

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

**DATE:** Monday, November 13, 2023

**TIME:** Immediately Following the Public Hearing and Meeting of the Electors which begins at 7:00 p.m.

**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=cUJ5ZWpZOTVGZkxzM2tRMUU2bjJmZz09>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES  
    October 9, 2023 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. Building Permit Report – October 2023
  - b. 2023 Budget Status Report as of October 31, 2023
6. DISCUSSION / ACTION
  - a. Ratify / Approve Vouchers, Payroll and Bank Transactions October 23, 2023 and November 13, 2023.
  - b. Approve Resolution 2023-29 – Adopt the 2024 Town of Neenah and Stormwater Utility District Budgets.
  - c. Approve Resolution 2023-33 – Approve 2024 Compensation Schedule
  - d. Appoint Jeremy Kwiatkowski to the Plan Commission, term takes effect immediately, expires April 30, 2026.
  - e. Accept Fire Fighter Application for Jacob Miller effective November 13, 2023.
  - f. Approve Revised Social Media Policy
  - g. Update from McMahon Engineering on the status of Larsen Road and Oakridge Road reconstruction plans.
  - h. Update from Hoffman Engineering and Design on the status of the Town Hall remodel project
  - i. Approve Memorandum of Understanding with Winnebago County Highway Department for maintenance of CB Trail and areas of County Road A adjacent to Conservancy Park.
  - j. Discussion and possible action regarding the terms of the Lease Agreement with Rosemary Cermak for rental of Town owned barn and portion of property on parcel 010-0218063.
  - k. Reschedule the Town Board Meeting regularly scheduled for Monday December 25, 2023.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Sanitary District #2 Public Hearing and Commissioner Meeting, Tuesday November 14, 2023 at 7:00 p.m.
  - b. Plan Commission Meeting, Monday November 20, 2023 at 7:00 p.m.
  - c. Next Regularly Scheduled Town Board Meeting, Monday November 27, 2023, at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

**Closed Session Contemplated: NO**

Ellen Skerke, Administrator-Clerk-Treasurer  
November 8, 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 November 8, 2023 at [www.townofneenah.com](http://www.townofneenah.com). Town of Neenah Municipal Building, 1600 Breezewood Lane

## TOWN OF NEENAH TOWN BOARD MEETING

October 9, 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:** Jeremy Kwiatkowski, Fire Chief Dan Osero, Deputy Clerk-Treasurer Vici Boushele and Administrator-Clerk-Treasurer Ellen Skerke

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

### Approval of Minutes

**Motion:** D. Bluma / B. Cardoza to approve September 25, 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 – September 2023

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions October 9, 2023*

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

- E. Skerke added two new vendors to the Voucher List; A to Z Cleaning and Fahrner Asphalt.
- E. Skerke noted that the payment to Hoffman Design that was removed from the previous voucher is on this voucher list. .

#### **Fire Department Personnel**

*Approve Fire Fighter Application for Rick Crouse, effective October 9, 2023.*

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

Motion Carried 4:0:0.

Approve Fire Fighter Resignation of Joshua Kohler, effective October 3, 2023.

**Motion:** D. Bluma / T. Wilde to approve.

Motion Carried 4:0:0.

#### **Resolutions - Fire Truck**

*Approve Resolution 2023-24 Resolution to Borrow \$804,696.04 for a Fire Truck, term 10 years at 5.75%, including Application for State Trust Fund Loan and Form of Record. Roll Call Vote Required*

- T. Wilde questioned when the first payment would be due, E. Skerke responded March 2025.

**Motion:** R. Schmeichel / B. Cardoza to approve.

Motion Carried 4:0:0. Roll Call: T. Wilde: Aye, D. Bluma: Aye, B. Cardoza: Aye, R. Schmeichel: Aye, J. Weiss: Absent

*Approve Resolution 2023-25 Resolution for Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. Reimburse General Funds \$315,000 from proceeds of borrowing \$804,696.04.*

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

Motion Carried 4:0:0.

### **Resolutions – Oakridge Road Reconstruction**

*Approve Resolution 2023-26 Resolution to apply for State of Wisconsin DOT 2024-2029 STP-Urban funds for the Reconstruction of Oakridge Road from CTH CB roundabout east to City of Neenah limits.*

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

Motion Carried 4:0:0.

