

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, August 14, 2023
TIME: 7:00 pm
LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 840 5584 6989 Passcode: 376975 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/84055846989?pwd=cjJ5ZWpZOTVGZkxzM2tRMUU2bjJmZz09>

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES
 July 24, 2023 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. None
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions August 14, 2023.
 - b. Appoint Jody Andres, Jeremy Kwiatkowski , and Carrie Sturn to the Salary Committee, effective August 14, 2023 and expiring December 31, 2023.
 - c. Approve Resolution 2023-20 Resolution to Vacate Surface Water Drainageway District near Woodside Court, woodside Lane and Sally Lane, impacting 12 parcels.
 - d. Accept Resignation of Fire Fighter Zachary Minten effective August 14, 2023
 - e. Accept Resignation of Fire Fighter Brandon Korth effective August 18, 2023
 - f. Update from Fire Chief Dan Osero, including update regarding purchase of new Fire Truck.
 - g. Approve Contracts for Keating Park Restroom, multiple contracts to complete restroom installation at Keating Park with Hoffman Planning, Design & Construction Inc serving as General contractor. Total cost = \$265,239.00
 - h. Approve Contracts to Town Hall Renovation, multiple contracts to complete renovations including HVAC , Hoffman Planning, Design & Construction serving as General Contractor, total cost \$228,126.00
 - i. Resolution 2023-21 Resolution Appropriating Winnebago County Spirit Funds in the amount of \$145,000 for Keating Park Restroom Construction.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Plan Commission Meeting, Monday August 21, 2023 at 7:00 p.m.
 - b. Next Regularly Scheduled Town Board Meeting, Monday August 28, 2023, at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
August 9, 2023

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 920-725-0916. 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 August 9, 2023 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

July 24, 2023

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: Fire Chief Dan Osero, Fire Inspector Jerry Mavroff, County Board Supervisor Chuck Farrey, Tami Olszewski with Ehlers Public Finance Advisors, Tom Jankowski, Deputy Clerk-Treasurer Vicki Boushele, and Administrator-Clerk-Treasurer Ellen Skerke

Also in Attendance via Zoom: Carrie Sturn.

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

Approval of Minutes

Motion: T. Wilde / B. Cardoza to approve July 10, 2023 Town Board meeting minutes.

Motion carried 5:0:0.

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- Chuck Farrey, County Board Supervisor, District 30 updated the Town Board on the latest regarding the \$145,000 in funding for each municipality from the County. The concern is the reimbursement requirement that was added by staff, that was not part of the original resolution. The next ARPA Commission meeting at the County is scheduled for Thursday August 10th at 1:00 p.m.

Correspondences

- None

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions July 24, 2023.

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

Motion Carried 5:0:0.

Investments

Investment Portfolio Review presented by Tami Olszewski from Ehlers Public Finance Advisors.

- Tami Olszewski, Investment Advisor with Ehlers Public Finance reviewed Town of Neenah and Stormwater Utility District funds. The Town/SWUD can anticipate earning \$30,000 in income and interest from their investments this year. Looking forward the Town needs to determine what funds need to be liquid and what can be invested for longer term. She advised that locking in for longer terms such as until 2025.
- Ehlers offers workshops to assist with the tax levy worksheet, and budgeting.

Fire Department

Semi-Annual Update by Fire Inspector Jerry Mavroff.

Fire Inspector Jerry Mavroff provided and update regarding Fire Inspections completed in the first half of 2023.

- Fire Inspector Jerry Mavroff updated the Board on the first half fire inspections. All is going well, There has been some turnover of businesses. Communications are going well; more businesses

have been responding to the letters that are mailed out. The common issues he finds on his inspections are related to fire extinguishers.

- Watters Greenhouse is expanding. The BP Gas station at County Rd O and County Rd II is expanding.
- He recommends the Town enhance the ordinance to give him more power to enforce code violations and consider moving toward an electronic system for fire inspections.

Resolutions

Resolution 2023-17 Resolution Authorizing Application to the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs.

- Tom Jankowski, Parks and Trails Chairman reported on the Urban Forestry Grant Program and reviewed the Resolution requirement. The Town is eligible to apply for up to three years of start up grants. It is 50/50 match program up to \$5,000. The Town commits to spending \$5,000 to receive \$5,000 from the DNR.
- T. Jankowski spoke about long term goals of creating a plan for tree planting in the parks, along the trails and Town road right-of-way and to create an ordinance related to tree planting and management.

Motion: J. Weiss / D. Bluma to approve.

Motion Carried 5:0:0.

Resolution 2023-16 Certified Survey Map, Vassar Lane

Applicant: St Pierre, Ellen

Location of Premises Affected: 507 Vassar Ln, Neenah, WI 54956

Tax Parcel No: 010-010031502

Motion: B. Cardoza / D. Bluma to approve.

Motion Carried 5:0:0.

Agreements

Approve Aberdeen Consulting Contract beginning August 1, 2023 expiring July 31, 2026 in the amount of \$8,400 annually based on current number of devices.

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

Motion Carried 5:0:0.

Lease Agreements

Discussion regarding the Lease Agreement for rental of agricultural property located on north side of Oakridge Rd near Tullar Road, parcels 010-0218 and 010-02180603. Current lease expires December 31, 2023.

- Discussed options of extending the terms to more than one year, opening the opportunity to others and increasing the rate per acre.
- By general consensus, E. Skerke to offer a 3-year lease to the current renter, increase rate in 2024 by 15% and 10% each year after that.

Discussion regarding Lease agreement for rental of town owned pole barn located near Oakridge Road, current lease expires October 31, 2023.

- General discussion regarding the terms of this lease. There was a significant increase with the last lease agreement. E. Skerke would like to see a lease on a calendar year basis. Will continue with one-year leases. J. Mavroff to complete a fire inspection of the building.

Discuss 2024 Budget schedule.

- Schedule for 2024 Budget workshops was established.
 - Thursday September 14, 2023 at 4:00 p.m.
 - Thursday September 28th at 4:00 p.m.
 - Thursday October 19, 2023 at 4:00 p.m.
- E. Skerke to provide information to Fire Department, Roads Department, and Parks and Trails Department to begin work on their budgets.

Future Agenda Topics and Meetings

- Fire Department Business Meeting Wednesday August 2, 2023 6:00 p.m.
- Parks and Trails Committee Meeting, Monday August 7, 2023 6 :00 p.m. at Conservancy Park
- Sanitary District #2 Commissioner Meeting, Tuesday August 8, 2023 7:00 p.m.
- Stormwater Utility District Meeting Thursday August 10, 2023 at 8:00 a.m.
- Next Regularly Scheduled Town Board Meeting, Monday August 14, 2023, at 7:00 p.m.

Old Business

- None

New Business

- R. Schmeichel inquired about an AED Unit for the Town Hall building. D. Osero to look into this and report back.
- D. Osero provided an update for the tour of the new Neenah high school that the Fire Department took with Village of Fox Crossing Fire.
- Discussion regarding AED unit at Mahler Park and maintenance. J. Mavroff to include checking the AED unit when he is on site for the Fire inspection at Mahler Park.

Adjourn Meeting

Motion: D. Bluma / J. Weiss to adjourn. Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT Pending Approval

Voucher List Authorization - August 14, 2023

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
8/15/2023	General MM	Checking	\$ 87,000.00	8-14-2023 Vouchers
8/15/2023	Stormwater MM	General MM	\$ 18,000.00	Annual Admin Fee for Stormwater Stormwater Expenses April 1, 2023 - July 31, 2023
8/15/2023	Stormwater MM	General MM	\$ 19,090.33	

Check Details:

Accounts Payable: \$ 80,551.51

Notification of New Vendors

Fort Fremont Marine Fire Department - service for ATV
Oshkosh Tent & Awning Co., Inc Fire Department - repairs

Payroll	Payroll	\$ 14,291.40
	Expense Reimburse	\$ 173.38
	Gross Payroll	\$ 14,464.78
	Net Payroll	\$ 11,991.32

Paid via Bank Transfer:

Nationwide:	\$ 1,045.44
Federal Tax/Medicare:	\$ 1,602.34
State Taxes:	\$ 434.62
Wisconsin Retirement:	\$ 756.16
Wisconsin Health Insurance	\$ 1,047.06

Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
7/3/2023	General MM	\$ 19,683.38	Transportation Aid
7/11/2023	General MM	\$ 3,719.36	various
7/12/2023	General MM	\$ 22,389.90	2% Fie Dues
7/24/2023	General MM	\$ 1,797.91	Computer Aid
7/24/2023	General MM	\$ 9,863.00	Shared Revenue / Utility Aid
7/24/2023	General MM	\$ 10,484.16	Video Service Aid
7/25/2023	General MM	\$ 888.13	Various
7/31/2023	General MM	\$ 1,583.46	Cell Tower Rent
7/31/2023	Various	\$ 10,720.59	Interest Earned

