

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, April 25, 2022

TIME: 7:00 pm

LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 861 3231 5109 Password: 015083 Phone (312) 626-6799

Zoom: <https://us02web.zoom.us/j/86132315109?pwd=dmQ4dUUwZUZFWliczduV1dwamY1dz09>

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES April 11, 2022 Town Board Meetings
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. Winnebago County Solid Waste – March 2022 Tonnage Report
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions April 25, 2022.
 - b. Approve Application for Temporary Class “B” / “Class B” Retailer’s License for Future Neenah, Inc. Farm to Table Sunset Dinner August 18, 2022.
 - c. Approve Resolution 2022-05 A Resolution Adopting the Winnebago County Natural Hazards Mitigation Plan: 2022-2026 (5-Year Update)
 - d. The Horton Group Insurance Renewal Questionnaire
 - e. Town Board Liaison Organization
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Parks and Trails Committee Meeting , Monday May 2, 2022 at 6:00 pm
 - b. Fire Department Business Meeting, Wednesday May 4, 2022 at 7:00 pm
 - c. Next Regularly Scheduled Town Board Meeting Monday May 9, 2022 at 7:00 pm.
 - d. Stormwater Utility District Meeting, Thursday May 12, 2022 at 8:00 am.
 - e. Open Book Friday May 13, 2022 10:00 a.m. – Noon.
 - f. Board of Review Thursday May 26, 2022 at 10:00 a.m. to Noon.
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 (1) (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, and pursuant to Wis. Stats § 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. ROLL CALL VOTE

 - a. Discussion of Boundary negotiation with adjacent municipalities.
12. ADJOURN CLOSED SESSION

The Town Board will not reconvene into open session

Closed Session Contemplated: YES

Ellen Skerke, Administrator-Clerk-Treasurer
April 21, 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 April 21, 2022 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane, and on April 22, 2022 on the posting boards located at 714 Milkweed Ct, 1674 South Park Avenue and Oakridge Place

TOWN OF NEENAH TOWN BOARD MEETING

April 11, 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, James Pawlowski, Regina Uerkwitz, Jim Felda, Chad Dolphin, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

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

Approval of Minutes

Motion: B. Cardoza / J. Weiss to approve March 28, 2022 Town Board meeting minutes.

Several corrections were noted.

Motion carried 5:0:0

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- None

Correspondences

- March 2022 Building Permit Report
- Wisconsin Department of Transportation notification Town Road Improvement Supplemental (TRIS) Award

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions April 11, 2022.

Motion: J. Weiss / B. Cardoza to approve

- Question regarding the increased cost of Fire Department Fuel, it is related to the increase in price for fuel and the additional time spent on the road with driver training
- Question regarding the stormwater transfer, this is related to the payments made in the first quarter of 2022 based on the approved change order for seed and site preparation.
- Questions regarding the cost of the battery-operated fan, this is a shared cost between the Town budget and Fire Department funds, E. Skerke will invoice the Fire Department for their portion.

Motion Carried 5:0:0.

Fire Department Personnel

Appoint Chad Dolphin as Fire Chief to fill the remaining term of Fire Chief position vacated by the retirement of Ed King. Effective April 11, 2022, expiring December 31, 2023.

Motion: G. Armstrong / J. Weiss to appoint Chad Dolphin as Fire Chief to fill the unexpired term of Ed King, effective immediately and expiring on December 31, 2023.

- C. Dolphin reported that it is consensus of Officers and all Fire Department personnel present at the Fire Department Business meeting on April 6, 2022 that he be appoint as Fire Chief. The issue of compensation will be addressed following the June payroll cycle.
- G. Armstrong stated that he vacancy of Assistant Chief should be filled. C. Dolphin responded that although he agreed, moving someone to Assistant Chief leaves a hole elsewhere in the organization chart and those needs to be addressed before someone can be moved up to Assistant Chief.