*Approve Resolution 2023-27 Resolution to apply for State of Wisconsin DOT 2024-2025 Local Road Improvement Program (LRIP) funds for the Reconstruction of Oakridge Road from CTH CB roundabout east to Town of Neenah limits.*

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

Motion Carried 4:0:0.

### **Agreements**

*Approve Lease Agreement with Amos Ihde for the rental of Town Owned Properties located on Oakridge Road Parcel Numbers: 010-021808 and 010-02180603*

- The Town Board permitted Amos Ihde to comment on the lease as proposed.
- Amos Ihde stated he typically mows one time per season, this year he did not due to the failure of the crop. After the work on the pond and the fill brought to the property, it is more difficult to mow and full of rocks. . After discussion, the Board agreed, a one time per season mowing before thistle goes to head is sufficient.
- A. Ihde stated he added drain tiles to the field after the pond construction to improve the drainage, the rock pile he had was pushed into the field, so the rocks continue to come to the top every time he works the land, it is not a very good piece of land for growing crops.
- T. Wilde stated he would consider the rental rates of \$75 for 2024, then raising to \$80 for 2025 and 2026. A. Ihde agreed to these rates for 2024, 2025 and 2026.
- A. Ihde also stated that he would like an option to withdraw from the lease, if he stops farming the nearby field for a different property owner, it would not be productive for him to farm this 17- acres. The Board agreed to add a clause allowing him the option to withdraw.

**Motion:** B. Cardoza / D. Bluma to approve with the change to \$80 for tillable acre in 2025 and 2026, a clause allowing the lessee an option to withdraw from the lease and amending the language for maintenance to mowing one time per season

Motion Carried 4:0:0

### **Future Agenda Topics and Meetings**

- Sanitary District #2
- Plan Commission Meeting, pending agenda items, Monday October 16, 2023 at 7:00 p.m.
- 2024 Budget Workshop, Thursday October 19, 2023 at 4:00 p.m.

- CANCELED Regularly Scheduled Town Board Meeting, Monday October 23, 2023 CANCELED
- Fire Department Business Meeting, Wednesday November 1, 2023 at 6:00 p.m.
- Next Regularly Scheduled Town Board Meeting, Monday November 13, 2023, at 7:00 p.m.

**Old Business**

- None

**New Business**

- R. Schmeichel stated that Winnebago County Highway Commission scheduled the first LRIP meeting for October 11, 2023 at 6:00 p.m. All Town Chairs are invited to attend. He is unable to attend and would like one of the Town Board members to attend in his absence. D. Bluma volunteered to attend. R. Schmeichel further stated that he had already spoken to Highway Commissioner Bob Doemel telling R. Doemel that R. Schmeichel wanted to be on the LRIP Committee this year.

**Adjourn Meeting**

**Motion:** T. Wilde / B. Cardoza to adjourn. Motion carried. Meeting adjourned at 7:35 p.m.

Respectfully submitted,



Ellen Skerke  
Administrator-Clerk-Treasurer

Approved: Draft- Pending Approval

# Voucher List Authorization - November 13, 2023

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
10/26/2023	General MM	Checking	\$ 65,000.00	10-25-2023 Vouchers
11/14/2023	General MM	Checking	\$ 30,000.00	11-13-2023 Vouchers
11/14/2023	Stormwater MM	General MM	\$ 92,710.35	Stormwater Expenses August - Oct 2023

## Check Details:

Ratify Accounts payable 10-25-2023	\$ 66,056.43
Accounts Payable 11-13-2023	\$ 13,049.56

## Notification of New Vendors

EZ Glide Garage Door and Openers	Franzoi Park- repairs to concession door
FCE - Fox Cities Embroidery	Town of Neenah logo and shirts
Modern Sheet Metal	Mahler Park - repairs to restroom fans
Chagos Landscaping	Mahler Prk - turf repairs, including donation of labor

Payroll	Payroll	\$ 14,939.19
	Expense Reimburse	\$ 1,546.46
	Gross Payroll	\$ 16,485.65
	Net Payroll	\$ 13,884.99

## Paid via Bank Transfer:

Nationwide:	\$ 1,102.83
Federal Tax/Medicare:	\$ 1,696.10
State Taxes:	\$ 471.32
Wisconsin Retirement:	\$ 768.40
Wisconsin Health Insurance	\$ 1,047.06