Account Balances as of August 15, 2023 - after requested transfers per this Voucher List

	PROSPERA CU	Prospera CD	BNY Mellon - Pershing
Checking	\$ 6,542		
Membership account	\$ 25		
General MM	\$ 738,514	\$	759,347
Impact Fee	\$ 8,012		
Taxes Collected	\$ 259,640		
Tullar Rd Fund	\$ 35,232		
Storm Water	\$ 358,161	\$ 255,013	\$ 504,787
CFCU	\$ 520		
TOTAL	\$ 1,406,645	\$ 255,013	\$ 1,264,135
	GRAND TOTAL	\$	2,925,792

_____ Schmeichel _____ Bluma _____ Cardoza _____ Weiss _____ Wilde

To: Town Board

From: Ellen Skerke, Administrator-Clerk-Treasurer

Date: August 14, 2023

Memo: Stormwater Transfers – Voucher List



There are two transfers on the 8-14-2023 Voucher List related to Stormwater Funds :

- 1) \$18,000.00 from Stormwater money market to General money market
 - 2) \$19,090.33 from Stormwater money Market to General money market
-
- 1) Reimbursement for the annual administrative fee that the Stormwater Utility District pays to the Town of Neenah to manage all aspects of the Stormwater Utility.
 - 2) Reimbursement to Town of Neenah general fund for expenses that were paid on behalf of the stormwater utility district from April 1, 2023 – July 31, 2023. The Town Board already reviewed and approved these expenditures on a previous voucher list. For example, on 6/12/2023, the Town Board approved payment to Suburban Wildlife of \$250.00 for Conservancy Pond Maintenance. This is paid via a Town of Neenah check out of the Town funds. Every few months, I run a summary report and transfer the funds from the Stormwater Utility District to the Town to reimburse for payments made on SWUD behalf. The report includes all transactions that occurred between April 1, 2023 and July 31, 2023.

Later this month, I will provide an analysis of engineering expenses incurred related to several projects need to be allocated to SWUD and ask for approval to transfer funds accordingly. Projects include Larsen Road, Oakridge Road, Mahler Park Road and Town Hall Parking Lot. All of these projects have a stormwater component and we have incurred engineering costs associated to them. Currently, all of these engineering expenses have been charged and paid by Town of Neenah general funds; either General Government engineering services or Highway Department engineering services. the expenses related to stormwater activity will be reclassified to stormwater and reimbursed to the Town general fund.

Town of Neenah
Transaction Detail by Account
 April through July 2023

*Stormwater
 Transfer*

April - July 2023

Type	Date	Num	Name	Memo	Split	Amount
6-54100 · SW - Conservancy Pond Maint.						
Bill	06/12/20	7112	Suburban ...		20000 · ...	250.00
Bill	06/26/20	93...	McMahon A...	Pond maint	20000 · ...	837.24
Total 6-54100 · SW - Conservancy Pond Maint.						1,087.24
6-54400 · SW - Ditch Clean Out						
Bill	05/22/20	25...	Winnebago ...	April 2023 Service...	20000 · ...	190.05
Total 6-54400 · SW - Ditch Clean Out						190.05
6-56500 · DNR Stormwater Permit Fee						
Bill	06/12/20	47...	Wisconsin ...		20000 · ...	500.00
Total 6-56500 · DNR Stormwater Permit Fee						500.00
6-57200 · Stormwater Drainage Management						
Bill	06/26/20	25...	Winnebago ...	police report	20000 · ...	825.93
Bill	06/26/20	25...	Winnebago ...		20000 · ...	2,091.55
Bill	07/24/20	25...	Winnebago ...		20000 · ...	8,915.03
Total 6-57200 · Stormwater Drainage Management						11,832.51
6-59100 · Stormwater - Per Diem						
Paycheck	04/13/20	DD...	Bluma, David	Direct Deposit	11010-1...	45.00
Paycheck	04/13/20	DD...	Cardoza, Br...	Direct Deposit	11010-1...	45.00
Paycheck	04/13/20	28...	Schmelchel...		11010-1...	90.00
Paycheck	04/13/20	28...	Weiss, Jam...		11010-1...	45.00
Paycheck	04/13/20	DD...	Wilde, Tho...	Direct Deposit	11010-1...	45.00
Total 6-59100 · Stormwater - Per Diem						270.00
6-59200 · Stormwater - Engineering						
Bill	05/08/20	93...	McMahon A...	Planning Grant	20000 · ...	1,161.60
Bill	05/08/20	93...	McMahon A...	MS4 Annual Report	20000 · ...	436.00
Bill	05/08/20	93...	McMahon A...	TMDL tab summary	20000 · ...	570.50
Bill	06/12/20	93...	McMahon A...	Grimes property	20000 · ...	153.00
Bill	06/12/20	93...	McMahon A...	UNPS grant app	20000 · ...	2,235.20
Total 6-59200 · Stormwater - Engineering						4,556.30
6-59305 · SW - Drainage - Salary						
Paycheck	04/13/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	40.00
Paycheck	05/11/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	100.00
Paycheck	06/15/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	160.00
Paycheck	07/13/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	180.00
Total 6-59305 · SW - Drainage - Salary						480.00
6-59306 · SW - Mileage and Expenses						
Paycheck	04/13/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	17.03
Paycheck	04/13/20	28...	Schmelchel...		11010-1...	13.10
Paycheck	05/11/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	37.99
Paycheck	06/15/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	55.02
Paycheck	07/13/20	DD...	Armstrong, ...	Direct Deposit	11010-1...	51.09
Total 6-59306 · SW - Mileage and Expenses						174.23
TOTAL						19,090.33

\$ 19,090.33

11:39 AM

08/11/23

Town of Neenah
Check Detail
 August 1 - 15, 2023

Accounts Payable

\$ 80,551.51

Date	Num	Name	Memo	Account	Paid Amou...
08/15/2023	28417	Aberdean Consulting LLC		11010-1 · Checking - P...	
08/14/2023	68252		August 2023 services	51420-4 · Office Expenses	-700.00
08/14/2023	67254		service desk help in May 2023	51420-4 · Office Expenses	-150.00
08/14/2023	68076		July service call	51420-4 · Office Expenses	-37.50
TOTAL					-887.50
08/15/2023	28418	BP Neenah Standard Service	52210-4	11010-1 · Checking - P...	
08/14/2023	106			52210-4 · Fire Dept. Fuel	-301.15
TOTAL					-301.15
08/15/2023	28419	Braze Ace Hardware	90012	11010-1 · Checking - P...	
08/14/2023	90012			55200-3 · Parks - Suppli...	-157.94
TOTAL					-157.94
08/15/2023	28420	Dempsey Law Firm, The		11010-1 · Checking - P...	
08/14/2023	21703.0...		general - Election related nuisance - Woodenshoe meadow lane zoning	51300-0 · Legal Services 51300-0 · Legal Services 51300-0 · Legal Services 51300-0 · Legal Services	-174.00 -120.00 -81.00 -81.00
TOTAL					-456.00
08/15/2023	28421	Fire-Rescue Supply, LLC		11010-1 · Checking - P...	
08/14/2023	10059		Annual Preventative Mainten...	52210-3 · Fire Dept Sup...	-725.00
TOTAL					-725.00
08/15/2023	28422	Fort Fremont Marine		11010-1 · Checking - P...	
08/14/2023	312422		ATV service	52210-2 · Fire Dept. Ve...	-1,108.12
TOTAL					-1,108.12
08/15/2023	28423	Fox Crossing Utilities		11010-1 · Checking - P...	
08/14/2023	53799-7...			51420-8 · MB Utilities	-21.00
08/14/2023	53799-7...			51420-8 · MB Utilities	-31.79
TOTAL					-52.79
08/15/2023	28424	General Code		11010-1 · Checking - P...	
08/14/2023	GC0012...		Annual fee	51111-1 · Codification	-995.00
TOTAL					-995.00

