

TOWN OF NEENAH TOWN BOARD
Meeting Agenda

DATE: Monday, September 25, 2023
TIME: 7:00 pm
LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 891 4939 3233 Passcode: 151843 Phone (312) 626-6799

[Zoom Link: https://us02web.zoom.us/j/89149393233?pwd=YkV3M0xDSzhhWkFRMIJTeXErNGNldz09](https://us02web.zoom.us/j/89149393233?pwd=YkV3M0xDSzhhWkFRMIJTeXErNGNldz09)

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES
September 11, 2023 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. Winnebago County Monthly Recycling Report – August 2023
 - b.
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions September 25, 2023.
 - b. Authorize submitting an Application Request Form for Municipal General Obligation Loan with Board of Commissioners of Public Lands for the purchase of a Fire Truck, total price of \$804,696.04.
 - c. Resolution 2023-22 – Zoning Map Amendment
Applicant: Ellen St Pierre
Agent: Martenson & Eisele, Inc.
Location of Premises Affected: 507 Vassar Ln
Tax Parcel No: 010-0315-02
Explanation: Applicant is requesting a zoning change from A-2 (General Agriculture) to R-1 (Residential)
 - d. Approve Assessor Contract for 2024, Bowmar Appraisal, Inc. cost of \$15,500.
 - e. Approve Maintenance Agreement for 2024 with Winnebago County Highway Department.
 - f. Approve Lease Agreement with Amos Ihde for the rental of Town Owned Properties located on Oakridge Road Parcel Numbers: 010-021808 and 010-02180603
 - g. Approve Lease Agreement with Rosemary Cermak for rental of Town owned barn and portion of property on parcel 010-0218063.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Fire Department Open House – Sunday October 1, 2023 10:00 a.m. – 2:00 p.m.
 - b. Budget Workshop #2 for Town of Neenah/ Stormwater Utility District, Thursday September 28, 2023 at 4:00 p.m.
 - c. Parks and Trails Committee Meeting, Monday October 2, 2023 at 6:00 p.m.
 - d. Fire Department Business Meeting, Wednesday October 4 2023 at 6:00 p.m.
 - e. Wisconsin Towns Association – Winnebago County Unit Meeting, Thursday October 5, 2023 at 6:00 p.m. at Town of Black Wolf.
 - f. Next Regularly Scheduled Town Board Meeting, Monday October 9, 2023, at 7:00 p.m.
 - g. Town Board Meeting scheduled for Monday October 23, 2023 is cancelled.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
September 20, 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 September 20, 2023 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

September 11, 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, and Supervisor Thomas Wilde.

Excused: Supervisor James Weiss

Also in Attendance: Jeremey Kwiatkowski, Parks and Trails Committee Chair Tom Jankowski, Matt McGregor, Hoffman Planning, Design and Construction, 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: B. Cardoza / D. Bluma to approve August 28, 2023 Town Board meeting minutes.

Motion carried 4:0:0.

Public Forum

- None

Public Forum for Recognized Municipal and County Officials

- None

Correspondences

- Building Permit Report August 2023

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions September 11, 2023

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

Motion Carried 4:0:0.

Agreements

Approve Joint Powers Agreement with Winnebago County 911 Emergency System.

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

Motion Carried 4:0:0.

Resolution

Approve Resolution 2023-23- 2023 Budget Amendment of \$10,500 in General Government – Election Supplies to purchase Badger Books.

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

E Skerke explained Badger Books and why the purchase in 2023 rather than 2024 as part of the 2024 budget. In order to be eligible to use Badger books in 2024, the units must be on hand and staff trained prior to January 1, 2024 to be certified to use Badger Books in 2024 Elections.

Motion Carried 4:0:0.

Keating Park Restroom

Motion to Rescind Town Board approval from August 14, 2023 to 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

- R. Schmeichel briefly explained the Motion to Rescind process.
- T. Wilde commented that one Town Board member was not present, the agenda item should be postponed until the next Town Board Meeting
- No motion was made.
- General discussion about the project itself:
- R. Schmeichel requested V. Boushele to read the section of the draft meeting minutes from the September Parks and Trails Committee meeting pertaining to Keating Park Restroom.
- R. Schmeichel allowed time for Parks and Trails Committee Chair Tom Jankowski to speak regarding the Keating Park restroom project.
- T. Jankowski stated that the original budget months ago was \$159,000, with bids it came in at \$170,000 then adding contingency and Hoffman fees and we are up to \$265,000. He is concerned with the added costs between \$74,000 and \$85,000. These dollars do not include the security locking system, no security cameras.
- T. Jankowski stated that general consensus with Parks and Trails Committee is to move forward with the project, it was not unanimous. He wants to ensure as a taxpayer, money is spent wisely.
- M. McGregor, Hoffman Planning and Design briefly reviewed the original budget is a best estimate, the scope of the project increased slightly from the original budget, full frost walls were added, and the patio size was increased. Overall, the Park and Town Hall stayed within the original budget for construction costs.
- R. Schmeichel questioned M. McGregor if there were an opportunity to repackage anything for cost savings. M. McGregor responded that contingency is one area for potential savings, all depends on what comes up when the project is underway.
- T. Wilde stated that the Town Hall project includes demolition, cabinets, flooring and HVAC and that project comes in less costly than a restroom that will be used 7 months out of the year and we have not addressed the security with the restroom. T. Wilde stated that if people knew what we were doing, there would be pushback.
- B. Cardoza stated that the Town Hall project also came in over budget, we originally talked about allocating funds across the Town Hall, Parks and Trails and Fire Department, there is not much ARPA money left to allocate to the Fire Department.
- D. Bluma stated that the security items could be covered with contingency.
- R. Schmeichel stated he had a conversation with Supervisor Jim Weiss prior to the meeting and J. Weiss stated he was in favor of the project moving forward.

Without a motion, no further action was taken.

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

- Since the Motion to Rescind did not occur, there was no discussion or action taken for this agenda item. The approval of the project on August 14, 2023 stands.

Motion to Rescind Resolution 2023-21 Resolution Appropriating Winnebago County Spirit Funds in the amount of \$145,000 for Keating Park Restroom Construction.

- Since the Motion to Rescind did not occur, there was no discussion or action taken for this agenda item. The Resolution approved on August 14, 2023 stands.

Town Board Meeting Schedule

Reschedule or cancel October 23, 2023 Town Board Meeting due to Wisconsin Towns Association Convention, there will not be a Town Board quorum.

By general consensus the regularly scheduled Town board meeting for October 23, 2023 is cancelled. If necessary, a Special Meeting will be called.

Future Agenda Topics and Meetings

- Sanitary District #2 Commissioners Meeting, Tuesday September 12, 2023 at 7:00 p.m.
- Town of Neenah / Stormwater Utility District Budget Workshop #1, Thursday September 14, 2023 at 4:00 p.m.
- Plan Commission Meeting, Monday September 18, 2023 at 7:00 p.m.
- Next Regularly Scheduled Town Board Meeting, Monday September 25, 2023, at 7:00 p.m.