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
10/2/2023	General MM	\$ 1,583.46	Oct. cell tower rent
10/2/2023	General MM	\$ 19,683.40	General Transportation Aid
10/3/2023	General MM	\$ 1,404.50	Various
10/21/2023	General MM	\$ 147,061.04	Spirit Funds and others
10/31/2023	General MM	\$ 1,583.46	Nov. cell tower rent
10/31/2023	Various	\$ 9,257.38	Interest Earned

## Account Balances as of November 14, 2023 - after requested transfers per this Voucher List

	PROSPERA CU	Prospera CD	BNY Mellon - Pershing	Total
Checking	\$ 7,803			
Membership account	\$ 25			
General MM	\$ 555,461		\$ 767,492	\$ 1,322,953
Impact Fee	\$ 8,014			
Taxes Collected	\$ -			\$ -
Tullar Rd Fund	\$ 35,435			
Storm Water	\$ 372,948	\$ 258,169	\$ 514,013	\$ 1,145,130
CFCU	\$ 522			
<b>TOTAL</b>	<b>\$ 980,207</b>	<b>\$ 258,169</b>	<b>\$ 1,281,505</b>	
	<b>GRAND TOTAL</b>	<b>\$</b>	<b>2,519,881</b>	

\_\_\_\_\_ Schmeichel \_\_\_\_\_ Bluma \_\_\_\_\_ Cardoza \_\_\_\_\_ Weiss \_\_\_\_\_ Wilde

1:21 PM

11/08/23

Accrual Basis

**Town of Neenah**  
**Transaction Detail by Account**  
August through October 2023

*Stormwater  
Transfer  
\$ 92,710.35*

Type	Date	Num	Name	Memo	Amount
<b>6-53400 · SW - Illicit Discharges</b>					
Bill	09/11/2023	931888	McMahon Associates, Inc		613.70
Bill	09/25/2023	932147	McMahon Associates, Inc	July 30 to Sep 2	1,428.57
Total 6-53400 · SW - Illicit Discharges					2,042.27
<b>6-57200 · Stormwater Drainage Management</b>					
Bill	08/28/2023	25770	Winnebago Cty. Treasurer		3,863.14
Bill	09/25/2023	26057	Winnebago Cty. Treasurer	Green Valley	120.49
Bill	10/23/2023	2035	Outdoor Independence LLC	Rainbow Beach Rd lot - remove storm da...	3,650.00
Bill	10/23/2023	26288	Winnebago Cty. Treasurer	Green Valley Rd	5,455.41
Total 6-57200 · Stormwater Drainage Management					13,089.04
<b>6-59100 · Stormwater - Per Diem</b>					
Paycheck	08/17/2023	28442	Schmeichel, Robert E.		45.00
Total 6-59100 · Stormwater - Per Diem					45.00
<b>6-59200 · Stormwater - Engineering</b>					
Bill	08/28/2023	931689	McMahon Associates, Inc	Sundial Ln Rear drainage issues	259.50
Bill	10/09/2023	932047	McMahon Associates, Inc	Sundial Ln drainage issue	4,601.40
Bill	10/23/2023	932416	McMahon Associates, Inc	Sundial Lane rear drainage issues	564.90
General Jour...	10/31/2023	2030 es		Reclassify Larsen Rd SW Engineering - 2...	32,528.00
General Jour...	10/31/2023	2030 es		Reclassify Oakridge Rd SW Engineering - ...	17,820.00
General Jour...	10/31/2023	2031 es		Reclassify Engineering services for Town ...	2,596.43
General Jour...	10/31/2023	2031 es		Reclassify Engineering services for Mahler...	875.08
Total 6-59200 · Stormwater - Engineering					59,245.31
<b>6-59305 · SW - Drainage - Salary</b>					
Paycheck	08/17/2023	DD1623	Armstrong, Glenn	Direct Deposit	60.00
Paycheck	09/14/2023	DD1632	Armstrong, Glenn	Direct Deposit	40.00
Paycheck	10/12/2023	DD1649	Armstrong, Glenn	Direct Deposit	80.00
Total 6-59305 · SW - Drainage - Salary					180.00
<b>6-59306 · SW - Mileage and Expenses</b>					
Paycheck	08/17/2023	DD1623	Armstrong, Glenn	Direct Deposit	78.60
Paycheck	09/14/2023	DD1632	Armstrong, Glenn	Direct Deposit	14.41
Paycheck	10/12/2023	DD1649	Armstrong, Glenn	Direct Deposit	15.72
Total 6-59306 · SW - Mileage and Expenses					108.73
<b>6-59400 · Stormwater- Administration</b>					
General Jour...	08/15/2023	2028 es		Annual SW Administration Fee	18,000.00
Total 6-59400 · Stormwater- Administration					18,000.00
<b>TOTAL</b>					<b>92,710.35</b>