- C. Dolphin stated the Department is working well, all of the Officers have stepped up and everyone is working well together.
Motion Carried by roll call vote, all voting Aye.

ARPA – American Rescue Plan Act

Approve Resolution 2022-04 Resolution in Support of Claiming Standard Allowance for Lost Revenue related to American Rescue Plan Act Funds

- E. Skerke gave a brief explanation of the resolution, stating that the option for Standard Allowance must be selected on this April 30, 2022 report, it does not obligate the Town Board to use the Standard Allowance, rather gives the Board the option to use the allowance. Additional discussions are necessary for the Town Board to make decision on how the ARPS funds will be utilized.

Motion: J. Weiss / G. Armstrong to approve Resolution 2022-04.

Motion Carried 5:0:0.

Larsen Road Reconstruction

Discuss and possible action related to the construction of the Larsen Road / Rocket Way Intersection

- E Skerke stated that representatives from the Town of Neenah, McMahon, Village of Fox Crossing, Neenah Joint School District, Miron Construction, Bray Architects and Point of Beginning met to discuss NJSD's plans and a request to postpone any improvements until the Town hears back on the LRIP and BIL Funding applications. At the time of the meeting, we did not know about the LRIP funding.
- R. Schmeichel stated the Village of Fox Crossing is in harmony with the Town's request and neither the Village nor Town have given NJSD permits to work on Larsen Road.
- R. Schmeichel stated that the elevation of the Town's design for Larsen Road and NJSD's elevation of Rocket Way do not match.
- G. Armstrong stated the intent is to have temporary stop and go lights installed so Rocket Way is available at the start of the school year in 2023. NJSD would fund the temporary work and the money they save by not completing the rest of the improvements will be allocated to the reconstruction project when the Town completes the road.
- G. Armstrong stated it was left that NJSD would talk amongst themselves to consider the request. All the engineers have to meet to determine what the temporary improvements will look like.
- General discussions related to the project, funding and how to proceed.

Future Agenda Topics and Meetings

- Sanitary District Commissioner Meeting, Tuesday April 12, 2022 at 7:00 p.m.
- Town of Neenah Ordinance Workshop, Thursday April 14, 2022 at 4:00 pm
- Plan Commission Meeting, Monday April 18, 2022 at 7:00 p.m.
- Town of Neenah Annual Meeting, Tuesday April 19, 2022 at 7:00 p.m.
- Next Regularly Scheduled Town Board Meeting Monday April 25, 2022 at 7:00 p.m.

Unfinished Business

- G. Armstrong asked for an update on CTH "O" Pond. R. Schmeichel stated that the repairs were completed. G. Armstrong stated there was leaking under the culvert that the County installed, the County will have to address that issue

New Business

- E. Skerke stated that the office received a complaint that drivers are going around the barricades and driving on the trail to get around the detour at the CTH CB / JJ roundabout construction. She forwarded the information to City Public Works and County Highway. Fire Department is aware of the closure and G. Armstrong has asked for additional signage for the detours.

- G. Armstrong stated that seasonal weight limits will likely be removed on Monday April 18th.
- E. Skerke stated that she and Vicki will convert to .gov email addresses to mee the requirement by Wisconsin Elections Commission to have a .gov email address. Eventually, all of the Town Board will be converted to .gov emails with a standard address of first initial last name @townofneenah.wi.gov. there is a \$600 subgrant from Wisconsin Elections Commission to assist in the cost of the conversion.
- E. Skerke stated that Winnebago County Health Department will use the Town Hall for Vaccination Clinics on Thursday April 14, April 21N and April 29 from 3:00 p.m. to 5:00 p.m.