Town of Neenah
Check Detail
August 1 - 15, 2023

Date	Num	Name	Memo	Account	Paid Amou...
08/15/2023	28425	Harters Fox Valley Disposal		11010-1 · Checking - P...	
08/14/2023	444363		Mahler Park	55200-6 · Parks - Harter'...	-120.00
			Keating Park	55200-6 · Parks - Harter'...	-18.00
			Franzoi Park	55200-6 · Parks - Harter'...	-36.00
08/14/2023	444358			53634-0 · Garbage Colle...	-13,371.06
				53635-0 · Recycling	-4,190.50
TOTAL					-17,735.56
08/15/2023	28426	Hoffman Planning And Design		11010-1 · Checking - P...	
08/14/2023	23446-2		Pay cert #2 - design for Tow...	51520-0 · Engineering S...	-29,718.57
TOTAL					-29,718.57
08/15/2023	28427	Jankowski, Tom		11010-1 · Checking - P...	
08/14/2023	Home D...		home depot - signs for securi...	55200-3 · Parks - Suppli...	-14.90
TOTAL					-14.90
08/15/2023	28428	K and C Pest Control LLC		11010-1 · Checking - P...	
08/14/2023	156037			51610-1 · Maintenance ...	-136.00
08/14/2023	156039		Mahler Park	55300-6 · Parks- Pest C...	-116.00
08/14/2023	156038		Keating Park	55300-6 · Parks- Pest C...	-116.00
TOTAL					-368.00
08/15/2023	28429	Krueger True Value		11010-1 · Checking - P...	
08/14/2023	99222		hornet / wasp spray	55200-3 · Parks - Suppli...	-4.88
			round up	51610-1 · Maintenance ...	-3.94
TOTAL					-8.82
08/15/2023	28430	McMahon Associates, Inc		11010-1 · Checking - P...	
08/14/2023	00931449			53314-4 · Hwy -Larsen ...	-585.35
08/14/2023	00931448		CTH O Pond	6-54200 · CTH O Pond ...	-1,253.85
08/14/2023	00931447		bidding	53311-5 · Hwy Exp- Mc...	-925.90
			Mahler Park Road project	53311-5 · Hwy Exp- Mc...	-497.83
			Town HallParking Project	51520-0 · Engineering S...	-153.00
08/14/2023	00801462			53314-9 · Hwy - Oakridg...	-4,520.00
08/14/2023	00801461			53314-4 · Hwy -Larsen ...	-4,459.28
TOTAL					-12,395.21
08/15/2023	28431	Neenah Menasha Fire Rescue		11010-1 · Checking - P...	
08/14/2023			7-19-2023 TRAINING	52210-1 · Fire Dept Se...	-140.00
TOTAL					-140.00
08/15/2023	28432	Oshkosh Tent & Awning Co. Inc		11010-1 · Checking - P...	
08/14/2023	70605			52210-2 · Fire Dept. Ve...	-98.00
TOTAL					-98.00

Town of Neenah
Check Detail
 August 1 - 15, 2023

Date	Num	Name	Memo	Account	Paid Amou...
08/15/2023	28433	Outdoor Independence LLC		11010-1 · Checking - P...	
08/14/2023	1667		stump removal - courtney an...	53311-2 · Hwy Exp - Mal...	-600.00
TOTAL					-600.00
08/15/2023	28434	Pat's Moving & Hauling LLC		11010-1 · Checking - P...	
08/14/2023			final payment - 912 Meadow ...	53640-1 · Razing Expen...	-1,786.50
TOTAL					-1,786.50
08/15/2023	28435	Portside Builders	Escrow Return - 176 Adell...	11010-1 · Checking - P...	
08/14/2023	Escrow		176 Adella Beach Rd - Escro...	44310-0 · Building Permits	-300.00
TOTAL					-300.00
08/15/2023	28436	Quent's Service Center		11010-1 · Checking - P...	
08/14/2023	44587			52210-2 · Fire Dept. Ve...	-265.75
TOTAL					-265.75
08/15/2023	28437	Spectrum - Charter Communi...		11010-1 · Checking - P...	
08/14/2023	002966...			52210-6 · Fire Dept Phone 51420-7 · Office Teleph...	-30.00 -309.94
TOTAL					-339.94
08/15/2023	28438	Village of Fox Crossing		11010-1 · Checking - P...	
08/14/2023	14762		Rocket Ln / Larsen Rd Temp...	53311-7 · Highway Proje...	-848.82
TOTAL					-848.82
08/01/2023	28416	WE Energies 1	Work Request #: 4893792	11010-1 · Checking - P...	
			Mahler Park Drive street light...	53311-7 · Highway Proje...	-11,067.94
TOTAL					-11,067.94
08/15/2023	28439	Winnebago County Towns As...	51120-0	11010-1 · Checking - P...	
08/14/2023	2023-20...		2023-2024 Dues for WTA - ...	51120-0 · Membership / ...	-100.00
TOTAL					-100.00
08/15/2023	28440	Winnebago Liquid Waste	51610-1	11010-1 · Checking - P...	
08/14/2023	155434		7/27/2023 service	51610-1 · Maintenance ...	-80.00
TOTAL					-80.00

1:04 PM
08/09/23

Town of Neenah
Check Detail
August 17, 2023

Payroll
Gross = \$ 14,464.78
Net = \$ 11,991.32

Date	Num	Name	Memo	Account	Paid Amou...
08/17/2023	DD1623	Armstrong, Glenn	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	53311-0 · Highway & Street - Sa...	-240.00
			Direct Deposit	6-59305 · SW - Drainage - Salary	-60.00
			Direct Deposit	66000 · Nationwide Retirement E...	-22.50
			Direct Deposit	21520-0 · Nationwide Payable	22.50
			Direct Deposit	53311-1 · Hwy Mileage and Expe...	-15.72
			Direct Deposit	6-59306 · SW - Mileage and Exp...	-78.60
			Direct Deposit	65000 · Medicare Taxes	-4.35
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.35
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.35
			Direct Deposit	2110 · Direct Deposit Liabilities	389.97
TOTAL					0.00
08/17/2023	DD1624	Bluma, David	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-615.00
			Direct Deposit	51110-2 · Supervisors per diem	-90.00
			Direct Deposit	66000 · Nationwide Retirement E...	-52.88
			Direct Deposit	21520-0 · Nationwide Payable	52.88
			Direct Deposit	51110-3 · Supervisors Expenses	-17.03
			Direct Deposit	24000-0 · Payroll Liabilities	61.50
			Direct Deposit	65000 · Medicare Taxes	-10.23
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.23
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.23
			Direct Deposit	24000-0 · Payroll Liabilities	30.00
			Direct Deposit	2110 · Direct Deposit Liabilities	620.30
TOTAL					0.00
08/17/2023	DD1625	Boushele, Victoria...	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51420-2 · Deputy Clerk/Tres. - S...	-2,010.00
			Direct Deposit	66000 · Nationwide Retirement E...	-150.75
			Direct Deposit	21520-0 · Nationwide Payable	150.75
			Direct Deposit	24000-0 · Payroll Liabilities	86.00
			Direct Deposit	65000 · Medicare Taxes	-29.14
			Direct Deposit	21514-0 · Medicare Taxes Payable	29.14
			Direct Deposit	21514-0 · Medicare Taxes Payable	29.14
			Direct Deposit	24000-0 · Payroll Liabilities	58.64
			Direct Deposit	2110 · Direct Deposit Liabilities	1,836.22
TOTAL					0.00
08/17/2023	DD1626	Cardoza, Brooke	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-615.00
			Direct Deposit	66000 · Nationwide Retirement E...	-46.13
			Direct Deposit	21520-0 · Nationwide Payable	46.13
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	65000 · Medicare Taxes	-8.91
			Direct Deposit	21514-0 · Medicare Taxes Payable	8.91
			Direct Deposit	21514-0 · Medicare Taxes Payable	8.91
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	2110 · Direct Deposit Liabilities	506.09
TOTAL					0.00

Town of Neenah
Check Detail
August 17, 2023

Date	Num	Name	Memo	Account	Paid Amou...
08/17/2023	DD1627	Davis, Douglas	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51610-2 · Maintenance - Salary	-140.00
			Direct Deposit	66000 · Nationwide Retirement E...	-10.50
			Direct Deposit	21520-0 · Nationwide Payable	10.50
			Direct Deposit	65000 · Medicare Taxes	-2.03
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.03
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.03
			Direct Deposit	2110 · Direct Deposit Liabilities	137.97
TOTAL					0.00
08/17/2023	DD1628	Klinka, Gary	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	52400-0 · Building Inspection	-1,528.90
			Direct Deposit	66000 · Nationwide Retirement E...	-114.67
			Direct Deposit	21520-0 · Nationwide Payable	114.67
			Direct Deposit	65000 · Medicare Taxes	-22.17
			Direct Deposit	21514-0 · Medicare Taxes Payable	22.17
			Direct Deposit	21514-0 · Medicare Taxes Payable	22.17
			Direct Deposit	2110 · Direct Deposit Liabilities	1,506.73
TOTAL					0.00
08/17/2023	DD1629	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	52210-0 · Fire Chief - Salary	-350.00
			Direct Deposit	66000 · Nationwide Retirement E...	-26.25
			Direct Deposit	21520-0 · Nationwide Payable	26.25
			Direct Deposit	65000 · Medicare Taxes	-5.08
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.08
			Direct Deposit	21514-0 · Medicare Taxes Payable	5.08
			Direct Deposit	2110 · Direct Deposit Liabilities	344.92
TOTAL					0.00
08/17/2023		Sargent, Lori		11010-1 · Checking - Prospera ...	
				51420-2 · Deputy Clerk/Tres. - S...	-352.50
				65000 · Medicare Taxes	-5.11
				21514-0 · Medicare Taxes Payable	5.11
				21514-0 · Medicare Taxes Payable	5.11
TOTAL					-347.39
08/17/2023		Schmeichel, Robe...		11010-1 · Checking - Prospera ...	
				51100-1 · Chairman - Salary	-1,230.00
				6-59100 · Stormwater - Per Diem	-45.00
				51100-2 · Chairman per diem	-90.00
				66000 · Nationwide Retirement E...	-102.38
				21520-0 · Nationwide Payable	102.38
				24000-0 · Payroll Liabilities	100.00
				65000 · Medicare Taxes	-19.79
				21514-0 · Medicare Taxes Payable	19.79
				21514-0 · Medicare Taxes Payable	19.79
				24000-0 · Payroll Liabilities	58.61
TOTAL					-1,186.60

