

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

**DATE:** Monday, March 14, 2022  
**TIME:** 7:00 p.m.  
**LOCATION:** 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 819 2835 2623 Password: 551897 Phone (312) 626-6799

Zoom: <https://us02web.zoom.us/j/81928352623?pwd=TFc5MGZkOUxNN2Jnc3RHVno4UTFmQT09>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES February 28, 2022 Town Board Meetings
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. February 2022 Building Permit Report
  - b. Resolution from City of Neenah in Support of Improvement to Intersection WI 76 and Larsen Road.
  - c. Letter from Scott and Tricia Jurek regarding termination of lease for the pole barn.
  - d. Violation Notice from Winnebago County Zoning for 522 Plummers Harbor Rd, 010-0478-01
6. DISCUSSION / ACTION
  - a. Approve Vouchers, Payroll and Bank Transactions March 14, 2022.
  - b. Accept Retirement of Fire Chief Ed King effective March 7, 2022.
  - c. Approve Compensation for Assistant Fire Chiefs during Transition.
  - d. Discuss Process of Appointment for Fire Chief.
  - e. Accept Liberty Mutual Surety from Vertical Bridge Cell Tower.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Public Hearing and Plan Commission Meeting, Monday March 23, 2022 at 7:00 p.m.
  - b. Town of Neenah Ordinance Review Workshop #4, Wednesday March 23, 2022 at 4:00 p.m.
  - c. Next Regularly Scheduled Town Board Meeting Monday February 28, 2022 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN OPEN SESSION
11. CONVENE INTO CLOSED SESSION

The Town Board will convene into closed session pursuant to Wis. Stats §19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. ROLL CALL VOTE

  - a. Consideration of Offer To Purchase for Parcel Id's 010-02180603 and 010-021808
12. Adjourn CLOSED SESSION

The Town Board will not reconvene into Open Session

**Closed Session Contemplated: YES**



Ellen Skerke, Administrator-Clerk-Treasurer  
March 10, 2022

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 March 10, 2022 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

February 28, 2022

Regular Meeting held at Town Hall, 1600 Breezewood Lane, Neenah, WI 54956 and offered via Zoom

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

**Also in Attendance:** David Bluma, and Administrator-Clerk-Treasurer Ellen Skerke.

**Also in Attendance via Zoom:** Matt Parmentier, Dempsey Law

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

### Approval of Minutes

**Motion:** G. Armstrong / B. Cardoza to approve February 14, 2022 Town Board meeting minutes.

Motion carried 5:0:0

### Public Forum

- None

### Public Forum for Recognized Municipal and County Officials

- None.

### Correspondences

- Winnebago County Solid Waste – January 2022 Tonnage Report
- Resolution from Town of Vinland Resolution in Support of Improvement to Intersection of WI 76 and Larsen Road.

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions February 28, 2022.*

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

Motion Carried 5:0:0.

#### **Resolution - 2022 Compensation Schedule**

*Resolution 2022-02: 2022 Compensation Schedule*

**Motion:** G. Armstrong / T. Wilde to approve Resolution 2022-02.

#### **Agreements**

*Approve Agreement with Dempsey Law for monthly attendance at Town Board Meetings*

**Motion:** R. Schmeichel / B. Cardoza to approve Resolution 2022-02.

- M. Parmentier reviewed the agreement to provide monthly attendance at Town Board Meeting, forth Monday of the month at a discounted rate.  
Motion carried per Roll Call vote, all voting Aye.

### Future Agenda Topics and Meetings

- Fire Department Business Meeting, Wednesday March 2, 2022 at 7:00 pm
- Town of Neenah Sanitary District #2 Commissioners Meeting, Tuesday March 8m 2022 at 7:00 p.m.
- Next Regularly Scheduled Town Board Meeting Monday March 14, 2022 at 7:00 pm.
- R. Schmeichel stated that there is a tentative meeting with the City of Neenah, Sanitary District and Town of Neenah representatives on March 14<sup>th</sup> to review the Master Sewer Agreement.
- E. Skerke noted that the Personnel Committee will meet on Friday March 4, 2022 at 2:0 pm.

### Unfinished Business

- T. Wilde distributed the fourth quarter 2021 room tax commission report of receipts for room tax dollars. The Town of Neenah's has increased. He will follow up with Pam Seidl to discuss.

### **New Business**

- G. Armstrong noted that there is a great deal of mud on Larsen Road from Chemtrade hauling in fill for their sight.
- R. Schmeichel stated he spoke to Bob Doemel, county Highway commissioner about the CTH JJ drainage situation. B. Doemel stated they will begin working on the CTH CB and CTH JJ roundabout this spring and will have an informational meeting regarding the project.
- E. Skerke stated that with the April Election, there are new rules regarding the ability to use drop boxes. M. Parmentier to offer guidance
- J. Weiss questioned the status of the Tanguay cleanup process. M. Parmentier stated we have a court order allowing us to proceed. T. Wilde recommended we ask Pat Long from Pat's Hauling and Moving to give us an estimate. M. Parmentier suggested we arrange a site visit with a Town Board member present and accompanied by the Sheriff's department to assess the site and provide an estimate.
- M. Parmentier stated that he has a request ready to file on the Brian long property asking for a Motion to Revive the Judgement asking for a fresh warrant.