Old Business

- E. Skerke noted that Fire Chief Osero provided a memo to the Town Board thanking them for their approval to move forward with the purchase of a new Fire Truck, and he provided information about additional supplies needed for the new truck and potential resale value of the old truck that will be retired after the new truck is put into service.
- T. Wilde asked for follow up regarding the letter to the Attorney General on the zoning issue we just dealt with. E. Skerke to follow up with Attorney Parmentier.

New Business

- None

Adjourn Meeting

Motion: D. Bluma / TB. Cardoza to adjourn. Motion carried. Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Ellen Skerke
Administrator-Clerk-Treasurer

Approved: DRAFT – Pending Approval

Voucher List Authorization September 25, 2023

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
9/26/2023	General MM	Checking	\$ 43,000.00	9-25-2023 Vouchers

Check Details:

Accounts Payable:	\$ 42,411.48
Fire Fighter Expense Reimbursements	\$ 690.36

Notification of New Vendors

A. Kalmerton Welding Supplies, LLC	Fire Department Supplies
Fire Services Plus LLC	Fire Extinguisher services for Parks

Account Balances as of September 26, 2023 - after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>BNY Mellon - Pershing</u>	<u>Total</u>
Checking	\$ 8,242	\$ -		
Membership account	\$ 25	\$ -		
General MM	\$ 531,173	\$ -	\$ 762,648	\$ 1,293,821
Taxes Collected	\$ -	\$ -		
Impact Fee	\$ 8,012	\$ -		
Tullar Rd Fund	\$ 35,292	\$ -		
Storm Water	\$ 463,062	\$ 256,072	\$ 512,369	\$ 1,231,503
TOTAL	\$ 1,045,806	\$ 256,072	\$ 1,275,017	

GRAND TOTAL	\$ 2,576,895
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Note: General Town funds includes \$369,166 in ARPA Funds.

_____ Schmeichel _____ Bluma _____ Cardoza _____ Weiss _____ Wilde

11:52 AM
09/22/23

Town of Neenah
Check Detail
September 26, 2023

Accounts Payable
\$ 42,411.48

Date	Num	Name	Memo	Account	Paid Amou...
09/26/202	28474	A. Kalmerton Welding S...		11010-1 · Checking - Pr...	
09/25/202	172378			52210-3 · Fire Dept Suppl...	-30.00
TOTAL					-30.00
09/26/202	28475	Dempsey Law Firm, The		11010-1 · Checking - Pr...	
09/25/202	74		meeting	51300-0 · Legal Services	-420.00
			NJSD	51300-0 · Legal Services	-756.00
			general	51300-0 · Legal Services	-393.00
09/25/202	3		Kuester	51300-0 · Legal Services	-996.29
09/25/202	12		Long	51300-0 · Legal Services	-108.00
TOTAL					-2,673.29
09/26/202	28476	Fire Services Plus LLC		11010-1 · Checking - Pr...	
09/25/202	84060		serv fire exting Ma...	55200-3 · Parks - Supplie...	-145.00
TOTAL					-145.00
09/26/202	28477	Frank's Radio Service, I...		11010-1 · Checking - Pr...	
09/25/202	123820		Qty 6 Minitor VI w...	52210-7 · Fire Dept. Radio...	-2,724.30
TOTAL					-2,724.30
09/26/202	28478	Harters Fox Valley Disp...		11010-1 · Checking - Pr...	
09/25/202	472956			55200-6 · Parks - Harter's ...	-174.00
			Chargeback to Mc...	55200-0 · Parks - Sanitary...	-120.00
09/25/202	472951			53634-0 · Garbage Collect...	-13,361.55
				53635-0 · Recycling	-4,187.60
			fuel surchg	53634-0 · Garbage Collect...	-400.84
			fuel surchg	53635-0 · Recycling	-125.63
TOTAL					-18,369.62
09/26/202	28479	Hoffman Planning And ...		11010-1 · Checking - Pr...	
09/25/202	23445-4		Town Hall remode...	51520-0 · Engineering Ser...	-8,470.10
TOTAL					-8,470.10
09/26/202	28480	McMahon Associates, Inc		11010-1 · Checking - Pr...	
09/25/202	932147		July 30 to Sep 2	6-53400 · SW - Illicit Disc...	-1,428.57
TOTAL					-1,428.57
09/26/202	28481	Sanitary District #2	24510-0	11010-1 · Checking - Pr...	
09/25/202	923		416 Maple Ln	44310-0 · Building Permits	-20.00
TOTAL					-20.00

Town of Neenah
Check Detail
 September 26, 2023

Date	Num	Name	Memo	Account	Paid Amou...
09/26/202	28482	Staples Advantage		11010-1 · Checking - Pr...	
09/25/202	8071495379			51420-4 · Office Expenses	-70.91
TOTAL					-70.91
09/26/202	28483	Village of Fox Crossing		11010-1 · Checking - Pr...	
09/25/202	14832		Rocket way signal l...	53311-7 · Highway Projects	-732.00
TOTAL					-732.00
09/26/202	28484	WE Energies		11010-1 · Checking - Pr...	
09/25/202	4723745125			55200-7 · Parks - WE Ene...	-131.56
				53420-0 · Street Lighting -...	-244.11
				53420-0 · Street Lighting -...	-1,572.00
				55200-8 · Conservancy P...	-327.26
				55200-7 · Parks - WE Ene...	-47.29
				51420-8 · MB Utilities	-298.62
TOTAL					-2,620.84
09/26/202	28485	Winnebago Cty. Treasu...		11010-1 · Checking - Pr...	
09/25/202	26057			53311-2 · Hwy Exp - Maint...	-4,565.17
09/25/202	26017		Green Valley Apr 23 exps ballots...	6-57200 · Stormwater Dra... 51440-2 · Election Expens...	-120.49 -361.19
TOTAL					-5,046.85
09/26/202	28486	Winnebago Liquid Waste	51610-1	11010-1 · Checking - Pr...	
09/25/202	162787		8/29/2023 service ...	51610-1 · Maintenance & ...	-80.00
TOTAL					-80.00

MEMORANDUM

To: Town Board
 From: Ellen Skerke, Administrator-Clerk-Treasurer
 Date: September 22, 2023
 Memo: Loan Application for purchase of Fire Truck



Following the Budget Workshop #1, I gathered information about the possibility of taking out one loan for the full purchase price of the Fire Truck.

Scenario:

\$315,000.00	October 2023
\$215,000.00	March 2024
<u>\$274,636.04</u>	Upon Delivery , approximately July 2025
\$804,696.04	Total Purchase Price / Total Loan amount

The Town would take out a loan for the total purchase price to lock in the interest rates. Invest \$215,000 and \$274,696.04 in short term investments to maximize interest earned until payments to Custom Fire are required.

Board of Commissioners of Public Lands (BCPL) is currently offering 10-year loans at 5.75%. I communicated with BCPL Chief Investment Officer Richard Sneider, he is comfortable with the above scenario and agreed, it makes sense to lock in interest rates. The first payment on the BCPL loan would be due in March 2025.

Locally, I spoke to two Financial Institutions, They cannot meet the 5.75% , they can provide a 10-year term, however interest rates would be locked in for 5 years and 5 years later locked in again at the going rate at that time. Both individuals I spoke with agreed that 5.75% is a great interest rate in today's market.