Town of Neenah
Check Detail
 August 17, 2023

Date	Num	Name	Memo	Account	Paid Amou...
08/17/2023	DD1630	Skerke, Ellen J	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51420-0 · Clerk - Salary	-5,560.00
			Direct Deposit	21530-0 · WRS Payable	378.08
			Direct Deposit	51421-0 · Clerk Retirement Expe...	-378.08
			Direct Deposit	21530-0 · WRS Payable	378.08
			Direct Deposit	66000 · Nationwide Retirement E...	-417.00
			Direct Deposit	21520-0 · Nationwide Payable	417.00
			Direct Deposit	21533-0 · Health Insurance Paya...	261.84
			Direct Deposit	51421-2 · Clerk- Health Insurance	-785.22
			Direct Deposit	21533-0 · Health Insurance Paya...	785.22
			Direct Deposit	51420-4 · Office Expenses	-18.14
			Direct Deposit	24000-0 · Payroll Liabilities	821.00
			Direct Deposit	65000 · Medicare Taxes	-76.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	76.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	76.82
			Direct Deposit	24000-0 · Payroll Liabilities	212.18
			Direct Deposit	2110 · Direct Deposit Liabilities	3,828.22
TOTAL					0.00
08/17/2023		Weiss, James		11010-1 · Checking - Prospera ...	
				51110-1 · Supervisors - Salaries	-615.00
				51110-2 · Supervisors per diem	-45.00
				66000 · Nationwide Retirement E...	-49.50
				21520-0 · Nationwide Payable	49.50
				51110-3 · Supervisors Expenses	-9.83
				65000 · Medicare Taxes	-9.57
				21514-0 · Medicare Taxes Payable	9.57
				21514-0 · Medicare Taxes Payable	9.57
TOTAL					-660.26
08/17/2023	DD1631	Wilde, Thomas	Direct Deposit	11010-1 · Checking - Prospera ...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-615.00
			Direct Deposit	51110-2 · Supervisors per diem	-90.00
			Direct Deposit	66000 · Nationwide Retirement E...	-52.88
			Direct Deposit	21520-0 · Nationwide Payable	52.88
			Direct Deposit	51110-3 · Supervisors Expenses	-34.06
			Direct Deposit	24000-0 · Payroll Liabilities	77.00
			Direct Deposit	65000 · Medicare Taxes	-10.22
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.22
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.22
			Direct Deposit	24000-0 · Payroll Liabilities	25.19
			Direct Deposit	2110 · Direct Deposit Liabilities	626.65
TOTAL					0.00

1:05 PM
08/09/23

Town of Neenah
Payroll Transaction Detail
August 2023

Nationwide
\$ 1,045.44

<u>Date</u>	<u>Num</u>	<u>Type</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Wage Base</u>	<u>Amount</u>
08/17/20	DD...	Paycheck	Armstrong, ...	Nationwide Retiremen...	0.00	-22.50
						-22.50
08/17/20	DD...	Paycheck	Bluma, David	Nationwide Retiremen...	0.00	-52.88
						-52.88
08/17/20	DD...	Paycheck	Boushele, V...	Nationwide Retiremen...	0.00	-150.75
						-150.75
08/17/20	DD...	Paycheck	Cardoza, Br...	Nationwide Retiremen...	0.00	-46.13
						-46.13
08/17/20	DD...	Paycheck	Davis, Doug...	Nationwide Retiremen...	0.00	-10.50
						-10.50
08/17/20	DD...	Paycheck	Klinka, Gary	Nationwide Retiremen...	0.00	-114.67
						-114.67
08/17/20	DD...	Paycheck	Osero, Dani...	Nationwide Retiremen...	0.00	-26.25
						-26.25
08/17/20		Paycheck	Schmeichel,...	Nationwide Retiremen...	0.00	-102.38
						-102.38
08/17/20	DD...	Paycheck	Skerke, Elle...	Nationwide Retiremen...	0.00	-417.00
						-417.00
08/17/20		Paycheck	Weiss, James	Nationwide Retiremen...	0.00	-49.50
						-49.50
08/17/20	DD...	Paycheck	Wilde, Tho...	Natlonwide Retiremen...	0.00	-52.88
						-52.88
TOTAL						-1,045.44

1:05 PM
08/09/23

Town of Neenah
Payroll Liability Balances
August 2023

Taxes
Federal = \$ 1,602.34
State = \$ 434.62

	<u>BALANCE</u>	
Payroll Liabilities		
Federal Withholding	1,195.50	} \$ 1,602.34
Medicare Employee	203.42	
Medicare Company	203.42	
WI - Withholding	434.62	
Medicare Employee Addl Tax	0.00	
Total Payroll Liabilities	<u><u>2,036.96</u></u>	

1:05 PM
08/09/23
Accrual Basis

Town of Neenah
General Ledger
As of August 31, 2023

W Retirement
\$756.16

Type	Date	Num	Name	Memo	Split	Amount
21530-0 · WRS Payable						
Paycheck	08/17/20	DD...	Skерke, Elle...	Direct ...	11010-1...	378.08
Paycheck	08/17/20	DD...	Skерke, Elle...	Direct ...	11010-1...	378.08
Total 21530-0 · WRS Payable						756.16
34300-0 · Fund Balances Town of Neenah						
Total 34300-0 · Fund Balances Town of Neenah						
51420-0 · Clerk - Salary						
Paycheck	08/17/20	DD...	Skерke, Elle...	Direct ...	11010-1...	-5,560.00
Total 51420-0 · Clerk - Salary						-5,560.00
TOTAL						-4,803.84

1:05 PM
08/09/23
Accrual Basis

Town of Neenah
General Ledger
As of August 31, 2023

WI Health
\$1,047.06

Type	Date	Num	Name	Memo	Split	Amount
21533-0 · Health Insurance Payable						
Paycheck	08/17/20	DD...	Skерke, Elle...	Direct ...	11010-1...	261.84
Paycheck	08/17/20	DD...	Skерke, Elle...	Direct ...	11010-1...	785.22
Total 21533-0 · Health Insurance Payable						<u>1,047.06</u>
TOTAL						<u><u>1,047.06</u></u>

**Town of Neenah
Deposit Detail
July 2023**

Deposits

Type	Date	Name	Memo	Account	Amount
Dep...	07/03/20		Deposit	11011-1 · General MM - Prospera (124)	19,683.38
		State of Wis...	qtrly pay	43531-0 · State Grant-Trans Aid	-19,683.38
TOTAL					-19,683.38
Dep...	07/11/20		Deposit	11011-1 · General MM - Prospera (124)	3,719.36
		Assessment ...	Deposit	46110-0 · Clerk's Assessment Letters Fees	-20.00
		Building Per...	Deposit	44310-0 · Building Permits	-729.60
		CSM Reviews	St Pierre	44401-0 · CSM Reviews	-50.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-20.00
		Franzoi Shelt...	Deposit	48200-0 · Mahler/Franzoi Shelter Rent	-60.00
		Mahler Shelt...	Deposit	48200-0 · Mahler/Franzoi Shelter Rent	-440.00
		Liquor/Beer ...	Peppermint Hippo	44110-0 · Liquor,Beer,&Cig License	-486.37
		Operator's Li...	Baral's	44111-0 · Operator Licenses	-30.00
		Miscellaneous	Wis Town	51420-4 · Office Expenses	-33.39
		Other	Franzoi damage reimb	48000-0 · Misc.Revenue	-50.00
		Miscellaneous	return old Aed's Amer AED	52300-1 · First Resp. Training/Supplies	-1,800.00
TOTAL					-3,719.36
Dep...	07/12/20		Deposit	11011-1 · General MM - Prospera (124)	22,389.90
		State of Wis...	fire dues	43420-0 · Fire Insurance 2%	-22,389.90
TOTAL					-22,389.90
Dep...	07/24/20		Deposit	11011-1 · General MM - Prospera (124)	1,797.91
		WI Dept. of ...	Deposit	43430-0 · Computer Aid	-1,797.91
TOTAL					-1,797.91
Dep...	07/24/20		Deposit	11011-1 · General MM - Prospera (124)	9,863.00
		WI Dept. of ...	July payment for shared revenues	43410-0 · State Shared Revenues	-6,990.27
		WI Dept. of ...	July payment for Utility revenue	43410-1 · Utility Revenue	-2,872.73
TOTAL					-9,863.00
Dep...	07/24/20		Deposit	11011-1 · General MM - Prospera (124)	10,484.16
		WI Dept. of ...	Deposit	43410-5 · Video Service Provider Aid	-10,484.16
TOTAL					-10,484.16
Dep...	07/25/20		Deposit	11011-1 · General MM - Prospera (124)	888.13
		Assessment ...	Deposit	46110-0 · Clerk's Assessment Letters Fees	-60.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-35.00
		WE Energies...	Deposit	44320-0 · Road Permits	-25.00
		Miscellaneous	Deposit	43790-0 · Cty Recy Rebate/Storm-Planning	-324.33
		Miscellaneous	reimb damage restroom sign	55200-3 · Parks - Supplies & Maintenance	-43.80
		Miscellaneous	Plier bought old chainsaw	52210-9 · Fire Dept. New Equip.	-400.00
TOTAL					-888.13

