

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, May 23, 2022
TIME: 7:00 pm
LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 861 3231 5109 Passcode: 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 25, 2022 Town Board Meeting
 - May 9, 2022 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. Winnebago County Solid Waste – April 2022 Tonnage Report
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions May 23, 2022.
 - b. Discussion regarding Plan Commission and Parks and Trails Committee membership.
 - c. Appoint Emily Anderson to the Communications Committee for a three-year term effective May 1, 2022 – April 30, 2025.
 - d. Reappoint Ellen Skerke as Administrator-Clerk-Treasurer for a three-year term effective June 11, 2022 – June 10, 2025.
 - e. Resolution 2022-08 Resolution Designating Public Depository.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Board of Review, Thursday May 26, 2022 10:00 am – 12:00 Noon.
 - b. Memorial Day Holiday – Office Closed, Monday May 30, 2022.
 - c. Fire Department Business Meeting, Monday June 1, 2022 at 7:00 p.m.
 - d. Ordinance Review Workshop, Thursday June 2, 2022 at 4:00 p.m.
 - e. Parks and Trails Committee Meeting, Monday June 6, 2022 6:00 p.m. at Mahler Park.
 - f. Next Regularly Scheduled Town Board Meeting Monday June 13, 2022 at 7:00 pm.
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) (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. Nuisance Properties
12. ADJOURN CLOSED SESSION

The Town Board will not reconvene into open session

Closed Session Contemplated: YES

Ellen Skerke, Administrator-Clerk-Treasurer
May 19, 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 May 19, 2022 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane, and the posting boards located at 714 Milkweed Ct, 1674 South Park Avenue and Oakridge Place

TOWN OF NEENAH TOWN BOARD MEETING

May 9, 2022

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

Present: Chairman Robert Schmeichel, Supervisor David Bluma, Supervisor Brooke Cardoza, Supervisor James Weiss, and Supervisor Thomas Wilde.

Also in Attendance: James Pawlowski, Regina Uerkwitz, Fire Chief Chad Dolphin, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Also in Attendance via Zoom: 3 guests.

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 April 25, 2022 Town Board meeting minutes.

T. Wilde questioned the meeting minutes related to Town Board members on the Parks and trails Committee. E. Skerke to provide the Board with additional information.

Motion: B. Cardoza / J. Weiss rescinded their motion.

This item was postponed until the next Town Board meeting.

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- None

Correspondences

- April 2022 Building Permit Report

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions May 9, 2022.

Motion: J. Weiss / T. Wilde to approve

Motion Carried 5:0:0.

Quarterly Reports

Report from Fire Chief Chad Dolphin

- C. Dolphin provided an update of activity sine January 2022.
 - E. King retired
 - The new UTV was put into service
 - Provided a report with first quarter details
 - In April there were 10 calls; 7 EMS and 3 fire
 - TNFD assisted with the funeral services for Winchester Fire Fighter Scott Mathison, both in attending the service and assisting Winchester and Clayton in coverage for any calls during the services.
- R. Schmeichel had questions about the high risk of fires, if there are any concerns who should people call? C. Dolphin stated fire complaints should go to the Sheriff's Office.

Report from Facilities Manager Tom Rosenfeldt

- This item tabled until a later date

Appointments

Appoint Joshua Lautenschlager and Russell Meerdink as Alternate Plan Commissioners for three-year terms effective May 1, 2022 and expiring April 30, 2025

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

Appoint Brooke Cardoza, Tony Stanton and Aaron Zemlock as Parks and Trails Committee Members for three-year terms effective May 1, 2022 and expiring April 30, 2025

- T. Wilde discussed his concerns with having two Town board members on the parks and trails Committee, while in the past, the Town Board took action to remove Town board members from the Plan Commission. When he was elected to the Town Board he stepped down from the Plan Commission. We need consistency.
- General discussion about the subject.
- R. Schmeichel stated the Town Board should take a pause on the this subject to do additional research.

Motion: J. Weiss / D. Bluma to appoint Tony Stanton and Aaron Zemlock to the parks and Trails committee for three year terms.
Motion Carried 4:0:1. B. Cardoza abstained.

Appoint David Bluma as Weed Commissioner for a one-year term effective May 1, 2022 and expiring April 30, 2023.

Motion: J. Weiss / B. Cardoza to appoint
Motion Carried 4:0:1. D. Bluma abstained.

Appoint Tom Wilde to the Fox Cities Room Tax Commission for a one-year term beginning in June 2022 and expiring in May 2023.