I spoke with Ehlers Investments, we talked about several options. Ehlers agrees that BCPL makes the most sense and they have no concerns or issues with the above scenario.

I emailed WTA Attorney's for their input. I have not yet received their response.

My recommendation is to submit an Application Request to BCPL for the total purchase price of \$804,696.04, ten-year term at 5.75%. BCPL will review and provide a custom loan application and Resolution for Town Board action at a future Town Board meeting. I anticipate funds would be available in 30-45 days.



Application Process

We are committed to keeping our lending process both simple and efficient. For municipalities, loans usually require from 30 to 45 days from application to funding. While the legal requirements for borrowing will vary somewhat depending on the type of municipality, the general process includes:

- **Application Request** – To begin the loan process, the borrower submits a completed BCPL Worksheet/Loan Application Request by email, fax, or regular mail. The worksheet is available at the link provided below and provides BCPL staff with the information necessary to provide a custom loan application. You will receive your application by mail within a few days after submitting your worksheet.

Because we set funds aside for your loan at the time of application, please do not send in an application request until you are certain that the project is moving forward, have examined your funding alternatives, and have made the decision to borrow from BCPL.
- **Application Completion** - The BCPL loan application includes the specific borrowing resolution to be approved by your board/council. Following the meeting that approves that resolution, the clerk submits the completed loan application to BCPL for review and approval, along with a copy of the minutes from that meeting.
- **Application Review and Approval** - BCPL staff reviews submitted documentation. Upon approval, the application is sent to the Office of the Attorney General for legal review and if approved, it is placed on the agenda for final approval at the next meeting of the BCPL Board. Applications must be received a minimum of eight days in advance of the our board meeting to allow sufficient time for internal reviews. The BCPL Board meets the first and third Tuesdays of each month.
- **Loan Funding** - Funding can normally occur within 7-10 days following BCPL Board approval. Borrowers may take four months following final approval to draw loan funds.

School district borrowing is complicated by statutory requirements for different approval methods depending on the type of the district, term of the loan, and process of elector approval. BCPL has developed a guideline to all seven methods available to school districts when borrowing from BCPL, which is available at the "School District Borrowing Procedures" link below.

Still have questions? Contact Richard Sneider office **(608) 261-8001**, cell **(608) 572-1611** or email richard.sneider@wi.gov.

[BCPL State Trust Fund Loan Program - Home](#)

- [Application Process](#)
- [General Obligation Loan Fact Sheet](#)
- [Revenue Obligation Loan Fact Sheet](#)
- [Interest Rates](#)
- [School District Borrowing Procedures](#)
- [Sample Documents](#)
- [Loan Application Request Forms](#)
- [BCPL Loan History](#)

[What's New](#)

- [BCPL-UWSP Partnership](#)
- [BCPL Celebrates Earth Day](#)
- [2023 Summer Timber Sale](#)
- [2023 Library Aid Distribution - \\$52.0 Million](#)
- [Racine's Belle City Ceremony](#)
- [WI Counties May 2020 BCPL Article](#)
- [La Crosse County and the BCPL](#)
- [WI Towns Association SpotLight](#)

[Assets & Beneficiaries](#)

[School Trust Funds](#)

- [Common School Fund](#)
- [Normal School Fund](#)
- [University Fund](#)
- [Agricultural College Fund](#)
- [Library Aid History](#)

[BCPL State Trust Fund Loan Program](#)

- [Application Process](#)
- [General Obligation Loan Fact Sheet](#)
- [Revenue Obligation Loan Fact Sheet](#)
- [Current Interest Rates](#)
- [Eligibility and Repayment](#)
- [Loan Application Request Forms](#)
- [Sample Documents](#)
- [Loan Calculator](#)
- [BCPL Loan History](#)
- [BCPL Project Photos](#)

[School Trust Lands](#)

- [Timber Management](#)

Resolution 2023-22

FOR TOWN USE ONLY

TOWN ACTION FOR ZONING MAP AMENDMENT
TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN

RE: Petition for proposed zoning map amendment listed below affecting the Winnebago County Zoning Ordinance and the Office Map of the Town of NEENAH.

Owner(s): E ST PIERRE

Agent: NONE

Parcel No.: 010-0315-02

Location of Premises Affected: 507 VASSAR LN

Legal Description: Being part of the W 1/2 of the SW 1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Current Zoning: A-2 General Agriculture

Proposed Zoning: R-1 Rural Residential

Explanation: Applicant is requesting a zoning change from A-2 (General Agriculture) to R-1 (Rural Residential) for the creation of two new parcels.

Resolved, by the Town Board of the Town of NEENAH, Winnebago County, Wisconsin, that the above indicated proposed amendment to the Town/County Zoning Code (Chapter 23) be and the same is hereby:

Approved

Disapproved

TOWN FINDINGS:

Town has an adopted land use plan

Town does not have an adopted land use plan

Action agrees with town land use plan

Action does not agree with town land use plan

Other: _____

I, Ellen Skerke, Town Clerk of the above named town, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Town Board of the Town of NEENAH.

DATED THIS _____ DAY OF _____, 20__

SIGNED: _____

INITIAL STAFF REPORT

Sanitation: Existing; Private System

Overlays: Wetlands

Current Zoning: A-2 General Agriculture

Proposed Zoning: R-1 Rural Residential

Surrounding Zoning: North: A-2; South: R-1; East: R-2;R-1; West: R-1;

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER/APPLICANT

Describe present use(s): Single family residential.

Describe proposed use(s): Single family residential.

Describe the essential services for present and future use(s): Present - 507 lot 2 has street only.
Proposed 507 lot 1 would like sewer.

Describe why the proposed use would be the highest and best use for the property: Single family home to be built on lot 1. wooded area will be maintained along with natural area for wildlife.

Describe the proposed use(s) compatibility with surrounding land use(s): Surround properties are R-1 residential and agricultural.

SECTION REFERENCE AND BASIS OF DECISION

23.7-5 Basis of Decision

Zoning map amendment initiated by a property owner. If a proposed zoning map amendment is initiated by a property owner and would change the zoning classification of a parcel not classified as A-1, the Planning and Zoning Committee in making its recommendation and the Board of County Supervisors in making its decision shall consider the following factors:

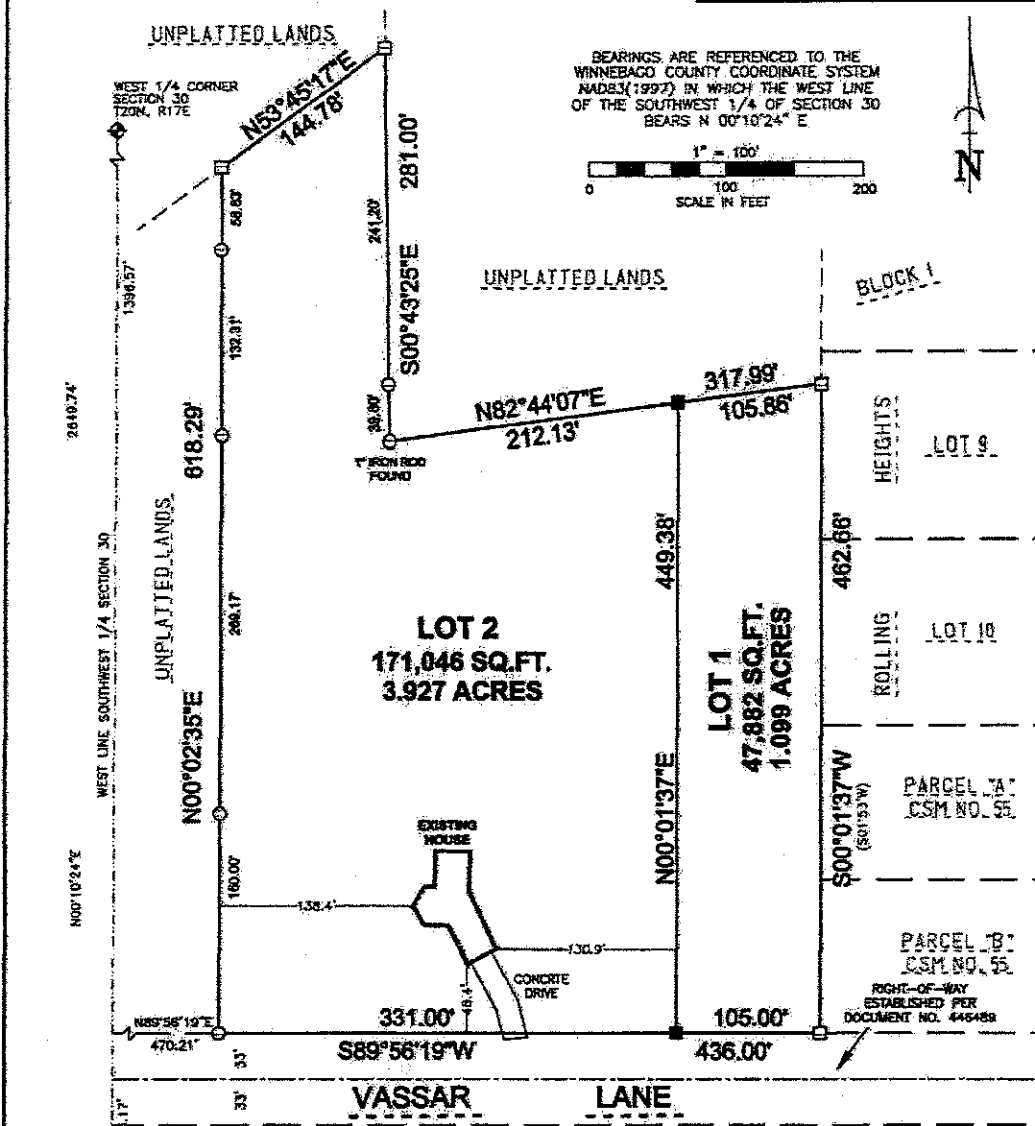
- (1) whether the amendment is consistent with the county's comprehensive plan, including any future land use maps or similar maps;
- (2) the extent to which the lot and structures on the subject property conform to the dimensional standards that apply to the proposed zoning district; and
- (3) any other factor not specifically or generally listed, but deemed appropriate by the committee or board given the particular circumstances.

#31775

C. Rowe
Log # 6308

ZONING
Q2A 232-3344

CERTIFIED SURVEY MAP NO. _____
PART OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF
SECTION THIRTY (30), TOWNSHIP TWENTY (20) NORTH,
RANGE SEVENTEEN (17) EAST, TOWN OF NEENAH,
WINNEBAGO COUNTY, WISCONSIN.



LEGEND

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 3/4" IRON ROD FOUND
- 1" O.D. IRON PIPE FOUND
- ◆ GOVERNMENT MONUMENT
- () PREVIOUSLY RECORDED AS

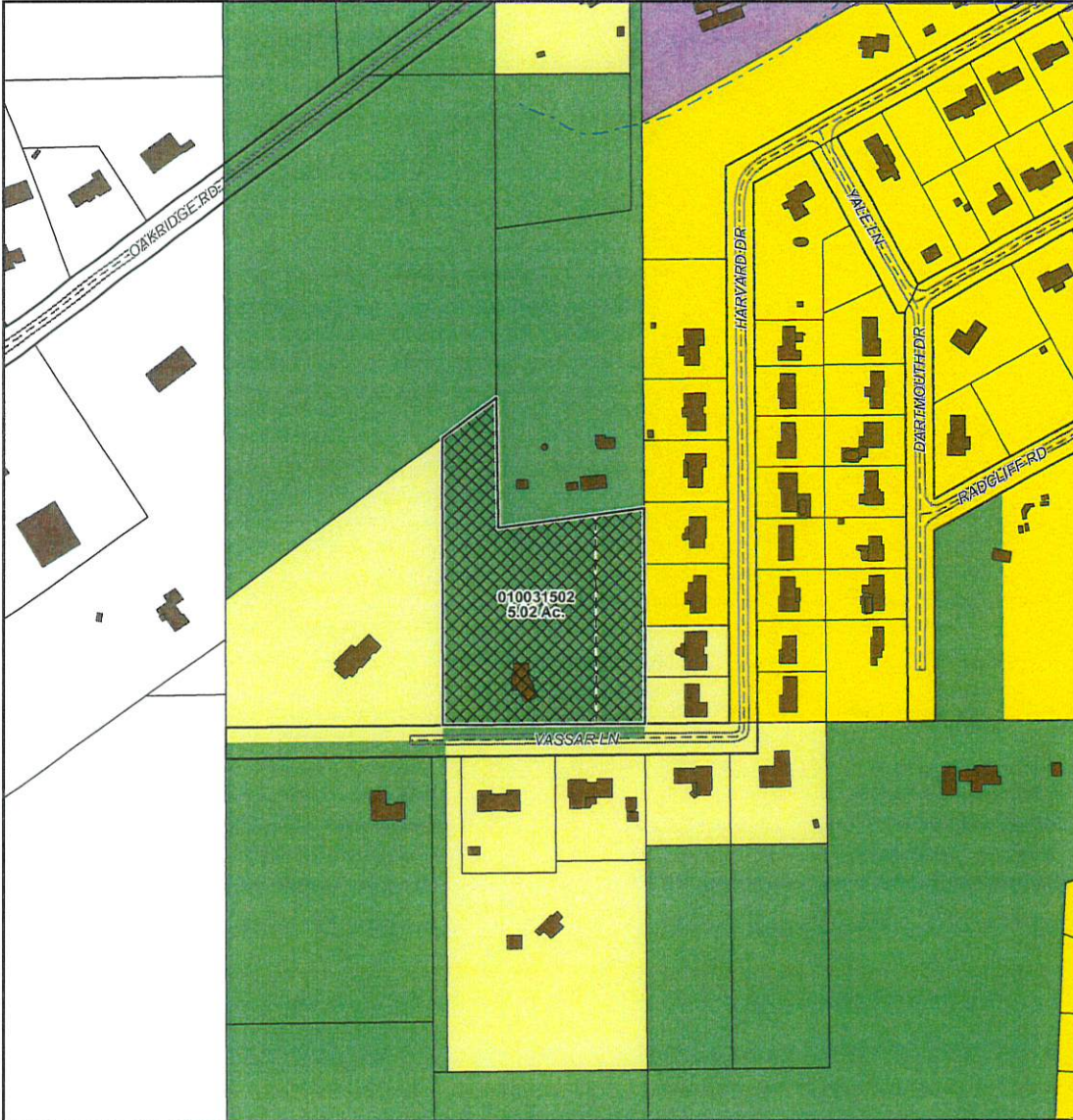
Martenson & Eisele, Inc.