Town of Neenah
Deposit Detail
 July 2023

Type	Date	Name	Memo	Account	Amount
Dep...	07/25/20	Interest- Bank		11030-1 · CD Prospera (052)	3,381.34
				48110-0 · Interest Income	-3,381.34
TOTAL					-3,381.34
Dep...	07/31/20	Deposit		11011-1 · General MM - Prospera (124)	1,583.46
		Cell Tower R...	August rent	48200-4 · Cell Tower	-1,583.46
TOTAL					-1,583.46
Dep...	07/31/20	Interest		11320-1 · Tullar Rd Fund - Prospera (051)	57.24
		Interest		48160-0 · Interest Income- Tullar Road CD	-57.24
TOTAL					-57.24
Dep...	07/31/20	Interest		6-11021 · Stormwater CD - Prospera (053)	1,127.11
		Interest		6-48170 · Interest Income - Stormwater CD	-1,127.11
TOTAL					-1,127.11
Dep...	07/31/20	Interest		11060-1 · Taxes Collected -Prospera (125)	84.18
		Interest		48195-0 · Interest - Collected Taxes	-84.18
TOTAL					-84.18
Dep...	07/31/20	Interest		6-11020 · SW Savings - Prospera (127)	991.10
		Interest		6-48150 · Interest Income - Stormwater	-991.10
TOTAL					-991.10
Dep...	07/31/20	Interest		11010-1 · Checking - Prospera (150)	3.84
		Interest		48110-0 · Interest Income	-3.84
TOTAL					-3.84
Dep...	07/31/20	Interest		11900-0 · BNY Mellon - Pershing	2,406.81
		Interest		48110-0 · Interest Income	-2,406.81
TOTAL					-2,406.81
Dep...	07/31/20	Interest		6-11050 · SW - BNY Mellon-Pershing	1,375.82
		Interest		6-48150 · Interest Income - Stormwater	-1,375.82
TOTAL					-1,375.82
Dep...	07/31/20	Interest		11011-1 · General MM - Prospera (124)	1,293.15
		Interest		48110-0 · Interest Income	-1,293.15
TOTAL					-1,293.15

MEMORANDUM

To: Town Board

From: Ellen Skerke, Administrator-Clerk-Treasurer



Date: August 14, 2023

Memo: Resolution 2023-20 - Vacate Surface Water Drainageway Overlay District

Supporting information for Resolution 2023-20 to vacate a surface water drainageway overlay district.

This resolution is a result of the circumstance occurring on Woodside Court and the installation of a fence. County Zoning is requiring the fence to be removed as it falls within a drainageway district and according to Winnebago County Chapter 23, section 23.8-550 no structures are allowed. There are already structures in this drainageway overlay district so it has generated questions as to why this particular fence is not permitted, while another fence has been permitted.

The overlay district dates back many years and is part of an adopted Street Expansion Map. Bob or I spoke with Nick Vande Hey from McMahon, Winnebago County Land and Water, Winnebago County Drainage Board- Larsen District, Winnebago County Zoning and City of Neenah, and none of these entities are responsible for this district nor do they have any issue with vacating this district.

I am not sure of the required process to vacate, and it is likely a lengthy one with proper notifications, postings and a public hearing, and may require County Board approval as this overlay district is on the zoning map.

Resolution 2023-20 is general in nature to document the intention of the Town Board to vacate this district and give authorization to the Town Chair and myself to proceed as needed to accomplish this goal. Bob has spoken to Winnebago County Zoning informing them of the intention to vacate the district, the County will hold off on any further action or fines related to the fence as we work through this process.

RESOLUTION NO. 2023-20
RESOLUTION TO VACATE SURFACE WATER
DRAINAGEWAY DISTRICT

WHEREAS, Winnebago County GIS Map, Hydrologic Viewer has a Surface Water Drainageway District overlay in the Town of Neenah as shown on Exhibit “A”; and,

WHEREAS, Winnebago County Land and Water and Winnebago County Drainage Board – Larsen District have confirmed that this drainageway district is not governed by the Winnebago County Drainage Board; and,

WHEREAS, City of Neenah Community Development has confirmed that this drainageway district is not governed by City of Neenah as part of the Adopted Street Extension Map, or as part of their Extraterritorial Boundary rights; and

WHEREAS, the Surface Water Drainageway District has placed an unnecessary burden on properties within the Surface Water Drainageway District, limiting their ability to build a structure within the drainageway district; and,

WHEREAS, Town of Neenah Board of Supervisors determined that the Surface Water Drainage Way District as shown in Exhibit “A” no longer serves a purpose.

NOW THEREFORE BE IT RESOLVED, that the Town of Neenah Board of Supervisors hereby authorizes vacating the Surface Water Drainageway District as shown in Exhibit “A”; and,

BE IT FURTHER RESOLVED, that the Town of Neenah Board of Supervisors hereby authorizes Town Board Chairman and Town of Neenah Administrator-Clerk-Treasurer to take the necessary actions to accomplish the vacation of the Surface Water Drainageway District as shown in Exhibit “A”

Adopted this 14th day of August, 2023.

SIGNATURES TO FOLLOW ON PAGE TWO

TOWN OF NEENAH

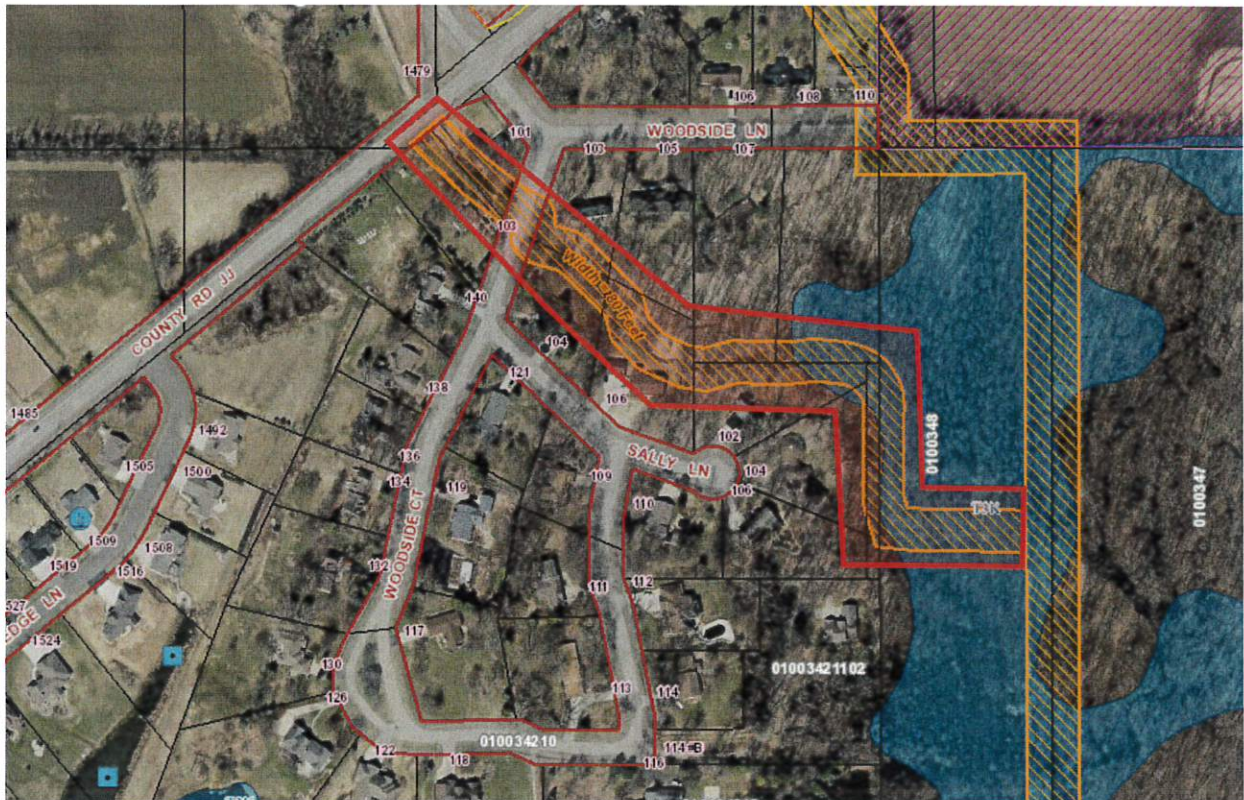
By:

Robert E. Schmeichel
Town Chairman

Attest:

Ellen Skerke
Town Administrator-Clerk-Treasurer

EXHIBIT "A"
SURFACE WATER DRAINAGEWAY DISTRICT



Parcels

- 010-1373 103 Woodside Ct
- 010-1372 101 Woodside Ct
- 010-1374 104 Woodside Ct
- 010-1371 103 Woodside Ln
- 010-1370 105 Woodside Ln
- 010-1375 106 Woodside Ct
- 010-1369 107 Woodside Ln
- 010-034207 102 Sally Ln
- 010-136901 Vacant land – no assigned address
- 010-0348 Vacant land – no assigned address
- 010-034209 104 Sally Ln
- 010-03420101 Vacant land – no assigned address

MEMORANDUM

To: Town Board

From: Ellen Skerke, Administrator-Clerk-Treasurer

Date: August 14, 2023

Memo: Keating Park Restroom – Town Hall Renovation

The Keating Park project was managed via public bid, with a bid opening on Tuesday July 25, 2023. I sent an email to the Town Board and Parks and Trails Committee on Thursday July 27th with the preliminary summary of the Keating Park bids that were received. Additionally, I emailed information on Tuesday June 27, 2023 and Friday June 30, 2023 with the plans and a cost estimate summary from Hoffman Planning Design & Construction, those two emails contained additional information related to some of the line items on the cost estimate summary provided by Hoffman.

The Town Hall Project is a maintenance project and is not going through the public bid process, estimates were given directly to Hoffman for review.

Matt McGregor from Hoffman Planning, Design and Construction met with Bob and I on Tuesday August 8, 2023, at which time he provided the following information which is attached to this memo:

- Bid Tabulation - Town of Neenah Town Hall Renovation
- Bid Tabulation – Keating Park
- Town of Neenah – Budget Summary
- Preliminary Construction Schedule

Additionally, I am providing the Budget Summary broken out between the two projects, as attached.

Let me know if you have any questions. Matt McGregor from Hoffman will be available at the Town Board meeting on Monday evening to discuss.

BID TABULATION
August 8, 2023

*Note: Check comments before modifying any values in this sheet.

PHASE	DESCRIPTION	COMPANY	BID	ALT Flooring	ALT Baseboard Heating	SUGGESTED	REMARKS
Division 2	EXISTING CONDITIONS						
02.41.00	DEMOLITION	RJM Construction	\$3,286.00			\$3,286.00	No Floor Demo Included
02.41.00	DEMOLITION	Appleton Acoustical Systems Inc.	\$5,975.00				
02.41.00	DEMOLITION	R Industries LLC	\$18,750.00				
Division 3	CONCRETE						
03.30.00	CAST-IN-PLACE CONCRETE	R Industries LLC	\$2,360.00				
03.30.00	CAST-IN-PLACE CONCRETE	RJM Construction	\$5,361.00			\$5,361.00	
Division 6	WOOD, PLASTICS, COMPOSITES						
06.10.00	CARPENTRY	RJM Construction	\$7,982.00			\$7,982.00	
06.10.00	CARPENTRY	Appleton Acoustical Systems Inc.	\$8,900.00				
06.41.00	ARCHITECTURAL WOOD CASEWORK						
Division 8	OPENINGS	JA Eisch, LLC	\$9,615.00			\$9,615.00	
08.11.13	HOLLOW METAL DOORS AND FRAMES	Tri City Glass & Door	\$945.00			\$945.00	
Division 9	FINISHES						
09.65.00	RESILIENT FLOORING	H.J. Martin & Son, Inc.	\$11,830.00	\$8,185.00		\$11,830.00	Floor Demo Included
09.65.00	RESILIENT FLOORING	Macco's Commercial Interiors	\$12,077.00	\$6,187.00			
09.90.00	PAINTING AND COATING	Van Eperen Painting	\$2,690.00			\$2,690.00	Corridor Floor Patching Allowance
09.90.00	PAINTING AND COATING	M.V. Klinger Painting Co. Inc.	\$5,400.00	\$0.00		\$0.00	
Division 22	PLUMBING						
22.00.00	PLUMBING	Midwest Mechanical LLC	\$4,915.00				
22.00.00	PLUMBING	JT Schmidt Plumbing Inc.	\$5,850.00	\$0.00		\$5,850.00	
22.00.00	PLUMBING	Jim's Plumbing & Heating Inc.	\$6,240.00				
22.00.00	PLUMBING	JF Ahern	\$9,388.00				
Division 23	HVAC						
23.00.00	HVAC	Baumgart Mechanical	\$69,600.00			\$69,600.00	
23.00.00	HVAC	JF Ahern	\$96,275.00				
Division 26	ELECTRICAL						
26.00.00	ELECTRICAL	CR Fochs LLC	\$6,930.00	\$642.00		\$6,930.00	
26.00.00	ELECTRICAL	Enterprise Electric, Inc	\$8,000.00	\$1,300.00			
Division 27	COMMUNICATIONS						
27.00.00	TECHNOLOGY	Suess Electronics	\$19,956.20			\$19,956.20	
			\$2,500.00			\$2,500.00	Appliance Allowance

do not insert rows below this row.

\$147,545.20 Subtotal
\$174,701.00 Estimated Cost
(\$27,155.80) OVER/(UNDER)

\$642.00 Lobby Baseboard Alternate
\$8,185.00 Flooring Alternate

BID TABULATION
August 8, 2023

*Note: Check comments before modifying any values in this sheet.

PHASE	DESCRIPTION	COMPANY	BASE BID	P&P BOND	SUGGESTED	REMARKS
Division 3	CONCRETE					
03.30.00 .	CAST-IN-PLACE CONCRETE	RJM Construction LLC	\$23,920.00	\$478.40	\$23,920.00	
03.30.00 .	CAST-IN-PLACE CONCRETE	Absolute Concrete LLC	\$16,460.00	\$0.00		Incomplete - Received by mail at Hoffman
Division 6	WOOD, PLASTICS, COMPOSITES, CARPENTRY					
06.10.00 .		RJM Construction LLC	\$12,820.00	\$256.40	\$12,820.00	
Division 13	SPECIAL CONSTRUCTION					
13.34.19 .	FABRICATED STRUCTURES	Huffcutt Concrete	\$86,125.00	\$1,750.00	\$87,875.00	
Division 22	PLUMBING					
22.00.00 .	PLUMBING	RJM Construction LLC	\$15,872.00	\$317.44	\$15,872.00	
22.00.00 .	PLUMBING	Midwest Mechanical LLC	\$13,700.00			Incomplete - Emailed & No Bid Bond
Division 26	ELECTRICAL					
26.00.00 .	ELECTRICAL	CR Fochs LLC	\$14,646.00	NA	\$14,646.00	
26.00.00 .	ELECTRICAL	Enterprise Electric	\$25,600.00	NA		Incomplete - Emailed & No Bid Bond
Division 31	EARTHWORK					
31.23.16 .	EXCAVATION	RJM Construction LLC	\$5,511.00	\$110.22	\$5,511.00	
31.23.16 .	EXCAVATION	Gene Frederickson Trucking and Excavating	\$23,050.00	2%		Incomplete - Emailed & No Bid Bond
31.23.16 .	EXCAVATION	MCC	\$34,000.00			Incomplete - Emailed & No Bid Bond
Division 32	EXTERIOR IMPROVEMENTS					
32.92.19 .	SEEDING				\$5,000.00	Landscaping Allowance

Do not insert rows below this row.