8:14 AM

10/26/23

## Town of Neenah

## Check Detail

October 23 - 25, 2023

Accounts Payable

\$ 66,056.43

Date	Num	Name	Memo	Account	Paid Amou...
10/24/202	28509	Aberdean ...		11010-1 · Checking - Pr...	
10/23/202	69025		laptop for...	51420-4 · Office Expenses	-1,882.74
TOTAL					-1,882.74
10/24/202	28510	Cowling P...		11010-1 · Checking - Pr...	
10/23/202	4487			55200-1 · Parks - Cowling ...	-6,766.67
				55300-4 · Parks - CPM Re...	-464.00
				55300-5 · CPM - Admin S...	-159.50
				55300-3 · Parks - CPM Do...	-435.00
				55300-2 · Parks - CPM W...	-260.50
10/23/202	4569			55300-1 · Parks - CPM ad...	-648.00
				55200-1 · Parks - Cowling ...	-6,766.67
				55300-4 · Parks - CPM Re...	-580.00
				55300-5 · CPM - Admin S...	-14.50
				55300-3 · Parks - CPM Do...	-348.00
				55300-4 · Parks - CPM Re...	-174.00
		Moved Ki...		55300-1 · Parks - CPM ad...	-1,556.50
TOTAL					-18,173.34
10/24/202	28511	EZ Glide ...		11010-1 · Checking - Pr...	
10/23/202	009...		Reapirs t...	55200-3 · Parks - Supplie...	-700.00
TOTAL					-700.00
10/24/202	28512	Fire Appar...		11010-1 · Checking - Pr...	
10/23/202	25167		Preventiv...	52210-2 · Fire Dept. Vehic...	-2,924.69
10/23/202	25158		Preventiv...	52210-2 · Fire Dept. Vehic...	-2,281.76
10/23/202	25157		Preventiv...	52210-2 · Fire Dept. Vehic...	-1,917.54
TOTAL					-7,123.99
10/24/202	28513	Harters Fo...		11010-1 · Checking - Pr...	
10/23/202	495...		Wooden...	53640-1 · Razing Expenses	-80.00
10/23/202	495...			55200-6 · Parks - Harter's ...	-181.65
10/23/202	495...			53634-0 · Garbage Collect...	-13,380.57
			surcharge	53634-0 · Garbage Collect...	-588.75
				53635-0 · Recycling	-4,193.40
			surcharge	53635-0 · Recycling	-184.51
TOTAL					-18,608.88
10/24/202	E-pay	IRS	52-13514...	11010-1 · Checking - Pr...	
			52-13514...	24000-0 · Payroll Liabilities	-1,159.50
			52-13514...	21514-0 · Medicare Taxes...	-201.79
			52-13514...	21514-0 · Medicare Taxes...	-201.79
TOTAL					-1,563.08
10/24/202	28514	K and C P...		11010-1 · Checking - Pr...	
10/23/202	158...		Fall spra...	51610-1 · Maintenance & ...	-136.00
TOTAL					-136.00