### **Adjourn Meeting**

**Motion:** J. Weiss / T. Wilde to adjourn. Motion carried. Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer

Approved: DRAFT -- Pending Approval

# Voucher List Authorization - March 14, 2022

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
3/15/2022	General MM	Checking	\$ 32,000.00	Voucher 3/14/2022

### Check Details:

Accounts Payable:		\$ 16,791.57	
Election Wages		\$ 510.00	
Check # 27578	3/2/2022	\$ 419.08	Postage for Newsletter

Payroll	Payroll	\$ 12,802.50
	Expense Reimburse	\$ 605.35
	Net Payroll	\$ 11,320.08

### Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
Total for Month	Taxes Collected MM	\$ 249,486.54	Taxes Collected
2/22/2022	General MM	\$ 8,369.00	Various
2/28/2022	General MM	\$ 1,537.34	Cell Tower
12/31/2021	Various	\$ 1,373.77	Interest Earned

### Paid via Bank Transfer:

Nationwide:	\$ 960.20
Wisconsin Retirement:	\$ 669.50
Federal Tax/Medicare:	\$ 1,081.28
State Taxes:	\$ 272.74
Wisconsin Health Insurance	\$ 981.40

### Account Balances as of March 15, 2022 - after requested transfers per this Voucher List

Checking	\$ 8,199
General MM	\$ 1,263,678
General CD - CFCU	\$ 402,285
Taxes Collected	\$ 3,932
Impact Fee	\$ 6,010
Tullar Rd Fund	\$ 30,525
Storm Water	\$ 956,645

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

Town of Neenah  
Check Detail  
March 14, 2022

Accounts Payable

\$ 16,791.57

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	03/14/20:	27579	Bear Graphics, ...		11010-0 · Checking Accou...	
Bill	03/14/20:	0889...			51440-2 · Election Expenses	-113.23
TOTAL						-113.23
Bill P...	03/14/20:	27580	BP Neenah Sta...	52210-4	11010-0 · Checking Accou...	
Bill	03/14/20:	106			52210-4 · Fire Dept. Fuel	-50.66
TOTAL						-50.66
Bill P...	03/14/20:	27581	Dempsey Law F...		11010-0 · Checking Accou...	
Bill	03/14/20:	54			51300-0 · Legal Services	-2,903.17
Bill	03/14/20:	7			51300-0 · Legal Services	-2,091.00
TOTAL						-4,994.17
Bill P...	03/14/20:	27582	Five Alarm Fire ...		11010-0 · Checking Accou...	
Bill	03/14/20:	P024...		(2) Cold water rescue suit	52210-9 · Fire Dept. New Eq...	-1,450.00
TOTAL						-1,450.00
Bill P...	03/14/20:	27583	Frank's Radio S...		11010-0 · Checking Accou...	
Bill	03/14/20:	1197...		(3) Minitor VI stroed Voice	52210-9 · Fire Dept. New Eq...	-1,372.50
TOTAL						-1,372.50
Bill P...	03/14/20:	27584	McMahon Asso...		11010-0 · Checking Accou...	
Bill	03/14/20:	0801...		Oakridge Rd - design of r...	53311-5 · Hwy Exp- McMahon	-4,045.54
Bill	03/14/20:	0801...		Larsen Rd - Design servi...	53311-5 · Hwy Exp- McMahon	-3,649.39
TOTAL						-7,694.93
Bill P...	03/14/20:	27585	Midwest Workw...		11010-0 · Checking Accou...	
Bill	03/14/20:	9118		Mechanics glove	52210-9 · Fire Dept. New Eq...	-106.44
TOTAL						-106.44
Bill P...	03/14/20:	27586	Spectrum		11010-0 · Checking Accou...	
Bill	03/14/20:	2966...			52210-6 · Fire Dept Phone	-39.99
					51420-7 · Office Telephone	-299.95
TOTAL						-339.94
Bill P...	03/14/20:	27587	Uniform Shopp...		11010-0 · Checking Accou...	
Bill	03/14/20:	3191...		Single Dress coat	52210-9 · Fire Dept. New Eq...	-280.95
Bill	03/14/20:	3191...		(6) Company pant	52210-9 · Fire Dept. New Eq...	-388.75
TOTAL						-669.70

2:39 PM  
03/10/22

Town of Neenah  
Check Detail  
March 15, 2022

*Election Wages*  
*\$ 510.00*

Type	Date	Num	Name	Memo	Account	Paid Amount
Check	03/15/20	27589	Sargent, Lori	Spring Primary 2022	11010-0 · Checking Accou...	
				Spring Primary 2022	51440-1 · Election Wages	-170.00
TOTAL						-170.00
Check	03/15/20	27588	Schmeichel, Su...	Spring 2022 Primary	11010-0 · Checking Accou...	
				Spring 2022 Primary	51440-1 · Election Wages	-170.00
TOTAL						-170.00
Check	03/15/20	27590	Wilde, Barb		11010-0 · Checking Accou...	
					51440-1 · Election Wages	-170.00
TOTAL						-170.00