\$170,644.00 Subtotal
 \$143,199.00 CD Estimate
 \$27,445.00 Over/(UNDER)

Town of Neenah - Summary Summary

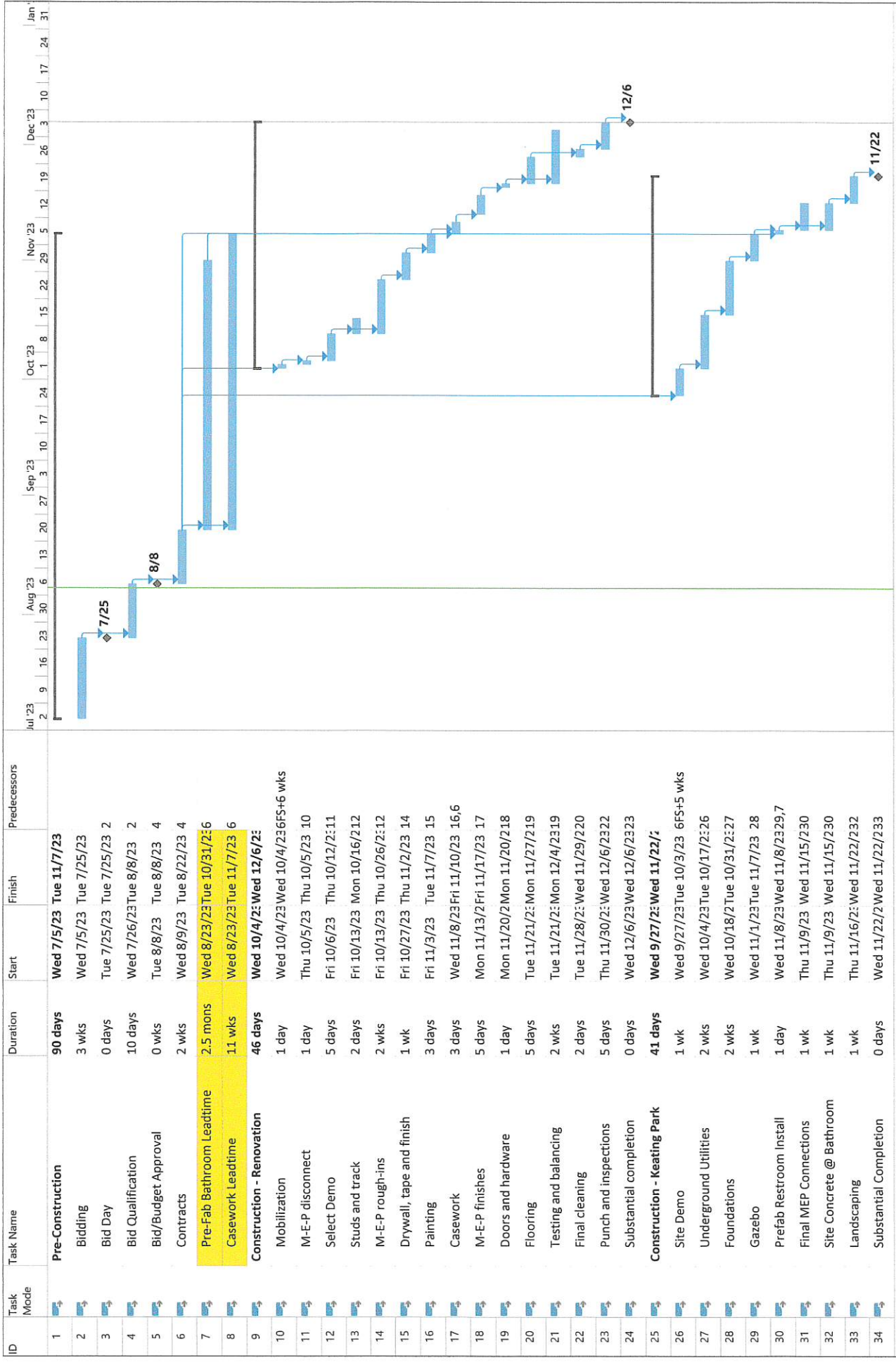


August 8, 2023

Urban Living in a Rural Setting

Planning, Design & Construction, Inc.

	CD Estimate	Bid Budget	Comments
Keating Park	\$143,199	\$170,644	Include \$5,000 WE Energies Allowance, and \$5,000 Landscaping Allowance
Town Hall Renovations	\$174,701	\$147,545	Includes Sues Electronics, and \$2,500 Appliance Allowance
Design Reimbursables	\$1,500	\$1,500	
General Conditions	\$54,000	\$54,000	
Project Requirements	\$25,000	\$25,000	
Contingency	\$39,840	\$39,869	
Assurance Fee	\$5,478	\$2,657	Assurance Fee only on Town Hall Renovations
Construction Mgt F	\$17,749	\$17,649	
Architectural Fee	\$34,500	\$34,500	
Total Construction Est. w/ fees	\$495,967	\$493,364	



Project: CCE - Construction Sch
Date: Tue 8/8/23

Task: Project Summary, Inactive Task, Inactive Milestone, Inactive Summary

Milestone: Milestone Summary

Task: Manual Task, Duration-only, Manual Summary Rollup, Manual Summary

Start-only, Finish-only, External Tasks, External Milestone

Deadline, Progress, Manual Progress

**Summary provided by Hoffman
Breakout by project provided by E. Skerke**

Owner: Town of Neenah
 Project #: 23445
 Project Name: Town of Neenah - Town Hall Renovation & Keating Park Bathroom Cost Estimate Summary
 August 8, 2023 Based on bids received

		Based on BIDS Keating Park	Based on BIDS Town Hall
Hoffman Summary			
Keating Park	\$170,644	n/a	n/a
Town Hall Renovations	\$147,545		\$147,545
Design Reimbursables	\$1,500	\$810	\$690
General Conditions	\$54,000	\$29,160	\$24,840
Project Requirements	\$25,000	\$13,500	\$11,500
Contingency	\$39,869	\$21,529	\$18,340
Assurance Fee	\$2,657	\$1,435	\$1,222
CM Fee	\$17,649	\$9,530	\$8,119
AE Fee	\$34,500	\$18,630	\$15,870
Total Construction Est. w/ fees	\$493,364	\$265,239	\$228,126

Construction	\$318,189	\$170,644	\$147,545
Variable Expenses	\$120,369	\$64,999	\$55,370
Hoffman Fees	\$54,806	\$29,595	\$25,211

Hoffman Fees Paid 3-27-2023 \$4,500
 Hoffman Fees Paid 8-14-2023 \$29,719

RESOLUTION NO. 2023-21
APPROPRIATING WINNEBAGO COUNTY SPIRIT
FUNDS IN THE AMONUNT OF \$145,000 FOR KEATING
PARK RESTROOMS

WHEREAS, In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million. The County Board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

WHEREAS, Winnebago County has provided an agreement titled *Winnebago County Spirit Fund Local Government Allocation* detailing the requirements for the \$145,000 allocation for municipal governments; and,

WHEREAS, Town of Neenah Board of Supervisors approves signing the agreement and adhering to all requirements as written in the *Winnebago County Spirit Fund Local Government Allocation* agreement; and,

WHEREAS, the Town of Neenah Parks and Trails Committee and Town Board have approved improvement to Keating Park with the construction of permanent restroom facilities at the park with an estimated cost of \$200,000; and

WHEREAS, this project fall within the eligible projects as defined in the *Winnebago County Spirit Fund Local Government Allocation* agreement; and,

WHEREAS, this project was not budgeted for in 2023, and would not have been funded without the Spirit Fund allocation.

NOW THEREFORE BE IT RESOLVED, that the Town of Neenah Board of Supervisors hereby authorizes Town Board Chairman to sign the *Winnebago County Spirit Fund Local Government Allocation* agreement; and

BE IT FURTHER RESOLVED, that the Town of Neenah Board of Supervisors authorizes project submittal of the Keating Park restroom project for reimbursement of \$145,000 from the Winnebago County Spirit Fund Local Government Allocation and authorizes the Town Chairman and the Town Administrator-Clerk-Treasurer to submit all required documents per the agreement.

Adopted this 14th day of August , 2023.

by a vote of _____ aye, _____ nay, with _____ members absent.

TOWN OF NEENAH

By:

Robert E. Schmeichel
Town Chairman

Attest:

Ellen Skerke
Town Administrator-Clerk-Treasurer



Framework of the Spirit Fund Spending

Prepared by the ARPA Strategy and Outcomes Commission

Reviewed at the March 9, 2023, meeting

Approved unanimously at the April 14, 2023, meeting

Overarching Requirements

Legacy: *projects are to be ones which can be looked at as multi-generational or used to improve the quality of life within our county for years to come*

One-time-funds: *projects which require on-going or future costs should be mitigated as much as possible. To achieve this requirement, projects should generally be capital in nature, revolving funds, or endowments.*

Geographic Assortment of Funds: *projects should be spread out as much as possible to impact different geographic areas of the county*

Enhancing Funding Opportunities: *Frequently, other funding opportunities require matching funds. Using Spirit Fund dollars as local match should be encouraged to allow the dollars to go further.*

Project Types to Base Decisions

Debt Avoidance: *When a local government issues debt, typically, it is done so under the debt levy; therefore, debt raises property taxes. As much as possible, projects should avoid Winnebago County's issuance of debt to avoid future tax increases.*

Sustainability Planning: *As these are one-time funds, planning for the future and preparing for potential fiscal cliffs is essential. Projects of this type should look to efficiency, consolidation, and reform.*

Emergency Response: *The original ARPA legislation called for improving resiliency in response to emergencies. Improvements to our emergency response system are essential to this goal.*

Water Quality & Sustainability: *Winnebago County is covered by 25% water and has about 10% of the state's inland surface water.*

Quality of Life: *Parallel with water, Winnebago County's people are an important resource. Projects which improve our quality of life including enhancements to tourism, health, and human services are appropriate. The wellbeing of our citizens ensures we can recruit and maintain our workforce. Projects should especially consider that basic needs are met.*

Categories to Divide the Funds

Percentages could be changed by the commission as projects and priorities are more clearly defined.