**Town of Neenah**  
**Check Detail**  
**October 23 - 25, 2023**

Date	Num	Name	Memo	Account	Paid Amou...
10/24/202	28515	McMahon ...		11010-1 · Checking - Pr...	
10/23/202	932...		Mahler P...	53311-5 · Hwy Exp- McMa...	-163.35
10/23/202	932...		Town Hal...	51520-0 · Engineering Ser...	-1,167.00
10/23/202	932...		Sundial L...	6-59200 · Stormwater - E...	-564.90
TOTAL					-1,895.25
10/24/202	28516	Modern S...		11010-1 · Checking - Pr...	
10/23/202	63315		replace b...	55200-3 · Parks - Supplie...	-1,927.00
TOTAL					-1,927.00
10/24/202	28517	Oshkosh ...		11010-1 · Checking - Pr...	
10/23/202	192...		Gear wa...	52210-3 · Fire Dept Suppl...	-135.00
10/23/202	192...		NFPA Gr...	52210-3 · Fire Dept Suppl...	-425.00
TOTAL					-560.00
10/24/202	28518	Outdoor I...		11010-1 · Checking - Pr...	
10/23/202	2035		Rainbow ...	6-57200 · Stormwater Drai...	-3,650.00
TOTAL					-3,650.00
10/24/202	28519	Staples A...		11010-1 · Checking - Pr...	
10/23/202	807...		Printer to...	52210-3 · Fire Dept Suppl...	-46.16
10/23/202	807...		paper to...	51610-1 · Maintenance & ...	-19.45
TOTAL					-65.61
10/24/202	28520	Uniform S...		11010-1 · Checking - Pr...	
10/23/202	338...		J. McArt...	52210-9 · Fire Dept. New ...	-82.90
TOTAL					-82.90
10/24/202	28521	WE Energ...		11010-1 · Checking - Pr...	
10/23/202	476...			55200-7 · Parks - WE Ene...	-119.40
10/23/202	476...			53420-0 · Street Lighting -...	-244.40
10/23/202	476...			53420-0 · Street Lighting -...	-1,584.14
10/23/202	476...			55200-8 · Conservancy P...	-359.26
10/23/202	476...			55200-7 · Parks - WE Ene...	-50.66
10/23/202	476...			51420-8 · MB Utilities	-290.14
TOTAL					-2,648.00
10/24/202	28522	Winnebag...		11010-1 · Checking - Pr...	
10/23/202	26288		Green V...	6-57200 · Stormwater Drai...	-5,455.41
10/23/202	26288			53311-2 · Hwy Exp - Maint...	-1,334.68
TOTAL					-6,790.09



8:14 AM

10/26/23

**Town of Neenah**  
**Check Detail**  
**October 23 - 25, 2023**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amou...</u>
10/24/202	28523	Winnebag...	51610-1	11010-1 · Checking - Pr...	
10/23/202	172...		10-9-202...	51610-1 · Maintenance & ...	-80.00
TOTAL					-80.00
10/24/202	E-pay	Wisconsl...	036-0000...	11010-1 · Checking - Pr...	
			036-0000...	24000-0 · Payroll Liabilities	-420.16
TOTAL					-420.16
10/24/202	28524	Wisconsl...		11010-1 · Checking - Pr...	
10/26/202	2023		Annau ...	51531-0 · State Mfg. Asse...	-1,732.63
TOTAL					-1,732.63

Town of Neenah  
 Check Detail  
 November 13 - 14, 2023

Accounts Payable  
 \$ 13,049.65

Date	Num	Name	Memo	Account	Paid Amou...
11/14/2023	28528	Aberdean Consulting L...		11010-1 · Checking - Prospera (...)	
11/13/2023	69247			51420-4 · Office Expenses	-722.00
TOTAL					-722.00
11/14/2023	28529	Aquatic Biologists Inc		11010-1 · Checking - Prospera (...)	
11/13/2023	278143		winterization - fountains	55200-8 · Conservancy Park Expe...	-870.00
TOTAL					-870.00
11/14/2023	28530	BP Neenah Standard S...	52210-4	11010-1 · Checking - Prospera (...)	
11/13/2023	Oct 2023			52210-4 · Fire Dept. Fuel	-82.00
TOTAL					-82.00
11/14/2023	28531	Chagos Landscaping		11010-1 · Checking - Prospera (...)	
11/13/2023			Reapir fields #10 / #1...	55200-3 · Parks - Supplies & Maint...	-2,150.00
TOTAL					-2,150.00
11/14/2023	28532	Dempsey Law Firm, The		11010-1 · Checking - Prospera (...)	
11/13/2023	11223		Gate agreement	51300-0 · Legal Services	-189.00
TOTAL					-189.00
11/14/2023	28533	FCE (Fox Cities Embro...		11010-1 · Checking - Prospera (...)	
11/13/2023	44945		Shirt w/town logo	51100-3 · Chairman Expenses	-81.00
			shirt w/town logo	51420-0 · Clerk - Salary	-31.00
			Clerk and Deputy Cler...	51420-1 · Clerk Treasurer Expense	-132.00
TOTAL					-244.00
11/14/2023	28534	Fox Crossing Utilities		11010-1 · Checking - Prospera (...)	
11/13/2023	77075			51420-8 · MB Utilities	-21.00
11/13/2023	77065-2			51420-8 · MB Utilities	-31.50
TOTAL					-52.50
11/14/2023	28535	Krueger True Value		11010-1 · Checking - Prospera (...)	
11/13/2023	Oct 23			52210-3 · Fire Dept Supplies and ...	-146.17
TOTAL					-146.17
11/14/2023	28536	McMahon Associates, ...		11010-1 · Checking - Prospera (...)	
11/13/2023	801506		Oak Ridge Rd	53314-9 · Hwy - Oakridge Rd - Mc...	-4,349.00
11/13/2023	801505		Larsen Rd	53314-4 · Hwy -Larsen Rd - McMa...	-612.00
TOTAL					-4,961.00