1377 Midway Road
 Neenah, WI 54952
 www.martenson-eisele.com
 info@martenson-eisele.com
 920.731.0381 1.800.236.0361

SURVEY FOR:
 ELLEN A. ST. PIERRE
 507 VASSAR LANE
 NEENAH, WI 54956-3532

PROJECT NO. 1-1804-001
 FILE 1-1804-001CSM SHEET 1 OF 3
 THIS INSTRUMENT WAS DRAFTED BY: G. SMITH



Application #23-ZC-6450

Date of Hearing:
September 26, 2023

Owner(s):
ST PIERRE, ELLEN A

Subject Parcel(s):
010031502



Winnebago County
WINGS Project

Scale
1 inch : 300 feet

County Zoning Districts

R-1	PDD	B-1
R-2	A-1	B-2
R-3	A-2	B-3
R-4	I-1	M-1
R-8	I-2	Town Zoning

City of Oshkosh Extraterritorial
Zoning Jurisdiction

Incorporated Area

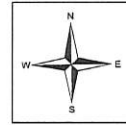
○ = SITE

Application #23-ZC-6450

Date of Hearing:
September 26, 2023

Owner(s):
ST PIERRE, ELLEN A

Subject Parcel(s):
010031502

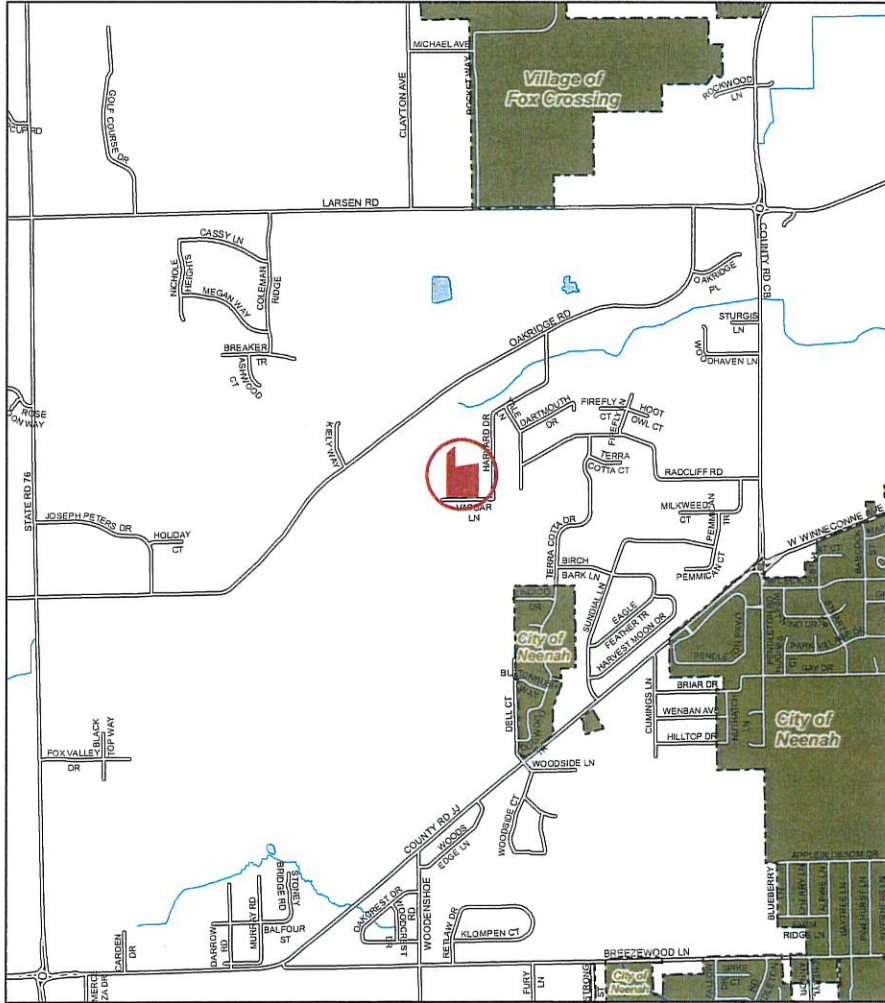


Winnebago County
WINGS Project

● = SITE



WINNEBAGO COUNTY



1 inch : 2,000 feet

TOWN OF NEENAH PLAN COMMISSION MEETING

Monday, September 18, 2023

Held at Town of Neenah Municipal Building, 1600 Breezewood Lane and offered via Zoom.

Present for Plan Commission: Plan Commission Chair Pete Weyenberg, Commissioner Jody Andres, Commissioner Brett Armstrong, Commissioner Joshua Lautenschlager, and Commissioner Don Nussbaum.

Also Present: Ellen St. Pierre, Josef Staniszweski, Dennis Drewa, Carol Toeppler, Michael Malesa, Town Board Supervisor David Bluma, Carrie Sturn (via Zoom), Gerri Van Handel (via Zoom), Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Plan Commission Chair Pete Weyenberg called the Public Hearing to order at 7:00 p.m. Pledge of Allegiance was recited.

Public Hearing for Zoning Map Amendment

<i>Applicant:</i>	<i>E ST PIERRE</i>
<i>Agent:</i>	<i>NONE</i>
<i>Location of Premises Affected:</i>	<i>507 VASSAR LN</i>
<i>Tax Parcel No:</i>	<i>010-0315-02</i>
<i>Current Zoning:</i>	<i>A-2 General Agriculture</i>
<i>Proposed Zoning:</i>	<i>R-1 Rural Residential</i>
<i>Explanation:</i>	<i>Applicant is requesting a zoning change from A-2 (General Agriculture) to R-1 (Rural Residential) for the creation of two new parcels.</i>

The Following Comments were made at the Public Hearing:

- Ellen St Pierre stated she mailed a letter to the neighboring properties to explain what she was doing; The notice was confusing with the statement that two new lots were being created. She is creating one new lot; her existing lot and the new lot will each be under 5 acres and will no longer meet the criteria for A2 zoning. It will likely be two years before building and both parties plan to keep the properties wooded as is, as much as possible.
- Dennis Drewa, 780 Harvard Drive, stated he had several concerns with the request. There is a lot of bedrock in the area and older homes in the area. The new home will have to blast for a basement and that is a concern. P. Weyenberg stated blasting is not allowed for basements in the Town of Neenah.
- D. Drewa asked about sewer, is it on the property? E. St. Pierre responded it will go to center of lot and she will hook up also.
- D. Drewa stated he is concerned about losing the woods, and the loss of wildlife in the area.
- Michael Malesa, 787 Harvard Drive, asked how the process works. P. Weyenberg explained the approval process – Approved the CSM contingent on County Zoning approve the zoning request. Plan Commission approves the request. It next goes to the Town Board, and the Town Board makes a recommendation to Winnebago County, and the County Board makes the final decision to approve or deny.