Town of Neenah  
Check Detail  
March 17, 2022

Payroll Gross = \$ 13,407.85  
Net = \$ 11,320.08

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	03/17/20	DD1...	Armstrong, Glenn	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	53311-0 · Highway & Street -...	-80.00
				Direct Deposit	51110-2 · Supervisors per di...	-225.00
				Direct Deposit	66000 · Nationwide Retireme...	-69.00
				Direct Deposit	21520-0 · Nationwide Payable	69.00
				Direct Deposit	53311-1 · Hwy Mileage and ...	-25.74
				Direct Deposit	65000 · Medicare Taxes	-13.34
				Direct Deposit	21514-0 · Medicare Taxes P...	13.34
				Direct Deposit	21514-0 · Medicare Taxes P...	13.34
				Direct Deposit	2110 · Direct Deposit Liabiliti...	932.40
TOTAL						0.00
Payc...	03/17/20	DD1...	Boushele, Victo...	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51420-2 · Deputy Clerk/Tres...	-1,863.00
				Direct Deposit	66000 · Nationwide Retireme...	-139.73
				Direct Deposit	21520-0 · Nationwide Payable	139.73
				Direct Deposit	51420-4 · Office Expenses	-14.00
				Direct Deposit	24000-0 · Payroll Liabilities	78.00
				Direct Deposit	65000 · Medicare Taxes	-27.01
				Direct Deposit	21514-0 · Medicare Taxes P...	27.01
				Direct Deposit	21514-0 · Medicare Taxes P...	27.01
				Direct Deposit	24000-0 · Payroll Liabilities	50.98
				Direct Deposit	2110 · Direct Deposit Liabiliti...	1,721.01
TOTAL						0.00
Payc...	03/17/20	DD1...	Cardoza, Brooke	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	51110-2 · Supervisors per di...	-180.00
				Direct Deposit	66000 · Nationwide Retireme...	-59.63
				Direct Deposit	21520-0 · Nationwide Payable	59.63
				Direct Deposit	65000 · Medicare Taxes	-11.53
				Direct Deposit	21514-0 · Medicare Taxes P...	11.53
				Direct Deposit	21514-0 · Medicare Taxes P...	11.53
				Direct Deposit	2110 · Direct Deposit Liabiliti...	783.47
TOTAL						0.00
Payc...	03/17/20	DD1...	King, Edmund	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52210-3 · Fire Dept Supplies...	-153.90
				Direct Deposit	2110 · Direct Deposit Liabiliti...	153.90
TOTAL						0.00
Payc...	03/17/20	DD1...	Klinka, Gary	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52400-0 · Building Inspection	-729.50
				Direct Deposit	66000 · Nationwide Retireme...	-54.71
				Direct Deposit	21520-0 · Nationwide Payable	54.71
				Direct Deposit	65000 · Medicare Taxes	-10.58
				Direct Deposit	21514-0 · Medicare Taxes P...	10.58
				Direct Deposit	21514-0 · Medicare Taxes P...	10.58
				Direct Deposit	2110 · Direct Deposit Liabiliti...	718.92
TOTAL						0.00

**Town of Neenah**  
**Check Detail**  
March 17, 2022

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	03/17/20:	DD1...	Rosenfeldt, Tho...	Direct Deposit	11010-0 - Checking Accou...	
				Direct Deposit	51610-2 - Maintenance - Sal...	-140.00
				Direct Deposit	51440-1 - Election Wages	-70.00
				Direct Deposit	66000 - Nationwide Retireme...	-15.75
				Direct Deposit	21520-0 - Nationwide Payable	15.75
				Direct Deposit	51610-1 - Maintenance & Op...	-5.85
				Direct Deposit	51440-2 - Election Expenses	-2.93
				Direct Deposit	65000 - Medicare Taxes	-3.05
				Direct Deposit	21514-0 - Medicare Taxes P...	3.05
				Direct Deposit	21514-0 - Medicare Taxes P...	3.05
				Direct Deposit	2110 - Direct Deposit Liabiliti...	215.73
TOTAL						0.00
Payc...	03/17/20:	DD1...	Sakls, Ashley	Direct Deposit	11010-0 - Checking Accou...	
				Direct Deposit	52210-3 - Fire Dept Supplies...	-45.92
				Direct Deposit	2110 - Direct Deposit Liabiliti...	45.92
TOTAL						0.00
Payc...	03/17/20:	27591	Schmeichel, Ro...		11010-0 - Checking Accou...	
					51100-1 - Chairman - Salary	-1,230.00
					51100-2 - Chairman per diem	-315.00
					66000 - Nationwide Retireme...	-115.88
					21520-0 - Nationwide Payable	115.88
					51100-3 - Chairman Expenses	-21.65
					24000-0 - Payroll Liabilities	100.00
					65000 - Medicare Taxes	-22.40
					21514-0 - Medicare Taxes P...	22.40
					21514-0 - Medicare Taxes P...	22.40
					24000-0 - Payroll Liabilities	64.98
TOTAL						-1,379.27
Payc...	03/17/20:	DD1...	Skerke, Ellen J	Direct Deposit	11010-0 - Checking Accou...	
				Direct Deposit	51420-0 - Clerk - Salary	-5,150.00
				Direct Deposit	21530-0 - WRS Payable	334.75
				Direct Deposit	51421-0 - Clerk Retirement ...	-334.75
				Direct Deposit	21530-0 - WRS Payable	334.75
				Direct Deposit	66000 - Nationwide Retireme...	-386.25
				Direct Deposit	21520-0 - Nationwide Payable	386.25
				Direct Deposit	21533-0 - Health Insurance ...	240.95
				Direct Deposit	51421-2 - Clerk- Health Insur...	-740.45
				Direct Deposit	21533-0 - Health Insurance ...	740.45
				Direct Deposit	51420-1 - Clerk Treasurer Ex...	-63.18
				Direct Deposit	51420-4 - Office Expenses	-101.74
				Direct Deposit	51440-2 - Election Expenses	-49.71
				Direct Deposit	24000-0 - Payroll Liabilities	500.00
				Direct Deposit	65000 - Medicare Taxes	-71.18
				Direct Deposit	21514-0 - Medicare Taxes P...	71.18
				Direct Deposit	21514-0 - Medicare Taxes P...	71.18
				Direct Deposit	24000-0 - Payroll Liabilities	150.00
				Direct Deposit	2110 - Direct Deposit Liabiliti...	4,067.75
TOTAL						0.00