1:15 PM

11/08/23

**Town of Neenah**  
**Check Detail**  
November 13 - 14, 2023

Date	Num	Name	Memo	Account	Paid Amou...
11/14/2023	28537	Spectrum - Charter Co...		11010-1 · Checking - Prospera (...	
11/13/2023	296621...			52210-6 · Fire Dept Phone	-39.99
				51420-7 · Office Telephone	-299.95
TOTAL					-339.94
11/14/2023	28538	Speedy Clean		11010-1 · Checking - Prospera (...	
11/13/2023	81242		Hunters Point Clean out	6-54400 · SW - Ditch Clean Out	-3,220.00
TOTAL					-3,220.00
11/14/2023	28539	Staples Advantage		11010-1 · Checking - Prospera (...	
11/13/2023	807195...			51420-4 · Office Expenses	-72.95
TOTAL					-72.95

9:58 AM

11/08/23

**Town of Neenah  
Payroll Transaction Detail  
November 2023**

Payroll  
Gross \$16,485.65  
Net \$13,884.99

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount				
11/16/2023	DD16...	Paycheck	Armstrong, Glenn	Highway Salary	0.00	100.00				
				Stormwater - Drainage	0.00	120.00				
				Nationwide Retirement Fund	0.00	16.50				
				Nationwide Retirement Fund	0.00	-16.50				
				Highway Expense - Mileage	0.00	36.68				
				Storm Water Expense - Mileage	0.00	47.16				
				Medicare Employee Addl Tax	0.00	0.00				
				Federal Withholding	220.00	0.00				
				Medicare Company	220.00	3.19				
				Medicare Company	220.00	-3.19				
				Medicare Employee	220.00	-3.19				
				WI - Withholding	220.00	0.00				
										300.65
				11/16/2023	DD16...	Paycheck	Bluma, David	Supervisor Salary	0.00	615.00
								Supervisor per diem	0.00	180.00
Nationwide Retirement Fund	0.00	59.63								
Nationwide Retirement Fund	0.00	-59.63								
Supervisor Expense Reimburse	0.00	39.96								
Medicare Employee Addl Tax	0.00	0.00								
Federal Withholding	795.00	-61.50								
Medicare Company	795.00	11.53								
Medicare Company	795.00	-11.53								
Medicare Employee	795.00	-11.53								
WI - Withholding	795.00	-30.00								
								731.93		
11/16/2023	DD16...	Paycheck	Boushele, Victoria L					Deputy Clerk	0.00	2,490.00
				Nationwide Retirement Fund	0.00	186.75				
				Nationwide Retirement Fund	0.00	-186.75				
				Clerk- Mileage	0.00	30.92				
				Clerk - Office Exp Reimburse	0.00	125.61				
				Medicare Employee Addl Tax	0.00	0.00				
				Federal Withholding	2,490.00	-142.00				
				Medicare Company	2,490.00	36.10				
				Medicare Company	2,490.00	-36.10				
				Medicare Employee	2,490.00	-36.10				
				WI - Withholding	2,490.00	-83.64				
						2,384.79				
11/16/2023	DD16...	Paycheck	Cardoza, Brooke	Supervisor Salary	0.00	615.00				
				Supervisor per diem	0.00	135.00				
				Nationwide Retirement Fund	0.00	56.25				
				Nationwide Retirement Fund	0.00	-56.25				
				Supervisor Expense Reimburse	0.00	31.44				
				Medicare Employee Addl Tax	0.00	0.00				
				Federal Withholding	750.00	-50.00				
				Medicare Company	750.00	10.88				
				Medicare Company	750.00	-10.88				
				Medicare Employee	750.00	-10.88				
				WI - Withholding	750.00	-50.00				
										670.56