- M. Malesa stated that this would change the character of the neighborhood.
- M. Malesa inquired why it was approved without contacting the residents in the neighborhood to what was happening. He expressed concerns that the neighboring properties were not notified of the change to the property to create a new lot prior to its approval. What are the benefits of this action to the people that live in the neighborhood? P. Weyenberg stated he could not speak to the benefits of the people of the neighborhood. He further stated that a Town resident came to be Plan Commission with a request which fit the criteria for County Zoning.
- M. Malesa inquired if the same thing could happen to other large parcels in the neighborhood. P. Weyenberg responded yes if it fits within County Zoning guidelines.
- B. Armstrong stated as a landowner she has the right to do this on her property.
- P. Weyenberg stated the meeting was part of the process of notifying the residents prior to approving the request for a zoning change.

Having no one else interested in speaking, Chair P. Weyenberg closed the Public Hearing at 7:25 p.m.

Plan Commission Meeting

Plan Commission Meeting was called to order at 7:25 p.m.

Approve August 21, 2023, Plan Commission Meeting Minutes

Motion: J. Andres / B Armstrong to approve.

Motion carried by voice vote.

Input/Discussion/Action

Certified Survey Map

Resolution 2023-22 – Zoning Map Amendment

<i>Applicant:</i>	<i>Ellen St. Pierre</i>
<i>Agent:</i>	<i>Martenson & Eisele, Inc.</i>
<i>Location of Premises Affected:</i>	<i>507 Vassar Lane, Neenah, WI 54956</i>
<i>Tax Parcel No:</i>	<i>010-0135-02</i>

- D. Nussbaum commented that the property owner has gone through all the steps and her request is within her rights. He will vote in favor.

Motion D. Nussbaum / B. Armstrong to approve 2023-22 Zoning Map Amendment.

- J. Andres asked E. St. Pierre to explain how she would ensure the larger than required setbacks would be followed. E. St. Pierre responded that the covenant for her parcel has built in setbacks higher than the County's. County setbacks are 12 feet, but she is setting at 25 feet on her side and will require that the new home is situated closer to her lot line rather than the other neighboring lot line.

- J. Andres asked how these setback requirements would be documented? E. St. Pierre responded she was not yet sure how it would be documented; they are working through that process. The intention of both parties is to remove as few trees as possible and to continue planting new trees. She planted over 150 trees this year and intends to plant again next year. She further stated that there is deadwood in the wooded area that will be removed.
- P. Weyenberg recommended that an easy way to document the agreed upon setbacks would be with a deed restriction.

Motion carried by voice vote.

P. Weyenberg highlighted the next steps in the process, Town Plan Commission recommends approval, this now moves to the Town Board on Monday, September 25th. Town Board will review what was discussed and the findings of the Plan Commission. The Town Board then makes their decision, and their recommendations are sent to the County.

E. Skerke clarified that the Town recommendation will go to County Planning and Zoning. County Planning and Zoning has a Public Hearing on Tuesday, September 26, if approved, County Zoning forwards it to the County Board for final approval. The County Board meeting is October 17.

New Business

- None

Old Business

- None

Next regularly scheduled Plan Commission Meeting, pending agenda items, Monday October 16, 2023, at 7:00 p.m.

Adjourn

Motion: J. Andres / J. Lautenschlager to adjourn.
Motion carried. Meeting Adjourned at 7:35 pm

Respectfully submitted,

Vicki Boushele
Deputy Clerk-Treasurer

Approved: DRAFT – Pending Approval



3005 W Brewster St
Appleton, WI 54914
Ph: 920-733-5369
bowmar@sbcglobal.net
www.bowmarappraisal.com

TOWN OF NEENAH ASSESSOR CONTRACT FOR 2024

THIS AGREEMENT by and between BOWMAR APPRAISAL INC., a company hereinafter called the "Appraiser," and the TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, hereinafter called the "Municipality."

WITNESSETH: The Appraiser and Municipality for the consideration stated herein agree as follows:

ARTICLE I

SCOPE OF WORK. The appraiser shall act as the assessor for the municipality for the year 2024 and hereby agrees to perform all requirements of this contract and to complete in a professional manner all the work required under this agreement. All work shall be performed in accordance with Chapter 70 of the Wisconsin State Statutes. The following numbered paragraphs describe the work to be completed under this agreement.

1. The appraiser shall assess all new construction improvements, all properties on which the buildings have been destroyed or moved, and all properties that the original parcel has been split into two or more parcels.
2. On all properties in which ownership splits have occurred for that year and on new annexations, new property record cards will be made up.
3. All forms and reports to be completed for the Wisconsin Department of Revenue by the assessor will be completed by the appraiser for the municipality.
4. The appraiser will send change of value notices to real estate property owners whose property has a change in its assessed value. These property owners will be given the opportunity to discuss their assessed values with the appraiser on at least one day prior to the Board of Review.
5. The appraiser shall attempt to answer all correspondence concerning the assessed values and related inquiries sent to the municipality or the appraiser.
6. The appraiser will field check properties in which there appears to be a question concerning the assessed value of the property.

7. The appraiser shall be responsible for the completion of the Real Estate and Personal Property Assessment Roll.
8. The appraiser shall store and maintain all assessment data electronically.
9. The appraiser will attend all meetings of the Board of Review to explain and defend the assessed values and will be prepared to testify under oath regarding such values. In the event of an appeal to the Wisconsin Department of Revenue or the courts, it is agreed that the appraiser will be available to furnish expert testimony in defense of any of the assessed values.
10. All office supplies, stamps, and telephone calls made by the appraiser shall be paid by the appraiser.
11. The appraiser shall maintain Workman's Compensation and Public Liability Insurance of his staff and Valuable Paper Insurance on all assessment records.
12. All personnel of the appraiser providing services shall be currently certified in compliance with Section 70.055. The appraiser shall review any complaint relative to the conduct of his employee(s). If the municipality deems the performance of any of the appraiser's employees to be unsatisfactory, the appraiser, shall, for good cause, remove such employee(s) from work upon written request from the municipality, such request stating reasons for removal.

ARTICLE II

COMPENSATION. The municipality shall pay to the appraiser for the performance of this contract FIFTEEN THOUSAND FIVE HUNDRED DOLLARS (\$15,500) for the 2024 assessment year. The method of payment shall be quarterly invoices. The municipality shall make payments no later than 30 days after receiving an invoice.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of _____, 2023.

TOWN OF NEENAH, WISCONSIN

APPROVED BY:

TOWN OF NEENAH

BY: _____ AS OF _____

APPRAISER

BY: Carrie Arzberger AS OF 9/13/2023

WITNESS

BY: _____ AS OF _____

**WINNEBAGO COUNTY HIGHWAY
&
TOWN OF NEENAH
MAINTENANCE AGREEMENT**

Whereas, the Town of Neenah, a town located in Winnebago County, would like to retain the services of the Winnebago County Highway Department to provide and deliver certain highway-related maintenance work during the calendar year of 2024; and

Whereas, the Winnebago County Highway Department is willing and able to perform said maintenance services on behalf of the Town of Neenah during calendar year 2024.

Now, therefore, for that mutual consideration as stated herein, it is agreed by and between the Town of Neenah and the Winnebago County Highway Department as follows:

1. This agreement shall be for a period of one-year commencing the 1st day of January, 2024 and continuing through December 31, 2024.
2. Winnebago County agrees to provide maintenance for 27.34 miles of Town roadway located within said government territory. The General Transportation Aids (GTA) rate calculated by the Wisconsin DOT for payment to the Towns in 2024 is approximately \$2,734 per mile which yields a GTA payment for Neenah of approximately \$74,747.
3. This maintenance work shall include winter maintenance, general maintenance and miscellaneous work as needed during the year;

GENERAL MAINTENANCE ACTIVITIES

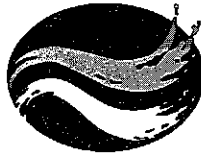
Surface Maintenance
Shoulder Maintenance
Vegetation Maintenance and Control
Maintenance of Safety Appurtenances
Guard and security fencing, bridge railings, and attenuators
Maintenance of Drainage Facilities
Culverts, ditches, and catch basins
Litter Pickup
Traffic Control
Marking and Signage
Pavement Ratings

WINTER MAINTENANCE ACTIVITIES

Snow Removal
Application of Chlorides and Anti-icing Materials
Snow Fence

ROBERT DOEMEL, JR.
Highway Commissioner

901 W. COUNTY RD. Y, P.O. BOX 2764
OSHKOSH, WISCONSIN 54903-2764



OSHKOSH (920) 232-1700
FOX CITIES (920) 727-8640
FAX (920) 424-7790

Winnebago County
Highway Commission
The Wave of the Future

September 13, 2023

Mr. Bob Schmeichel, Chairperson
Town of Neenah
215 Mandella Court
Neenah, WI 54956

Dear Chairman Schmeichel:

Each year, the Winnebago County Highway Department seeks to partner with the towns by providing maintenance services for the following year. This is a positive arrangement for both the county and the town. To continue providing these services to our customers, the Highway Department is attempting to assess the future material, labor, and equipment needs of the Highway Department. I would ask that you consider your maintenance needs for 2024 and review the language in the enclosed Maintenance Agreement. If you and the town board agree, please sign in the appropriate place at the bottom of the page and return it to the Highway Department as soon as possible.

I would like to thank the Town of Neenah for utilizing the Highway Department to provide and deliver maintenance services to the town residents. I strongly believe that we can deliver the highest quality services to our residents when local governments work together.

If you or the town board have any questions concerning the town maintenance agreement, please feel free to contact me at rdoemel@winnebagocountywi.gov or 920-232-1700 at your convenience. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Doemel", written over a white background.

Robert Doemel, Commissioner
Winnebago County Highway Department

CC: Town Clerk

RD: ls

Town of Neenah Property Lease



September 25, 2023

Lessor: Town of Neenah
1600 Breezewood Lane
Neenah, WI 54956
(920) 725-0916

Lessee: Amos Ihde
7834 State Road 76
Neenah, WI 54956

Re: Parcel Numbers : 010-0218
010-0218-0603
Acres (17 +/- acres tillable land)
Located north of Oakridge Road in the Town of Neenah.

- 1) Lessee shall have exclusive rights to farm the land for own personal gain
- 2) Owner/Lessor shall make all reasonable efforts to notify Tenant/Lessee of any withdrawal or non-renewal of said lease in writing and shall deliver to address above not less than 90 days prior to withdrawal or non-renewal.
- 3) The TERM of this lease shall begin immediately and expire on December 31, 2026.
- 4) **2024:** Lessee shall pay Lessor \$75.00 (seventy-five dollars) per tillable acre, total amount due equals \$1,275. Payment shall be received on or before May 1, 2024.
2025: Lessee shall pay Lessor \$80.00 (eighty dollars) per tillable acre, total amount due equals \$1,360. Payment shall be received on or before May 1, 2025.
2026: Lessee shall pay Lessor \$90.00 (ninety-dollars) per tillable acre, total amount due equals \$1,530. Payment shall be received on or before May 1, 2026.

Payments shall be made payable to Town of Neenah and delivered to 1600 Breezewood Lane, Neenah, WI 54956.

- 5) Lessee shall have the responsibility of providing whatever protection is deemed necessary, including damage or liability insurance to cover the Lessee's operation.
- 6) Lessee does not have the option to sublet this lease.

- 7) Lessor reserves the right to sell the subject property at any time during the term hereof and may at the Lessor's option, take possession of the property upon payment to the Lessee for reimbursement of any costs incurred in the planting, fertilizing and working of said property and for crop loss, as mutually determined and noted above.
- 8) This lease contains the entire agreement between parties noted above.
- 9) Hunting is not permitted on the property.

Amos Ihde, Lessee

Date

Robert Schmeichel, Chairman
Town of Neenah

Date

Attest:

Ellen Skerke, Administrator-Clerk-Treasurer
Town of Neenah

Town of Neenah Property Lease



This lease is entered into this ____ day of _____, 2023 between the Town of Neenah, Landlord, and Rosemary Cermak, Tenant.

For good and valuable consideration, the receipt of which is mutually acknowledged, the parties agree as follows:

1. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the land and outbuilding designated as Parcel "A" on Exhibit "1" attached hereto and made a part hereof, located adjacent to Lots 1 and 2 of Certified Survey Map No. 5180 in the Town of Neenah, Winnebago County, Wisconsin, (the property). The dimensions of Parcel "A" consist of an area bounded by north and south lot lines of approximately 100 feet in length; east and west lot lines of 208.23 feet in length. The outbuilding measures 30 feet x 86 feet.
2. The Lease shall terminate upon the earliest of the following:
 - a. Fourteen (14) months beginning November 1, 2023 and ending December 31, 2024 or upon the sale of the property located at 1561 Oakridge Road, whichever comes first.
 - b. The Tenant's discontinuance of their personally occupying the adjacent house located on Lot 2 on CSM 5180, also known as 1561 Oakridge Road for more than 45 consecutive days as their primary homestead.
 - c. Thirty (30) days following the date on which Landlord mails, by certified mail through the U.S. Postal Service, notice that the lease shall terminate. Tenant herein waives and relinquishes any notice requirements that may exist for Tenant's benefit pursuant to the provisions of Sec. 704.19(2) Wis. Statutes or otherwise.
 - d. Ten days following written notice to Tenant regarding any failure by Tenant to comply with its obligations hereunder, provided that Tenant does not cure such failure within said 10-day period.

This lease shall not be renewed unless agreed in writing by both parties.

3. Tenant shall pay rent to the Landlord the sum of \$3,500 for the term of this 14-month lease, payable in 14 monthly installments of \$250 each, due on the first of each month beginning November 1, 2023 and ending December 1, 2024.
4. Tenant shall not use the property for any unlawful purpose or maintain a nuisance thereon. Tenant may not use the property for any outdoor storage. Tenant shall comply with all laws, codes, regulations, and ordinances applicable to the occupancy and use of the property.

5. Tenant shall be responsible for all maintenance, repairs and utilities for the land and outbuilding subject to this lease for the duration of the lease, but only to the extent of maintaining current condition of the outbuilding in a manner that meets the needs and uses of the Tenant without regard to any future uses eventually intended by the Landlord. Tenant may not make any alterations to the property or building without the prior written approval of Landlord. Tenant accepts the outbuilding being leased in its present condition; and further the Tenant accepts that the Landlord makes no representations or warranties whatsoever as to the suitability of the outbuilding or land for the uses to which the Tenant wishes to put them or otherwise.
6. Tenant shall maintain general liability insurance on the property in this lease with limits approved by the Landlord. Tenant will provide at execution of this lease a current Certificate of Insurance evidencing insurance of the contents of the building.
7. Landlord shall pay all real estate taxes on the property.
8. Tenant may not voluntarily or involuntarily assign, pledge, mortgage, or otherwise transfer or encumber this lease or sublet any part or all of the property and shall not permit any use of any part of the property by any other party, or transfer its interest in the premises by operation of law, without the prior written consent of the Landlord.
9. This agreement is one of lease, not of partnership, and neither of the parties shall become responsible for any debts or obligations contracted by the other. Neither party shall allow any liens to attach to the subject property.
10. Landlord and its agents shall have the right to enter the property, including the building thereon, to inspect the condition thereof, to show the property, or to ensure Tenant's compliance with the terms of this Lease provided that Landlord first provides 24 hours' notice.
11. Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against all claims, losses, and damages of any kind (including reasonable attorneys' fees) arising out of Tenant's use of the property. This obligation shall not apply to the extent of the Landlord's fault or negligence.
12. The terms of this lease shall be binding upon the heirs, executors, administrators and successors of both Landlord and Tenant.

***** Signature Page to Follow *****

Dated this _____ day of _____, 2023

Town of Neenah, Landlord

Rosemary Cermak, Tenant

By: _____
Robert Schmeichel
Town Chairman

Rosemary Cermak
Tenant

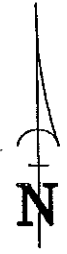
Attest: _____
Ellen Skerke
Administrator-Clerk-Treasurer

Exhibit "1"

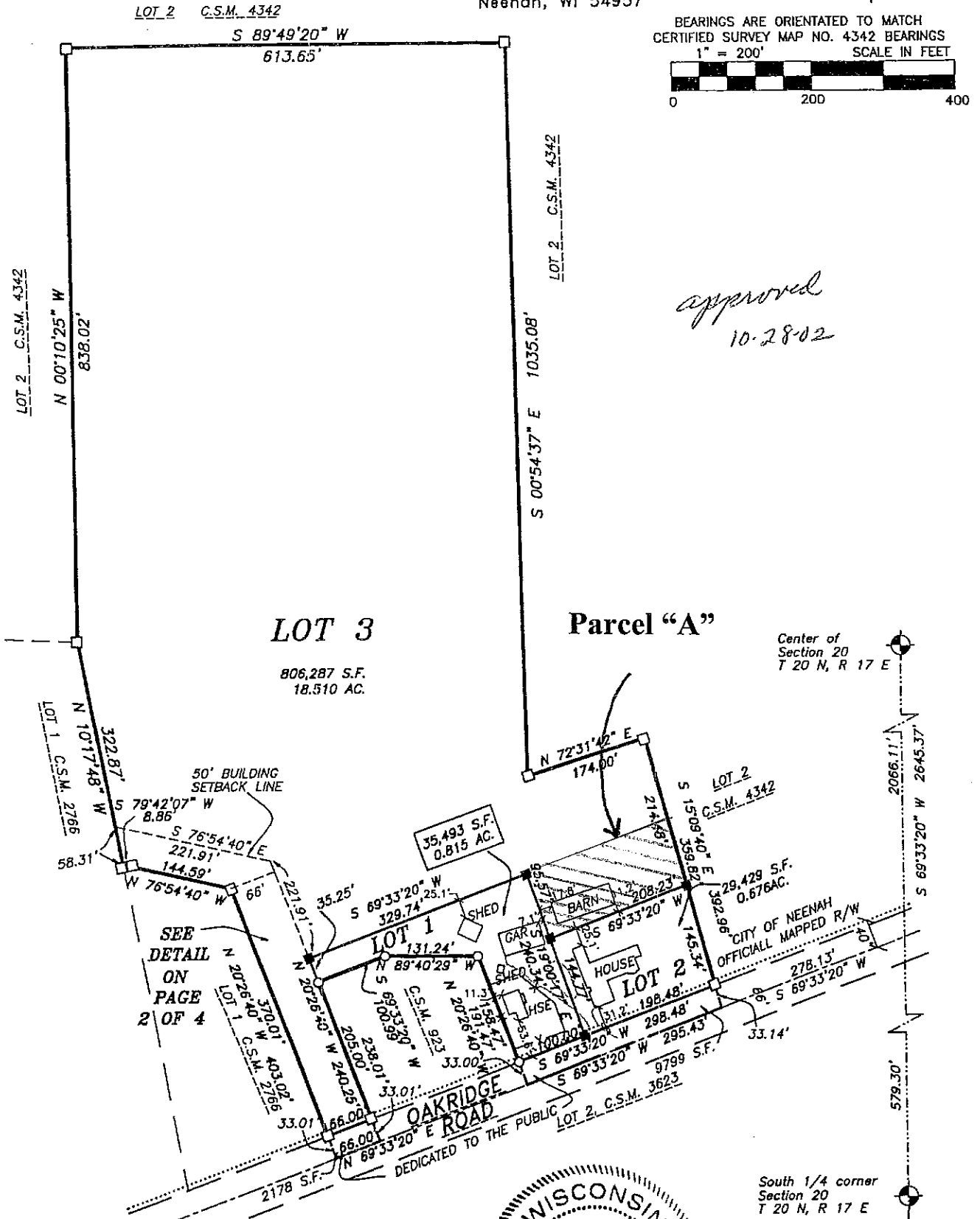
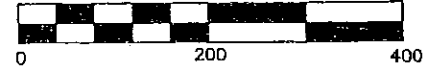
CERTIFIED SURVEY MAP NO. 5180

All of Lot 1, Certified Survey Map No. 4342
located in the Southwest 1/4 of Section 20, Town 20 North,
Range 17 East, Town of Neenah, Winnebago County, Wisconsin

Survey for: Steve Truchinski
c/o Stephenson Trust
711 Deerwood Ave.
Neenah, WI 54957



BEARINGS ARE ORIENTATED TO MATCH
CERTIFIED SURVEY MAP NO. 4342 BEARINGS
1" = 200' SCALE IN FEET



LEGEND

■ 1" IRON PIPE SET, 24" LONG,



South 1/4 corner
Section 20
T 20 N, R 17 E