County Government Projects (~50% of funds)

These projects are proposed by the County Executive and his department head team. The projects are also led and complete by the county. Projects should be balanced between already planned and projects which would not otherwise be completed without the infusion of investment.

Government Identified Community Projects (~50% of funds)

These are projects which are identified by the commission and are intended to be a collaboration between county departments and community. Projects are administered by county departments and could be granted to sub-recipients or county projects.

Changes to this document may be made from time-to-time by a majority vote of the ARPA Strategy and Outcomes Commission.

Winnebago County Spirit Fund Local Government Allocation

- 1) **Background:** In March of 2023, the Winnebago County Board applied surplus dollars to a special revenue fund titled the "Spirit Fund" to invest in legacy projects for the county government and certain identified community projects. The fund totals just over \$33 million and is split roughly in half for county government projects and identified community projects. Spending proposals are sent to the county board after deliberation of the ARPA Strategy and Outcomes Commission.

The county board allocated \$145,000 for municipal governments located primarily in Winnebago County to fund one-time capital needs projects which increase the resiliency of the community, quality of life for residents, or other needs. This program amounts to \$3,045,000 county wide.

- 2) **Spirit Funds:** All funds must be referred to as Spirit Funds. All projects are funded from county general fund balances.
- 3) **Standard Agreement:** This document, when signed and returned by the chief official of the local government, serves as the standard agreement required under the resolution.
- 4) **Eligibility Period:** Funds allocated to each municipality can be spent on projects or items incurred between April 1, 2023, to December 31, 2024.
- 5) **Eligible Projects:** All projects funded under these allocations must have a government purpose and further comply with the Framework of Spirit Fund Spending approved by the ARPA Strategy and Outcomes Commission. Projects might be ones that would not have been funded without the Spirit Fund allocation or ones which reduce the debt levy. Projects should not have been budgeted for in the 2023 budget. Eligibility questions should be referred to spirit@winnebagocountywi.gov.
- 6) **Selecting Projects:** All projects must be identified by a governing body vote. Municipalities should submit either a signed resolution or meeting minutes indicating the vote and the project. Projects do not require county board approval. If utilizing funds for multiple projects, a single resolution could be passed by the governing body of the local government.
- 7) **Geographic restriction:** All projects must occur within the boundaries of Winnebago County.
- 8) **Project Narrative:** All projects shall have a narrative on how the project complies with the Framework of Spirit Fund Spending. Narratives should be succinct, yet provide enough information for the public to understand the project and its impact for years to come.
- 9) **Project Submittal:** Project documents shall be submitted to spirit@winnebagocountywi.gov. Governments should refer questions to that address as well.
- 10) **Reimbursement:** All funds will be reimbursements to the local government. Invoices shall be compiled and submitted on or before the 15th of each month beginning in September of 2023. Payment shall be made by the county by the 15th of the subsequent month. Reimbursements will not be sent if all items on the attached check list are not completed.

- 11) **Competitive Bidding:** The local government agrees to submit the competitive bidding procedure and documents as requested by the county. If a local government believes a project is exempt from state and federal bidding requirements, the government shall seek the county's written consent.
- 12) **Transferring Funds:** All funds must be used on general government services for governmental purposes. No funds may be sub-granted to an entity not part of the government structure. Funds may be expended for fire department and government owned utilities projects. Municipalities can also transfer the allocation to another municipality with governing body approval.
- 13) **Matching Funds:** Use of the allocation does not require local matching funds. Additionally, the funds may be used for local match requirements for state and federal awards.
- 14) **Signage:** The county reserves the right to post signage at the project identifying the funding source. Signs may be temporary or permanent and shall comply with all local sign ordinances and local government requests.
- 15) **Progress Updates:** The local government shall provide the county regular progress updates to include on a Spirit Fund spending dashboard and local government allocation. The local government shall supply before, during, and after pictures to the county for use on the dashboard. The county may request other information for inclusion on the dashboard that the local government shall provide.
- 16) **Events and Press:** The county shall be included in date selection and invited to all groundbreaking, ribbon cutting, dedication or other such events should events occur. The county shall be provided all press or public statements regarding the project prior to release.
- 17) **Additional Spirit Funds:** It is unlikely additional Spirit Funds will be available for local government projects. Local governments looking to submit additional project ideas or requests should email spirit@winnebagoctywi.gov for more information.

Received and accepted by:

Signature: _____

Name: _____

Title: _____

Date: _____

Project Checklist for Local Government Spirit Fund Allocation

- Proof of Governing Body Approval for Each Project (resolution or minutes)
- Narrative on How the Project Complies with the Framework of Spirit Fund Spending
- Before Pictures (during and after pictures due later)
- Address or Location of Project (GIS information or Google Map showing address if applicable)
- Invoices for Items Paid Toward the Project
- Provide documentation procurement procedures were followed or exempt certificate from county
- Sign standard agreement (above)

2
3 **RESOLUTION: Appropriating Funds in the Amount of \$145,000 for each Municipality or**
4 **Town Primarily Located within Winnebago County**

5
6
7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, the Board has now created a special revenue fund known as the Spirit Fund, using resources
9 made available through use of ARPA funds designated as replacement of lost revenue and used for general
10 government services through Resolution No. 167-012023; and

11 **WHEREAS**, twenty-one municipalities or towns are primarily located within Winnebago County which include
12 the cities of Neenah, Menasha, Omro & Oshkosh, villages of Winneconne & Fox Crossing, and towns of Algoma, Black
13 Wolf, Clayton, Neenah, Nekimi, Nepeuskun, Omro, Oshkosh, Poygan, Rushford, Utica, Vinland, Winchester,
14 Winneconne & Wolf River; and

15 **WHEREAS**, the ARPA Strategy and Outcomes Commission has received requests from local government
16 partners for the release of funds for radios, emergency response vehicles, park projects, and other needs; and

17 **WHEREAS**, the ARPA Strategy and Outcomes Commission created a framework document for the funds,
18 which outlines the desire for spending to be geographically diverse and ensure all corners of the county receive funding
19 for at least one project; and

20 **WHEREAS**, allocating an equal amount to each local government allows the county to fund the many project
21 requests in an equitable manner; and

22 **WHEREAS**, this project falls within the Government Identified Community Projects category as outlined by the
23 ARPA Strategies and Outcomes Commission.

24 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that an allocation of
25 \$145,000 for each municipality or town primarily within the county's boundaries is appropriated from the Spirit Fund in the
26 total amount of \$3,045,000 subject to the administration of the Director of Finance, who is authorized to disburse funds in
27 accordance with the requirements of this Resolution, and that it is the intent of the Board that such funds be spent on
28 projects which fall within any of the categories authorized by the county's ARPA Strategy & Outcomes Commission or for
29 ARPA SLFRF funds by U.S. Department of the Treasury regulations.

30 **BE IT FURTHER RESOLVED** that all municipalities or towns receiving an allocation shall comply with all of
31 the following:

- 32 (1) Identify by governing body vote the projects or projects on which the allocations are desired to be spent;
- 33 (2) Provide a short narrative on how the project or projects follow the framework document created by the ARPA
34 Strategy and Outcomes Commission which will serve as the request for the allocation;
- 35 (3) Ensure all projects are completed within the boundaries of Winnebago County;
- 36 (4) Provide documentation that all required local and federal procurement procedures are followed;
- 37 (5) Provide documentation as required by county administration to comply with subsequent Spirt Fund reporting
38 and auditing requirements;
- 39 (6) Sign a standard agreement prepared by the county to ensure equal treatment;
- 40 (7) Spend the allocation by December 31, 2024.

42 **BE IT FURTHER RESOLVED** that municipalities or towns may request allocations be transferred to other
43 municipalities or towns, and that the funds may be used only for a government purpose and shall not be sub-granted
44 by the municipalities or towns.

45
46 Fiscal Note: *The Spirit Fund will be reduced by \$3,045,000 as the allocations are released to municipalities and*
47 *towns.*

48
49 Respectfully submitted by:
50 **ARPA STRATEGY AND OUTCOMES COMMISSION**

51 Commission Vote: Motion to approve by Farrey, seconded by Egan. 7-0 (Buck virtual and Galloway excused)

52
53 Vote Required for Passage: **Two-thirds of Membership**

54
55 Approved by the Winnebago County Executive this ____ day of _____, 2023.

56
57 _____
58 Jonathan D. Doemel
59 Winnebago County Executive