**Town of Neenah**  
**Payroll Transaction Detail**  
**November 2023**

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount			
11/16/2023	DD16...	Paycheck	Davis, Douglas	Maintenance Salary	0.00	200.00			
			Davis, Douglas	Maintenance Salary	0.00	70.00			
			Davis, Douglas	Nationwide Retirement Fund	0.00	20.25			
			Davis, Douglas	Nationwide Retirement Fund	0.00	-20.25			
			Davis, Douglas	Maintenance Expense	0.00	0.00			
			Davis, Douglas	Maintenance Mileage	0.00	0.00			
			Davis, Douglas	Park Expense Reimbursement	0.00	0.00			
			Davis, Douglas	Medicare Employee Addl Tax	0.00	0.00			
			Davis, Douglas	Federal Withholding	270.00	0.00			
			Davis, Douglas	Medicare Company	270.00	3.91			
			Davis, Douglas	Medicare Company	270.00	-3.91			
			Davis, Douglas	Medicare Employee	270.00	-3.91			
			Davis, Douglas	WI - Withholding	270.00	0.00			
									266.09
			11/16/2023	DD16...	Paycheck	Klinka, Gary	Building Inspector	0.00	1,269.19
Klinka, Gary	Nationwide Retirement Fund	0.00				95.19			
Klinka, Gary	Nationwide Retirement Fund	0.00				-95.19			
Klinka, Gary	Medicare Employee Addl Tax	0.00				0.00			
Klinka, Gary	Federal Withholding	1,269.19				0.00			
Klinka, Gary	Medicare Company	1,269.19				18.40			
Klinka, Gary	Medicare Company	1,269.19				-18.40			
Klinka, Gary	Medicare Employee	1,269.19				-18.40			
Klinka, Gary	WI - Withholding	1,269.19				0.00			
						1,250.79			
11/16/2023	28525	Paycheck	Kohler, Joshua T	Fireman Wage - Fire Calls	0.00	80.00			
			Kohler, Joshua T	Fireman Wage - Monthly Training	0.00	50.00			
			Kohler, Joshua T	Fireman Wage - Business Meeting	0.00	75.00			
			Kohler, Joshua T	Fireman Wage - Company Drills	0.00	15.00			
			Kohler, Joshua T	Fireman Wage - Work Details	0.00	15.00			
			Kohler, Joshua T	Medicare Employee Addl Tax	0.00	0.00			
			Kohler, Joshua T	Federal Withholding	235.00	0.00			
			Kohler, Joshua T	Medicare Company	235.00	3.41			
			Kohler, Joshua T	Medicare Company	235.00	-3.41			
			Kohler, Joshua T	Medicare Employee	235.00	-3.41			
			Kohler, Joshua T	WI - Withholding	235.00	0.00			
									231.59
			11/16/2023	28526	Paycheck	Schmeichel, Rober...	Chairman Wage	0.00	1,230.00
Schmeichel, Rober...	Chairman per diem	0.00				225.00			
Schmeichel, Rober...	Nationwide Retirement Fund	0.00				109.13			
Schmeichel, Rober...	Nationwide Retirement Fund	0.00				-109.13			
Schmeichel, Rober...	Chairman - Expense Reimburse	0.00				7.86			
Schmeichel, Rober...	Medicare Employee Addl Tax	0.00				0.00			
Schmeichel, Rober...	Federal Withholding	1,230.00				-100.00			
Schmeichel, Rober...	Medicare Company	1,455.00				21.09			
Schmeichel, Rober...	Medicare Company	1,455.00				-21.09			
Schmeichel, Rober...	Medicare Employee	1,455.00				-21.09			
Schmeichel, Rober...	WI - Withholding	1,455.00				-61.80			
						1,279.97			
11/16/2023	DD16...	Paycheck	Skerke, Ellen J	Clerk Salary	0.00	5,560.00			
			Skerke, Ellen J	Clerk Per Diem	0.00	90.00			
			Skerke, Ellen J	WRS Employee Contribution	0.00	-384.20			
			Skerke, