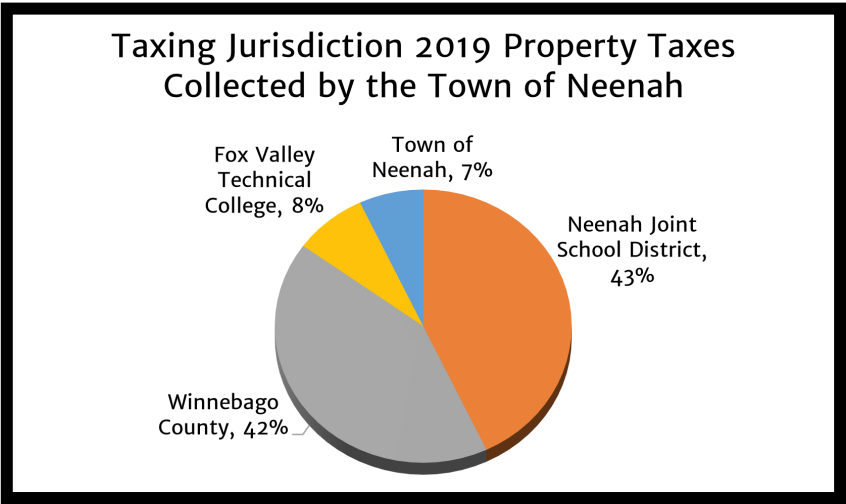
- Neenah Joint School District                      43%
- Winnebago County                                      42%
- Fox Valley Technical College                      8%
- Town of Neenah                                        7%
- State of Wisconsin                                    0%

The Town of Neenah mill rate for 2019 is \$1.05 per \$1,000 of assessed value. For a comparison purposes, the City of Neenah was \$8.19 per \$1,000 of assessed value in 2019.

The Town Board proposes the budget for the upcoming year. A public hearing is held in November for constituents to review and voice their opinion on the budget. Immediately following the public hearing, the Town Electors meet to approve the Town tax levy that the Town Board recommends. In addition, garbage collection, recycling, stormwater management utility, and sanitary district fees make up the remainder of the tax bill.

Taxes may be paid by mail or in person at the Town of Neenah Town Hall at 1600 Breezewood Lane. If you pay by mail and would like a receipt, you must enclose a self-addressed, stamped envelope with your tax payment. First installment or payment in full is due no later than January 31st. Second installment is to be paid to **WINNEBAGO COUNTY TREASURER** by July 31st.

Please see Town web page or newsletter for additional office hours during tax collection and holiday hours as the hours vary each year.



# Sanitary District #2

The Town of Neenah Sanitary District #2 provides sanitary sewer services to more than 1,000 residents in the Town of Neenah. Through a cooperative agreement, services are also provided to several City of Neenah and Town of Vinland residents. Over 75% of the Town of Neenah is served by a municipal sanitary system. The remaining residents are on a private onsite waste management system such as a septic, mound, or holding tank.

The Sanitary District is made up of three elected Commissioners each serving 6-year terms. The three commissioners appoint one member to act as President.

- President Dan Osero** (Term expires April 2027)
- Commissioner Steve Coburn** (Term expires April 2025)
- Commissioner Duane Sargent** (Term expires April 2023)

Sanitary District #2 meets each month on the second Tuesday at 7:00 pm at the Town Hall. Agendas are posted on posting boards in the District, the Town Hall posting board, and the Town of Neenah website. Minutes are posted on the Town of Neenah website.

Commissioners are paid a per diem for attending meetings and an hourly rate (not to exceed \$5,000 total per year) for additional work performed on behalf of the Sanitary District.

Sanitary Sewer User fees for 2021 are \$44 per month per RUC (residential unit charge) for a total annual fee of \$528. Contact the Sanitary District Office at (920) 886-7545 for questions or additional information.

## **Sheriff**

The Town does not have its own police force or constable. All law enforcement duties are carried out by the Winnebago County Sheriff's Department. The Sheriff's Department is a service of the County and is funded through the County budget.

## **Call 911 in the event of an emergency**

For non-emergency matters, call the Sheriff's non-emergency number (920-727-2888).

## **Snow Plowing (Roads)**

Towns roads are plowed by the Winnebago County Highway Department as the Town Contractor. As a general rule, roads are plowed in the order of how much traffic each carries. For example, I-41 has the highest priority, State roads are second in priority, County Trunk Highways are next, then main arterials, local roads, etc. The County does not plow private roads as these are the responsibility of the residents living on them.

If you experience a problem with snowplowing or if a plow damages your mailbox or other property, please call the Town office. A mailbox will be repaired or replaced only if struck by the snow removal equipment. Please ensure that your mailbox is securely fastened to the post. See the Town website for the mailbox policy and installation guidelines.

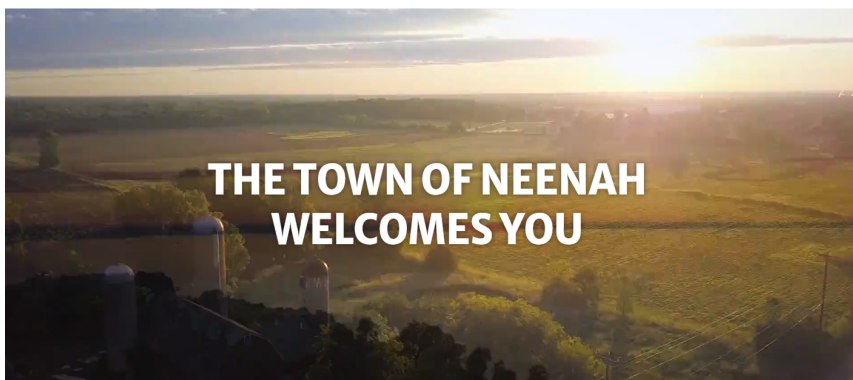
## **Staying in Touch with the Town**

There are several ways to stay informed with happenings of the Town of Neenah:

- Attend Town Board meetings the second and fourth Monday of each month at 7:00 pm at the Town Hall.
- Meetings can be attended in-person or virtually via Zoom. Links for the virtual meetings are listed on meeting agendas.
- Read the quarterly Town of Neenah newsletter mailed to each property owner in the Town.
- Check the website regularly for updated information on the homepage - [www.townofneenah.com](http://www.townofneenah.com)
- Like and follow the Town of Neenah Facebook page.
- Attend other meetings including, but not limited to, the Annual Meeting, Budget Workshops, Sanitary District meetings, Plan Commission meetings, Parks and Trails Committee meetings, Fire Department meetings, etc.
- Watch and subscribe for News and Notice postings on Town website. Subscribe for Town meeting alerts via the Town website - [www.townofneenah.com/subscribe/](http://www.townofneenah.com/subscribe/)



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## **Storm Water Utility District**

The Storm Water Utility District (SWUD) was formed in 2008 to facilitate management of storm water and other surface water discharge in the Town of Neenah and is managed under the supervision of the SWUD Board which is comprised of the Town Board of Supervisors. The Chairman of the Town Board also Serves as the Chairman of the SWUD Board.

The SWUD Board annually establishes the rate charge for each lot and parcel with the Town of Neenah. The rate is based on Equivalent Run-Off Unit (ERU). A typical residential unit of property is calculated as one ERU. Other units of property are charged multiples of the ERU based on impervious area contributing to surface water run-off. The SWUD rate for 2020 is \$100 per ERU and is paid as a special charge on your property tax bill.

The SWUD Board determines the rate based on the budget for the next year and looking forward at a 5-year capital improvement plan for the SWUD. The SWUD must consider the State of Wisconsin DNR regulations related to MS4 requirements when considering the capital improvement plan.

Further information about the Storm Water Utility District and Municipal Separate Storm Sewer System (MS4) requirements can be found in the Town of Neenah Municipal Code Chapters 19 and 20. Open record requests can be made to the Town Clerk-Treasurer.

The SWUD Board meets as quarterly. Agendas and minutes for SWUD can be found on the Town of Neenah website and posting locations.

A property owner may file a written challenge to the storm water charge for any property. Details of how to file an appeal may be found in Chapter 19 of the Town of Neenah Municipal Code or contact the Town Clerk-Treasurer.

## **Weeds**

Property owners are required to destroy noxious weeds on their properties prior to the weeds going to bloom. The definition of noxious weeds can be found on the DNR's website.

Weed Commissioner: David Bluma (920-428-4595)

## **Wells**

Wells are regulated by the Department of Natural Resources. Call the DNR Office in Oshkosh at (920-424-3050). Well drillers may also be able to answer your questions about wells. Search the yellow pages for well drillers. The DNR office in Oshkosh must be informed of well abandonments.

## **Zoning**

Zoning in the Town is governed by the Winnebago County Zoning Ordinance. The Town of Neenah is one of four towns in Winnebago County that utilize the County to manage all zoning matters and enforcement of zoning code in the Town of Neenah.

A zoning permit from Winnebago County is required before you can be issued a building permit. County Zoning also manages applications for rezoning, certified survey maps, and conditional use requests.

Applications for rezoning must be made to the Winnebago County Zoning Department. A hearing on your application will be scheduled by both the Town Plan Commission and Winnebago County



# **Zoning Continued**

Planning & Zoning Committee. Following Town Plan Commission action, the Town Board will take action and make a recommendation. The County Board will ultimately vote to approve or disapprove your application. The County is not required to approve an application even if it is recommended to do so by the Town.

There are several important policies in place that may affect your zoning application:

1. Wisconsin's Smart Growth law requires that the requested rezoning classification be consistent with the Town's Land use plan. For example, a request for rezoning for commercial use cannot be approved if the Land Use Plan designates the land parcel for residential use.
2. If your land is within the City's Growth Area, special rules apply. Under the Town's Boundary Agreement with the City, the Town has agreed to oppose any zoning changes within the City's Growth Area without prior approval of the City.
3. If you would like to change the zoning on your property it would be prudent prior to filing an application to meet with the Town Chairman or Plan Commission to get advice on how to proceed.

## Town of Neenah 2021 Budget

<b>General Fund</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Year End Estimate 2020</b>	<b>Proposed Budget 2021</b>
<b>REVENUES:</b>				
General Property Taxes	\$ 441,060	\$ 450,255	\$ 450,705	\$ 494,908
Intergovernmental Revenues	\$ 531,890	\$ 433,145	\$ 432,841	\$ 485,926
Licenses & Permits	\$ 70,293	\$ 49,277	\$ 52,921	\$ 48,265
Public Charges for Services	\$ 253,587	\$ 213,442	\$ 217,055	\$ 268,778
Intergovernmental Charges for Services	\$ 38,000	\$ 45,000	\$ 45,000	\$ 53,000
Miscellaneous Revenues	\$ 66,919	\$ 976,720	\$ 1,008,600	\$ 36,178
<b>TOTAL REVENUES</b>	<b>\$ 1,401,749</b>	<b>\$ 2,167,839</b>	<b>\$ 2,207,122</b>	<b>\$ 1,387,056</b>
Cash Balance Applied	\$ (10,394)	\$ (332,018)	\$ (353,222)	\$ (53,771)
<b>TOTAL REV. &amp; CASH BAL- ANCE APPLIED</b>	<b>\$ 1,391,355</b>	<b>\$ 1,835,821</b>	<b>\$ 1,853,900</b>	<b>\$ 1,333,285</b>
<b>EXPENDITURES:</b>				
General Government	\$ 338,404	\$ 539,109	\$ 547,053	\$ 382,158
Public Safety	\$ 280,646	\$ 182,947	\$ 186,431	\$ 162,286
Public Works	\$ 625,554	\$ 591,394	\$ 592,121	\$ 577,998
Culture, Recreation & Ed.	\$ 84,459	\$ 460,079	\$ 463,648	\$ 101,226
Debt Service	\$ 62,292	\$ 62,292	\$ 64,647	\$ 109,617
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,391,355</b>	<b>\$ 1,835,821</b>	<b>\$ 1,853,900</b>	<b>\$ 1,333,285</b>
<b>Fund Balance January 1</b>	<b>\$ 483,042</b>	<b>\$ 493,436</b>	<b>\$ 493,436</b>	<b>\$ 952,251</b>
<b>Net Change in Fund Balance</b>	<b>\$ 10,394</b>	<b>\$ 437,611</b>	<b>\$ 458,815</b>	<b>\$ 53,771</b>
<b>Fund Balance December 31</b>	<b>\$ 493,436</b>	<b>\$ 931,047</b>	<b>\$ 952,251</b>	<b>\$ 1,006,022</b>



Toll Free: (888) 804-8556  
Office: (715) 253-2619  
Fax: (715) 253-2955  
Website: [www.hartersfvd.com](http://www.hartersfvd.com)

# 2021

## Town of Neenah

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- A Week Recycling -EAST side of Hwy 41
- B Week Recycling- WEST side of Hwy 41
- Large Item Pick-Up  
(Please call Harter's office at 888-804-8556 for pricing and to schedule by 2pm on Monday before pickup day.)

- ★ Holiday Observance
- Jan 1st - New Year's Day
- May 31st- Memorial Day
- July 4th - Independence Day
- Sept 6th - Labor Day
- Nov 25th - Thanksgiving Day
- Dec 25th - Christmas Day

Town of Neenah  
1600 Breezewood  
Neenah, WI 54956

[www.townofneenah.com](http://www.townofneenah.com)  
(920) 725-0916

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