**Town of Neenah**  
**Check Detail**  
 March 17, 2022

Type	Date	Num	Name	Memo	Account	Paid Amount
Payc...	03/17/20:	DD1...	Voldsness, Ryan	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	52210-3 · Fire Dept Supplies...	-120.73
				Direct Deposit	2110 · Direct Deposit Liabiliti...	120.73
TOTAL						0.00
Payc...	03/17/20:	27592	Weiss, James		11010-0 · Checking Accou...	
					51110-1 · Supervisors - Sala...	-615.00
					51110-2 · Supervisors per di...	-225.00
					66000 · Nationwide Retireme...	-63.00
					21520-0 · Nationwide Payable	63.00
					65000 · Medicare Taxes	-12.18
					21514-0 · Medicare Taxes P...	12.18
					21514-0 · Medicare Taxes P...	12.18
TOTAL						-827.82
Payc...	03/17/20:	DD1...	Wilde, Thomas	Direct Deposit	11010-0 · Checking Accou...	
				Direct Deposit	51110-1 · Supervisors - Sala...	-615.00
				Direct Deposit	51110-2 · Supervisors per di...	-135.00
				Direct Deposit	66000 · Nationwide Retireme...	-56.25
				Direct Deposit	21520-0 · Nationwide Payable	56.25
				Direct Deposit	24000-0 · Payroll Liabilities	39.00
				Direct Deposit	65000 · Medicare Taxes	-10.87
				Direct Deposit	21514-0 · Medicare Taxes P...	10.87
				Direct Deposit	21514-0 · Medicare Taxes P...	10.87
				Direct Deposit	24000-0 · Payroll Liabilities	6.78
				Direct Deposit	2110 · Direct Deposit Liabiliti...	693.35
TOTAL						0.00

Town of Neenah  
Deposit Detail  
February 2022

Deposit

Type	Date	Name	Memo	Account	Amount
Deposit	02/03/2022		Deposit Batch #30	11060-0 · Money Market - Coll.Ta...	199,558.95
		Tax Payer	Batch #30	26101-0 · R.E. Taxes Collected	-199,558.95
TOTAL					-199,558.95
Deposit	02/03/2022		Deposit - Final #31	11060-0 · Money Market - Coll.Ta...	48,609.40
		Tax Payer	Final Property Taxes...	26101-0 · R.E. Taxes Collected	-48,609.40
TOTAL					-48,609.40
Deposit	02/09/2022		Deposit	11011-0 · Money Market - Genera...	5,644.00
		Neenah Joint Sch...	Check received for s...	26102-0 · R.E. Tax Refunds to Tax...	-5,644.00
TOTAL					-5,644.00
Deposit	02/22/2022		Deposit	11011-0 · Money Market - Genera...	8,369.00
		Assessment letters	Deposit	46110-0 · Clerk's Assessment Lett...	-100.00
		WE Energies	Deposit	44320-0 · Road Permits	-25.00
		Time Warner Fra...	Deposit	44100-0 · Time Warner Rebate	-4,979.07
		AT & T Franchise...	Deposit	44101-0 · At&T Franchise Fees	-310.74
		Mahler Shelter Rent	guyette griebach / an...	48200-0 · Mahler Shelter Rent	-150.00
		Jurek Lease	Deposit	48200-2 · Land Rent	-60.00
		MB/FS Rent	weber	48200-1 · Municipal Building Rent	-100.00
		Building Permits	Deposit	44310-0 · Building Permits	-1,671.40
		Impact Fees	Note - need to transf...	44325-0 · Building Permits - Impac...	-500.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-130.00
		Miscellaneous	sale of metal at glbs...	48000-0 · Misc.Revenue	-11.00
		Motel Tax	Deposit	41210-0 · Motel Tax	-331.79
TOTAL					-8,369.00
Deposit	02/22/2022		Deposit	11060-0 · Money Market - Coll.Ta...	1,318.19
		Tax Payer	persoanl property tax...	26101-0 · R.E. Taxes Collected	-1,318.19
TOTAL					-1,318.19
Deposit	02/28/2022		Deposit	11011-0 · Money Market - Genera...	1,537.34
		Cell Tower Rent	monthly rent	48200-4 · Cell Tower	-1,537.34
TOTAL					-1,537.34
Deposit	02/28/2022		Interest	11010-0 · Checking Account Gen...	58.54
			Interest	48110-0 · Interest income	-58.54
TOTAL					-58.54
Deposit	02/28/2022		Interest	11055-0 · MM- Impact Fund (123)	0.22
			Interest	48180-0 · Interest - Impact Fees	-0.22
TOTAL					-0.22

**Town of Neenah**  
**Deposit Detail**  
February 2022

Type	Date	Name	Memo	Account	Amount
Deposit	02/28/2022		Interest	6-11015 · MM - Storm Water (135)	209.82
			Interest	6-48150 · Interest Income - Storm...	-209.82
TOTAL					-209.82
Deposit	02/28/2022		Interest	11011-0 · Money Market - Genera...	319.69
			Interest	48110-0 · Interest Income	-319.69
TOTAL					-319.69
Deposit	02/28/2022		Interest	11060-0 · Money Market - Coll.Ta...	468.94
			Interest	48195-0 · Interest - Collected Taxes	-468.94
TOTAL					-468.94
Deposit	02/28/2022		Interest	11320-0 · Tullar Road CD (371)	8.19
			Interest	48160-0 · Interest Income- Tullar R...	-8.19
TOTAL					-8.19
Deposit	02/28/2022		Interest	11011-5 · Certificate of Dep-Genera...	308.37
			Interest	48110-0 · Interest Income	-308.37
TOTAL					-308.37

2:30 PM  
03/10/22

Town of Neenah  
Payroll Transaction Detail  
March 2022

Nationwide  
\$ 960.20

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
03/17/2022	DD1...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-69.00
						-69.00
03/17/2022	DD1...	Paycheck	Boushele, Victor...	Nationwide Retirement Fund	0.00	-139.73
						-139.73
03/17/2022	DD1...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-59.63
						-59.63
03/17/2022	DD1...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-54.71
						-54.71
03/17/2022	DD1...	Paycheck	Rosenfeldt, Tho...	Nationwide Retirement Fund	0.00	-15.75
						-15.75
03/17/2022		Paycheck	Schmeichel, Ro...	Nationwide Retirement Fund	0.00	-115.88
						-115.88
03/17/2022	DD1...	Paycheck	Skерke, Ellen J	Nationwide Retirement Fund	0.00	-386.25
						-386.25
03/17/2022		Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-63.00
						-63.00
03/17/2022	DD1...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-56.25
						-56.25
<b>TOTAL</b>						<b>-960.20</b>

Town of Neenah  
General Ledger  
As of March 31, 2022

WI Retirement

\$ 669.50

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	03/17/2022	DD1...	Skерke, Ellen J	Direct Dep...	11010-0 · C...	334.75
Paycheck	03/17/2022	DD1...	Skерke, Ellen J	Direct Dep...	11010-0 · C...	334.75
Total 21530-0 · WRS Payable						669.50
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Paycheck	03/17/2022	DD1...	Skерke, Ellen J	Direct Dep...	11010-0 · C...	-5,150.00
Total 51420-0 · Clerk - Salary						-5,150.00
<b>TOTAL</b>						<b>-4,480.50</b>

2:29 PM

03/10/22

Town of Neenah  
Payroll Liability Balances  
March 2022

Fed. Taxes = \$ 1,081.28

State Taxes = \$ 272.74

	BALANCE
Payroll Liabilities	
Federal Withholding	717.00
Medicare Employee	182.14
Medicare Company	182.14
WI - Withholding	272.74
Medicare Employee Addl Tax	0.00
Total Payroll Liabilities	<u>1,354.02</u>

2:29 PM  
03/10/22  
Accrual Basis

Town of Neenah  
General Ledger  
As of March 31, 2022

WI Health Insurance  
\$981.40

Type	Date	Num	Name	Memo	Split	Amount
<b>21533-0 · Health Insurance Payable</b>						
Paycheck	03/17/2022	DD1...	Skерke, Ellen J	Direct Dep...	11010-0 · C...	240.95
Paycheck	03/17/2022	DD1...	Skерke, Ellen J	Direct Dep...	11010-0 · C...	740.45
Total 21533-0 · Health Insurance Payable						981.40
<b>TOTAL</b>						<b>981.40</b>



MEMORANDUM

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To: Town Board  
cc: Town of Neenah Sanitary District #2 Commissioners  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: March 12, 2022  
Memo: Fire Department Transition for Fire Chief Position

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Town board Agenda 3-14-2022 Items 6c and 6d address items related to the transition period and appointing a new Fire Chief.

6c: Compensation for Assistant Chiefs during Transition: Assistant Chiefs Davis and Dolphin are performing the Chief duties in the interim. The Town Board should take action to determine the compensation during the interim period. Attached is the 2022 Compensation Schedule

6d: Discuss process of Appointment for Fire Chief: As guidance in this discussion, attached are pages from the Town of Neenah Fire Department By-Laws and Town of Neenah Municipal Code Chapter 1 that relate to the Fire Chief position. Upon request, I will provide the complete Town of Neenah Fire Department By-Laws and Town of Neenah Municipal Code Chapter 1.



**Exhibit A**  
**Town of Neenah**  
**Compensation Schedule**  
**as of January 1, 2022**

Chairman	Annual Salary	\$14,760.00
Supervisor	Annual Salary	\$7,380.00
Administrator/Clerk/Treasurer	Annual Salary	\$61,800.00
Administrator/Clerk/Treasurer Wisconsin Retirement	6.50 % of Annual Salary	\$4,017.00
Deputy Clerk / Treasurer	Rate per Hour	\$18.00 - \$21.00
Office Assistant	Rate per Hour	\$10.00 - \$15.00
Per Diem - Half Day	Per Occasion	\$45.00
Per Diem - Full Day	Per Occasion	\$90.00
Roads / Storm Water Superintendent	Rate per Hour	\$20.00
Maintenance / Facilities Management Superintendent	Rate per Hour	\$20.00
Animal Control	Rate per Call	\$40.00
911 Sign Maintenance	Rate per Hour	\$20.00
Election Officials	Rate per Hour	\$10.00
Firefighter / First Responders -Business Meeting	Per meeting	\$20.00
Firefighter/ First Responders-Training Meeting	Per meeting	\$20.00
Firefighter / First Responders- Fire Call 1st hour	Rate per Hour	\$20.00
Firefighter / First Responders - Fire Call additional hours	Rate per Hour	\$12.00
Firefighter - Work Detail	Rate per Hour	\$12.00
Firefighter - Drills	Rate per Hour	\$12.00
Firefighter - State Mandated Training	Rate per Hour	\$10.00 *
Firefighter - Inspections	Rate per Inspection	\$14.00
Fire Chief	Annual Salary	\$7,500.00
<u>Fire Department Line/Staff Officers</u>		
Assistant Fire Chief(s)	Annual Salary	\$350.00
Captain(s) and Lieutenants(s)	Annual Salary	\$150.00
Training Officer	Annual Salary	\$250.00
<u>Fire Department Elected Officers</u>		
President	N/A	N/A
Vice President	N/A	N/A
Secretary	Annual Salary	\$250.00
Treasurer	Annual Salary	\$250.00

Board members that fill in for any position as a temporary worker is paid the rate as noted in the compensation schedule for the position they are filling, effective April 10, 2012.

Town Board elected officials are paid Per Diems based on Town of Neenah Municipal Code section 1.01(1)f.

\* Payment for State Mandated Training will occur following proof of successful completion / Certification

Approved via Board Action on 02-28-2022 / Resolution 2022-02

## ARTICLE III

### ELECTED OFFICES

#### SECTION 1. OFFICES:

The elected offices of the Department shall be: President, Vice-President, Secretary, and Treasurer.

#### SECTION 2. QUALIFICATION:

Any active duty member of the Department, having successfully completed the required one year probationary period, shall be qualified to seek an elected office.

#### SECTION 3. TERMS OF OFFICE:

The terms of office for President, Vice-President, Secretary and Treasurer shall be for two (2) years. There shall be no limit to the number of terms a member may serve in any of the elected offices.

#### SECTION 4. SELECTION OF CHIEF:

The Town Board shall appoint the Chief of the Fire Department who shall hold the office subject to suspension or removal by the Town Board. The Chief shall be subject to reappointment on a bi-annual basis effective January 1 of even numbered years by the Town Board. The Department will provide a recommendation to the Town Board at its December business meeting, prior to the Town board's bi-annual January re-appointment review.

#### SECTION 5. DUTIES OF ELECTED OFFICERS AND CHIEF:

The primary duties of the elected officers and Chief shall include, but not necessarily be limited to, the following:

- (1) Chief: The Chief shall have complete charge of and full responsibility for the personnel, property, budget, training activities, fire fighting and other emergency services provided by the department within the parameters of the By-Laws of the Department. Furthermore, the Chief shall:
  - a. have, or seek to acquire, sufficient knowledge in Department administration and firefighting technology to ensure that the primary duties of the office of Chief will be carried out in a safe, efficient, and effective manner.
  - b. have a complete understanding of the purpose and objectives of the Department.
  - c. establish standards for entrance into the Department as well as standards for training and promotions of active duty personnel.
  - d. organize and direct any other functions or operations of the Department not specifically mentioned herein.
  - e. serve as liaison to the Town Board concerning any and all Department matters.
  - f. develop and maintain the Department's personnel file for all active duty members.
- (2) President: The President shall preside at all Department meetings; call the meetings to order at the appointed times; announce the agenda business items in proper order; state and put all questions of order. Furthermore, it is the duty of the President to:
  - a. have on hand a list of committees for a guide in naming new appointments.
  - b. acquire a working knowledge of Roberts Rules of Order procedures and a thorough understanding of the Department By-Laws.
  - c. entertain only one main motion at a time.
  - d. permit no debate on motions before they are seconded and stated; but to also encourage debate and assign the floor to those properly entitled to it.
  - e. put all motions to a vote and give results; to decide a tie vote or not to vote at all.
  - f. refrain from discussing a motion when presiding except when the chair is surrendered to the Vice-President until the motion is disposed of.
  - g. give signature when necessary and authorized, according to the Department By-Laws.

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI  
CHAPTER 1

3. The Town Clerk/Town Treasurer shall receive such compensation as the Town Board determines from time to time, such amount not to be decreased during the term of appointment.
4. The Town Clerk/Town Treasurer shall take and file the official oath with anyone who is authorized by statute to administer the oath.
5. The Town Board may appoint a Deputy Clerk, Deputy Treasurer, and/or Deputy Clerk/Treasurer and pay out of the Town funds.

(b) **Building Inspector.** See Section 12.07 herein.

(c) **Fire Chief**

1. Should a vacancy arise for the office of Fire Chief, Fire Department members, exclusive of the Fire Chief, shall hold an election to determine their recommendation for the new Fire Chief. After due consideration of the Fire Department recommendation, the Town Board shall appoint the Fire Chief. The Fire Chief shall serve at the will of the Town Board.
2. The Fire Chief shall take and file the official oath with the Town Clerk.
3. The Fire Chief shall receive such compensation as the Town Board determines from time to time and a record maintained by the Town Clerk.

(d) **Town Assessor**

1. No person may hold the offices of Town Treasurer and Town Assessor at the same time.
2. No person may assume the office of Town Assessor unless certified by the Department of Revenue as qualified to perform the functions of the office of Town Assessor. If a person is selected for the office and is not certified by June 1 of the year selected, the office shall be considered vacant and the Town Board shall fill the vacancy from a list of persons certified by the Department of Revenue.
3. The Town Assessor shall be selected annually by the Town Board. The Town Board and Town Assessor shall enter into a one (1) to three (3) year contract. Such contract shall specify the compensation of the Town Assessor.
4. The Town Assessor shall take and file the official oath with the Town Clerk.

(2) **The Town Board may appoint:**

- (a) **Weed Commissioner.** The duties and powers of the Weed Commissioner shall be as indicated in Chapter 66.0517, Wis. Stats. and Section 1.05(1) herein. The Town Board may appoint as many Weed Commissioners as the Board believes

MEMORANDUM

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To: Town Board  
cc: Town of Neenah Sanitary District #2 Commissioners  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: March 12, 2022  
Memo: Vertical Bridges Surety Bond

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On September 14, 2014, The Town of Neenah entered into a Lease Agreement with Cellcom (also known as Nsightel or Vertical Bridges). The Agreement contains a provision that requires Cellcom to provide a performance bond of \$20,000.

A complete copy of the agreement is available upon request, below is an excerpt of the Agreement that addresses the performance bond.

**10.1 Surrender of Possession and Removal of Improvements.** Upon the expiration of this Agreement, or within ninety (90) days after the earlier termination of this Agreement, Lessee shall surrender the Premises to Lessor and shall remove therefrom its personal property and all above-ground alterations, additions, improvements, and fixtures placed or maintained on the Premises by Lessee. In the event this Agreement is terminated prior to the expiration of the then-current term, Lessee and Lessee's assignees or sublessees, if any, shall have open and unrestricted access to the Premises for ninety (90) days immediately after such termination to remove any such personal property, above-ground alterations, additions, improvements, and fixtures. Prior to Lessee's construction of the tower, Lessee shall provide to Lessor a Performance Bond in the amount of \$20,000 to cover the costs of removal in the event Lessee fails to remove the improvements as specified in this Section. In the event Statute 66.0404(4)(i) is amended or otherwise revised to allow a greater surety requirement, Lessor may increase the amount of the surety as allowed by the new statute upon ninety (90) days advance written notice to the Lessee.

In 2014, under the guidance of Supervisor Geoff Hibner, the Town Board refused to accept the bond presented, the language was insufficient to address what the Board wanted. In order to permit Cellcom to construct the cell tower, both parties agreed that Cellcom would provide a \$20,000 cash deposit which the Town would hold until an acceptable performance bond is provided. In 2014, the Town received and continues to hold the \$20,000 cash deposit.

Fast forward to today, Cellcom (Vertical Bridges) presented the attached performance bond. Although the bond is dated May 4, 2021, I did not receive the bond until March 4, 2022. Matt Parmentier reviewed the bond and the 2014 Agreement and stated it meets the necessary requirements.