Motion: J. Weiss / B. Cardoza to appoint
Motion Carried 4:0:1. T. Wilde abstained

Resolutions

Approve Resolution 2022-06 A Resolution in Support of the National Association of Counties (NACo) Position on Defining the Waters of the United States (WOTUS) and Regulations with Agricultural Considerations.

Motion: T. Wilde / J. Weiss to approve

Motion Carried 5:0:0.

Approve Resolution 2022-07 A Resolution to install temporary 3-Way stop signs at the intersection of Tullar Road and Oakridge Road due to the detour caused by County Highway CB and County Highway JJ roundabout construction.

Motion: R. Schmeichel / J. Weiss to approve

- B. Cardoza requested that solar powered flashing stop lights be installed if possible.
- R. Schmeichel stated we could consider temporary rumble strips.

Motion Carried 5:0:0.

Future Agenda Topics and Meetings

- Town of Neenah Sanitary District #2 Meeting Tuesday May 10, 2022 at 7:00 pm.
- Stormwater Utility District Meeting, Thursday May 12, 2022 at 8:00 am.
- Open Book Friday May 13, 2022 10:00 a.m. – Noon.
- Board of Review Thursday May 26, 2022 from 10:00 a.m. to Noon.
- Next Regularly Scheduled Town Board Meeting Monday May 23, 2022 at 7:00 pm.

Unfinished Business

- E. Skerke stated that issue of trash in the yard on Terra Cotta has improved but not completely resolved.
- R. Schmeichel stated the situation on Ferdinand Avenue is nearing completion. He would like a second Town Board member look at the property with him.
- General discussion regarding other nuisance properties

New Business

- None

Adjourn Meeting

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

Meeting adjourned at 8:03 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval

Voucher List Authorization - May 23, 2022

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
5/24/2022	General MM	Checking	\$ 35,000.00	Vouchers 5-23-2022

Check Details:

Accounts Payable: \$ 34,803.82

Notification of New Vendors

Rocket Industrial was United Papers

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 May 24, 2022 - after requested transfers per this Voucher List

Checking	\$	5,746
General MM	\$	1,185,016
General CD - CFCU	\$	402,958
Taxes Collected	\$	3,959
Impact Fee	\$	6,011
Tullar Rd Fund	\$	30,563
Storm Water	\$	920,510

_____ Schmeichel _____ Armstrong _____ Cardoza _____ Weiss _____ Wilde

11:40 AM
05/18/22

Town of Neenah
Check Detail
May 23, 2022

Accounts Payable
\$ 34,803.82

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	27696	05/23/2022	Aberdean Consultn...		11010-0 · Checking A...		-349.00
Bill	62697	05/23/2022			51420-4 · Office Expe...	-349.00	349.00
TOTAL						-349.00	349.00
Bill Pmt -Check	27697	05/23/2022	BP Neenah Standard...		11010-0 · Checking A...		-327.02
Bill	April 2...	05/23/2022			52210-4 · Fire Dept. F...	-327.02	327.02
TOTAL						-327.02	327.02
Bill Pmt -Check	27698	05/23/2022	City of Appleton		11010-0 · Checking A...		-41.55
Bill	9323	05/23/2022			51440-2 · Election Ex...	-41.55	41.55
TOTAL						-41.55	41.55
Bill Pmt -Check	27699	05/23/2022	Cowling Property Ma...		11010-0 · Checking A...		-5,000.00
Bill	3567	05/23/2022			55200-1 · Parks - Cow...	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Bill Pmt -Check	27700	05/23/2022	Dempsey Law Firm, ...		11010-0 · Checking A...		-182.00
Bill	9	05/23/2022			51300-0 · Legal Servi...	-182.00	182.00
TOTAL						-182.00	182.00
Bill Pmt -Check	27701	05/23/2022	Envision Ink		11010-0 · Checking A...		-153.00
Bill	222542	05/23/2022			52201-0 · Fire Inspecti...	-153.00	153.00
TOTAL						-153.00	153.00
Bill Pmt -Check	27702	05/23/2022	Harters Fox Valley Di...		11010-0 · Checking A...		-18,144.11
Bill	127435	05/23/2022			53634-0 · Garbage Co...	-12,463.78	12,463.78
					53634-0 · Garbage Co...	-1,171.60	1,171.60
					53635-0 · Recycling	-3,907.82	3,907.82
					53635-0 · Recycling	-367.34	367.34
Bill	127438	05/23/2022			55200-6 · Parks - Hart...	-233.57	233.57
TOTAL						-18,144.11	18,144.11
Bill Pmt -Check	27703	05/23/2022	K and C Pest Control...		11010-0 · Checking A...		-52.00
Bill	151133	05/23/2022			55200-3 · Parks - Sup...	-26.00	26.00
Bill	151134	05/23/2022			55200-3 · Parks - Sup...	-26.00	26.00
TOTAL						-52.00	52.00
Bill Pmt -Check	27704	05/23/2022	Lakeshore Cleaners,...		11010-0 · Checking A...		-1,888.14
Bill	3	05/23/2022			6-55200 · SW - CTH "...	-1,888.14	1,888.14
TOTAL						-1,888.14	1,888.14
Bill Pmt -Check	27705	05/23/2022	McMahon Associate...		11010-0 · Checking A...		-3,474.60
Bill	926542	05/23/2022			53314-2 · Larsen Roa...	-2,940.60	2,940.60
Bill	926543	05/23/2022			55200-8 · Conservanc...	-534.00	534.00
TOTAL						-3,474.60	3,474.60

11:40 AM
05/18/22

Town of Neenah
Check Detail
May 23, 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	27706	05/23/2022	Oshkosh Fire and Po...		11010-0 · Checking A...		-118.00
Bill	187136	05/23/2022			52210-9 · Fire Dept. N...	-118.00	118.00
TOTAL						-118.00	118.00
Bill Pmt -Check	27707	05/23/2022	Rocket Industrial, Inc		11010-0 · Checking A...		-127.66
Bill	355994	05/23/2022			55200-3 · Parks - Sup...	-127.66	127.66
TOTAL						-127.66	127.66
Bill Pmt -Check	27708	05/23/2022	Spectrum - Charter ...		11010-0 · Checking A...		-339.94
Bill	296620...	05/23/2022			52210-6 · Fire Dept P... 51420-7 · Office Telep...	-39.99 -299.95	39.99 299.95
TOTAL						-339.94	339.94
Bill Pmt -Check	27709	05/23/2022	WE Energies		11010-0 · Checking A...		-2,952.76
Bill	413442...	05/23/2022			53420-0 · Street Lighti... 53420-0 · Street Lighti... 55200-8 · Conservanc... 55200-7 · Parks - WE ... 51420-8 · MB Utilities	-230.83 -1,540.31 -394.79 -88.86 -697.97	230.83 1,540.31 394.79 88.86 697.97
TOTAL						-2,952.76	2,952.76
Bill Pmt -Check	27710	05/23/2022	Winnebago Cty. Trea...		11010-0 · Checking A...		-1,579.04
Bill	22284	05/23/2022			53311-2 · Hwy Exp - ...	-1,579.04	1,579.04
TOTAL						-1,579.04	1,579.04
Bill Pmt -Check	27711	05/23/2022	Winnebago Liquid W...		11010-0 · Checking A...		-75.00
Bill	91212	05/23/2022			51610-1 · Maintenanc...	-75.00	75.00
TOTAL						-75.00	75.00

MEMORANDUM

To: Town Board
From: Ellen Skerke, Administrator-Clerk-Treasurer
Date: May 23, 2022
Memo: Resolution 2022-08



I would like to transfer Town funds from Verve Credit Union to Prospera Credit Union. This would include all accounts; checking, general money market, taxes collected, impact fee, tullar road fund, and stormwater funds.

You will find Resolution 2009-08 designating public depositories and authorizing monies to be invested at any qualifying financial institution. The Town has invested its funds at Verve Credit Union for many years, Resolution 2022-08 will document that the Town Board is approving the change in financial institutions.

You will find two versions of the Resolution, one authorizing the Deputy Clerk-Treasurer to transfer funds between accounts with no authorization to sign checks (Version 1) , another giving the Deputy Clerk-Treasurer authority to sign checks as well (Version 2). If the Town Board approves of the change in financial institutions, the Board should then choose which version they support.

From WTA :

Signatures on bank accounts Section 66.0607(3), Wis. Stats., requires checks to be signed by the clerk, the treasurer, and the chairperson unless the town board has adopted an ordinance or resolution that only requires the signature of its clerk and its treasurer. Requiring three signatures ensures that a checks and balances process is in place to protect the town's resources. If your board chooses to remove one set of eyes from this checks and balances process, the risk to the town increases.

The town board may authorize other officers to become signatories on the checking account. For example, if a deputy clerk or a deputy treasurer have been appointed, the town may choose to have these individuals as signatories on the account(s) to cover for the clerk and the treasurer should they become absent, ill or incapacitated.

The town board also may authorize its supervisors to become signatories on the checking account just in case the chairperson is absent, ill or incapacitated. These additions may be made by the town board via the adoption of a resolution or ordinance at a properly noticed town board meeting. Thereafter, persons authorized to sign checks will be required to sign a signature card at the town's financial institution.

DESIGNATION OF PUBLIC DEPOSITORIES

WHEREAS, Section 34.05 of the Wisconsin Statutes provides for the designation of Public Depositories of all Public Money; and

WHEREAS, it is the responsibility of the Town Clerk/Treasurer to invest all Public Money and the Town of Neenah Board to provide for investment guidelines which shall be followed in the investment of Public Money; and

NOW, THEREFORE BE IT RESOLVED, that the Town of Neenah designates any Public Depository authorized in Section 34.05 (4) as the Public Depository of all Public Money for the Town of Neenah; and

BE IT FURTHER RESOLVED, that the Clerk/Treasurer is authorized to seek investments, at public depositories, that is deemed in the best interest of the Town; and

BE IT FURTHER RESOLVED, that the primary person is the Clerk/Treasurer for the purpose of making transfers of funds between public depositories, and

BE IT FURTHER RESOLVED, that the Clerk/Treasurer and any Supervisor or the Chairman (two signatures required) are authorized to sign required financial documents; and

BE IT FURTHER RESOLVED, that this resolution supersedes any prior authorization for official designation of depositories/investment accounts and for persons to sign required documents.

ADOPTED this 27th day of July, 2009 by the Board of Supervisors for the Town of Neenah, Winnebago County, Wisconsin



Bob Schmeichel, Chairman
Town of Neenah

Attest:

 7/27/09

Robin Coburn
Clerk/Treasurer

Vote:	
DeKeyser	<u>ABSENT</u>
Dexter	<u>Y</u>
Hibner	<u>Y</u>
Schmeichel	<u>Y</u>
Winkler	<u>Y</u>

**TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION 2022-08**

**RESOLUTION AUTHORIZING PROSPERA CREDIT UNION AS A
PUBLIC DEPOSITORY**

WHEREAS, on July 27, 2009, the Town Board passed Resolution 2009-08 and the Town of Neenah designated any Public Depository authorized in Wis Stat § 34.05 (4) as the Public Depository of all Public Money for the Town of Neenah

WHEREAS, Resolution 2009-08 authorized the Clerk/Treasurer to seek investments at public depositories, that is deemed in the best interest of the Town; and

WHEREAS, Prospera Credit Union meets the requirement as authorized in Wis Stat § 34.05 (4)

NOW, THEREFORE BE IT RESOLVED, that the Town of Neenah authorizes the Administrator-Clerk-Treasurer to move Town of Neenah funds to Prospera Credit Union. And

BE IT FURTHER RESOLVED, that the primary person is the Administrator-Clerk-Treasurer, with support of the Deputy Clerk-Treasurer for the purpose of making transfers of funds between public depositories, and

BE IT FURTHER RESOLVED, that the Town Chairman, Town Board Supervisors and Administrator-Clerk-Treasurer will be named as account holders on the required financial documents; and

BE IT FURTHER RESOLVED, that the Administrator-Clerk-Treasurer and any Supervisor or the Chairman (two signatures required) are authorized to sign required financial documents; and

ADOPTED this 23rd day of May, 2022 by the Board of Supervisors for the Town of Neenah, Winnebago County, Wisconsin

Robert Schmeichel, Chairman
Town of Neenah

Attest:

Ellen Skerke
Administrator-Clerk-Treasurer

**TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION 2022-08**

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BE IT FURTHER RESOLVED, that the primary person is the Administrator-Clerk-Treasurer, with support of the Deputy Clerk-Treasurer for the purpose of making transfers of funds between public depositories, and

BE IT FURTHER RESOLVED, that the Town Chairman, Town Board Supervisors, Administrator-Clerk-Treasurer, and Deputy Clerk-Treasurer will be named as account holders on the required financial documents; and

BE IT FURTHER RESOLVED, that the Administrator-Clerk-Treasurer or Deputy Clerk-Treasurer and any Supervisor or the Chairman (two signatures required) are authorized to sign required financial documents; and

ADOPTED this 23rd day of May, 2022 by the Board of Supervisors for the Town of Neenah, Winnebago County, Wisconsin

Robert Schmeichel, Chairman
Town of Neenah

Attest:

Ellen Skerke
Administrator-Clerk-Treasurer