Adjourn Meeting

Motion: B. Cardoza/ J. Weiss to adjourn. Motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT Pending Approval

Voucher List Authorization - April 25, 2022

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
4/26/2022	General MM	Checking	\$ 36,000.00	Vouchers 4-25-2022

Check Details:

Accounts Payable:		\$ 36,143.47	
Check # 27669	We Energies	\$ 765.00	To move streetlight near 1650 S. Park Ave

Notification of New Vendors

None

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

Deposit Detail

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

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

Account Balances as of April 25, 2022 - after requested transfers per this Voucher List

Checking	\$	9,864
General MM	\$	1,214,756
General CD - CFCU	\$	402,627
Taxes Collected	\$	9,359
Impact Fee	\$	6,011
Tullar Rd Fund	\$	30,534
Storm Water	\$	902,241

_____ Schmeichel _____ Armstrong _____ Cardoza _____ Weiss _____ Wilde

10:00 AM
04/22/22

Town of Neenah
Check Detail
April 25, 2022

Accounts Payable
\$ 36,143.47

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	04/25/20:	27670	Aberdean Cons...		11010-0 · Checking Accou...	
Bill	04/25/20:	62264			51420-4 · Office Expenses	-349.00
TOTAL						-349.00
Bill P...	04/25/20:	27671	Aquatic Biologi...		11010-0 · Checking Accou...	
Bill	04/25/20:	2754...			55200-8 · Conservancy Park...	-640.00
TOTAL						-640.00
Bill P...	04/25/20:	27672	Cowling Proper...		11010-0 · Checking Accou...	
Bill	04/25/20:	3348		Franzoi Mahler snow CB trail snow town hall	55200-3 · Parks - Supplies &... 55400-0 · Trails 51610-1 · Maintenance & Op...	-613.00 -150.00 -198.00
TOTAL						-961.00
Bill P...	04/25/20:	27673	Fox Valley Tech...		11010-0 · Checking Accou...	
Bill	04/25/20:	TPB...		Kimball, Lloyd, Simington	52210-1 · Fire Dept Seminar...	-240.00
TOTAL						-240.00
Bill P...	04/25/20:	27674	Harters Fox Vall...		11010-0 · Checking Accou...	
Bill	04/25/20:	98150			55200-6 · Parks - Harter's - ...	-192.01
Bill	04/25/20:	98147			53634-0 · Garbage Collectio...	-12,463.78
					53635-0 · Recycling	-3,907.82
				fuel surcharge	53634-0 · Garbage Collectio...	-1,489.82
TOTAL						-18,053.43
Bill P...	04/25/20:	27675	Industrial Safet...		11010-0 · Checking Accou...	
Bill	04/25/20:	59121			52210-9 · Fire Dept. New Eq...	-2,103.00
TOTAL						-2,103.00
Bill P...	04/25/20:	27676	McMahon Asso...		11010-0 · Checking Accou...	
Bill	04/25/20:	9262...		goose fencing	6-55200 · SW - CTH "O" Po...	-267.00
Bill	04/25/20:	9262...		prelim NHS consult	53700-2 · Larsen Road Reco...	-1,306.40
TOTAL						-1,573.40
Bill P...	04/25/20:	27677	Oshkosh Fire a...		11010-0 · Checking Accou...	
Bill	04/25/20:	1870...		yeti mitts	52210-3 · Fire Dept Supplies...	-40.00
TOTAL						-40.00
Bill P...	04/25/20:	27678	Village of Fox C...		11010-0 · Checking Accou...	
Bill	04/25/20:	13742		Feb 7.31 Apr 17.16	51440-2 · Election Expenses	-24.47
TOTAL						-24.47

10:00 AM

04/22/22

Town of Neenah

Check Detail

April 25, 2022

Type	Date	Num	Name	Memo	Account	Paid Amount
Bill P...	04/25/20:	27679	WE Energies		11010-0 · Checking Accou...	
Bill	04/25/20:	4097...		Mahler led lights	55200-7 · Parks - WE Energi...	-133.62
					53420-0 · Street Lighting - Al...	-230.83
				fountain pump, lights	53420-0 · Street Lighting - Al...	-1,550.19
				Franzoi	55200-8 · Conservancy Park...	-19.80
					55200-7 · Parks - WE Energi...	-116.66
					51420-8 · MB Utilities	-969.04
TOTAL						-3,020.14
Bill P...	04/25/20:	27680	Winnebago Cty...		11010-0 · Checking Accou...	
Bill	04/25/20:	22011		Chemtrade Larsen Rd	6-54400 · SW - Ditch Clean ...	-3,119.19
					53311-4 · Hwy Exp- Plowing	-5,024.06
					53311-2 · Hwy Exp - Mainten...	-920.78
TOTAL						-9,064.03
Bill P...	04/25/20:	27681	Winnebago Liq...	51610-1	11010-0 · Checking Accou...	
Bill	04/25/20:	87482			51610-1 · Maintenance & Op...	-75.00
TOTAL						-75.00

10:06 AM

04/22/22

Town of Neenah

Check Detail

April 15, 2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Check	04/15/20	27669	WE Energies 1	WR 4756629	11010-0 · Checking Accou...	
				1/3 cost to relocate Stree...	53420-0 · Street Lighting - Al...	-255.00
				1/3 cost to relocate stree...	53420-0 · Street Lighting - Al...	-255.00
				1/3 cost to relocate stree...	53420-0 · Street Lighting - Al...	-255.00
TOTAL						-765.00

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4/6/22

Town Village City of Neenah

County of Winnebago

The named organization applies for: (check appropriate box(es))

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/18/22 and ending 8/18/22 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Veteran's Organization
- Fair Association or Agricultural Society
- Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Future Neenah, Inc.

(b) Address 135 W. Wisconsin Ave Neenah, WI 54956
(Street) Town Village City

(c) Date organized April 27, 1983

(d) If corporation, give date of incorporation April 27, 1983

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President ERIC ELASSCO - 2430 East Glendale Ave Appleton, WI 54911

Vice President Becky St. Mary - 485 South Green Bay Rd Neenah, WI 54956

Secretary Megan Schlicher - One Plexus Way Neenah, WI 54956

Treasurer Carrie Clark - 1524 S. Commercial St. Neenah, WI 54956

(g) Name and address of manager or person in charge of affair: Sarah Wylie
135 W. Wisconsin Ave Neenah, WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1936 S. Park Ave Neenah, WI 54956 (Mahler Park)

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Use of shelter building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Form to Table sunset dinner

(b) Dates of event 8/18/22

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 04/06/2022
(Signature / Date)

Future Neenah, Inc.
(Name of Organization)

Date Filed with Clerk 4-13-2022

Date Reported to Council or Board 4-25-2022

Date Granted by Council
Board

License No. _____

**Resolution 2022-05
Town of Neenah
Winnebago County, Wisconsin**

**A RESOLUTION ADOPTING THE WINNEBAGO COUNTY NATURAL
HAZARDS MITIGATION PLAN: 2022-2026 (5-YEAR UPDATE)**

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

WHEREAS, the Town of Neenah worked with Winnebago County Emergency Management to update the countywide mitigation plan, initially adopted in 2004; and

WHEREAS, the Town of Neenah Board of Supervisors makes the following findings:

1. Natural disasters do pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the Town of Neenah to undertake any of the recommended activities and/or projects.

NOW THEREFORE, BE IT RESOLVED, the Town of Neenah hereby adopts the Winnebago County Natural Hazards Mitigation Plan: 2022-2026 (5-Year Update); and

BE IT FURTHER RESOLVED, the Town Clerk is directed to send a signed copy of this resolution, at her earliest convenience to: Eric Rasmussen, Director; Winnebago County Emergency Management; 4311 Jackson Street; Oshkosh WI 54901.

Adopted this 25th day of April, 2022,

Robert Schmeichel
Town Chairman

Attest:

Ellen Skerke
Administrator-Clerk-Treasurer