If the Town Board accepts the attached performance bond, the motion should include authorizing the Clerk to prepare a \$20,000 payment to Vertical Bridges to return the cash deposit which was received by the Town on December 9, 2014 in lieu of a bond.

3/1/22 - No Town Board Action yet

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company



**POWER OF ATTORNEY**

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Lee Anne K. Michaud of the city of Columbia, state of MD its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: VB-S1 Assets, LLC  
Obligee Name: Town of Neenah, Wisconsin  
Surety Bond Number: 017245552 Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12<sup>th</sup> day of March, 2021.



The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 12<sup>th</sup> day of March, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Kind of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2025  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

**ARTICLE IV - OFFICERS - Section 12. Power of Attorney.** Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings.** Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation -** The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization -** By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 4th day of May, 2021.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

Tower Removal Bond

KNOW ALL PERSONS BY THESE PRESENTS: That we VB-S1 Assets, LLC, a corporation duly organized under the laws of the State of DE, as Principal and The Ohio Casualty Insurance Company, as Surety, are held and firmly bound unto Town of Neenah, Wisconsin as Obligee, in the amount of Twenty Thousand Dollars and 00/100 (\$ 20,000.00) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, the liability of the Surety being limited to the penal sum of this bond regardless of the number of years the bond is in effect.

Whereas, the Principal has obtained written approval from the Obligee for the construction and erection of a wireless communication tower located at 1600 Breezewood Lane, Neenah, WI 54956; Site ID No. US-WI-5218. Now, therefore if the principal well and truly complies with the maintenance, replacement, removal or relocation of the tower from the aforementioned address within 30 days upon receipt of written notice from the Obligee, to remove, replace, modify, or relocate the tower from said premises then this obligation is void otherwise to remain in full force and effect unless cancelled as set forth below:

1. It shall be a condition precedent to any right of recovery hereunder that, in the event of any default on the part of the Principal, a written statement of the particular facts of such default shall be, within Thirty (30) days, delivered to Surety at it Home Office located at 175 Berkeley Street, Boston, MA 02116 by registered mail to the Surety and the Surety shall not be obligated to perform Principals obligation until sixty (60) days after Surety's receipt of such statement.
2. The surety may cancel this bond at any time by giving Thirty (30) days notice, by registered mail or overnight courier service to 1600 Breezewood Lane, Neenah, WI 54956 (Obligee). Such termination shall not affect liability incurred under this obligation prior to the effective date of such termination.
3. No action, suit, or proceeding shall be maintained against the Surety on this bond unless the action is brought within twelve (12) months of the cancellation date of this bond.
4. Regardless of the number of years this bond may be renewed; in no event shall the liability of the Surety exceed the penal sum of this bond.
5. It is understood that the non-renewal of this bond by the Surety, or failure or inability of the Principal to file a replacement bond shall not constitute a loss recoverable by the Obligee under this bond.

Signed, sealed, and witnessed this 4th day of May, 2021.

[Signature]  
Witness Macdala Dorsainvil



VB-S1 Assets, LLC  
Principal

By: [Signature]  
Michael Romaniw, CFO

The Ohio Casualty Insurance Company  
Surety

By: [Signature]  
LeeAnne K. Michaud, Attorney-In-Fact

## Ellen Skerke - Town of Neenah

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**From:** Matthew B. Parmentier <MBP@dempseylaw.com>  
**Sent:** Thursday, March 10, 2022 9:38 AM  
**To:** Ellen Skerke - Town of Neenah  
**Cc:** 'Bob Schmeichel'  
**Subject:** RE: Vertical Bridge tower site removal bond (WI-5218)

Thanks. I wanted to see if there was any basis in the least for us to insist on cash (there's not) since that's easier to deal with than a bond. I also wanted to see if there was a basis for us to ask for an amount greater than \$20,000. But the statute still caps us at that amount even though it won't get us as far as it did back when the lease was entered into.

The bond looks good and the Town Board can approve. Please make sure to retain the original.

Matthew Parmentier, Partner  
Dempsey Law Firm, LLP



**DEMPSEY LAW**  
EDMUNTON, ST. PETER, PETAKE, ROSENBLUT, BUCHHOLZ, NYRHE

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

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Fond du Lac Location 10 Forest Avenue, Suite 200 Fond du Lac, WI 54936 920-922-0470	De Pere Location 2079 Lawrence Drive De Pere, WI 54115 920-235-7300	Dempsey & Buchholz - Waupun 95 S. Harris Avenue Waupun, WI 53963 920-324-9736	Byrne & Dempsey - Wausau 115 Forrest Street Wausau, WI 54403 715-848-2966	Oshkosh 210 North Oshkosh 920-2
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**From:** Ellen Skerke - Town of Neenah <ellen@townofneenah.com>  
**Sent:** Thursday, March 10, 2022 9:28 AM  
**To:** Matthew B. Parmentier <MBP@dempseylaw.com>  
**Cc:** 'Bob Schmeichel' <bob@townofneenah.com>  
**Subject:** RE: Vertical Bridge tower site removal bond (WI-5218)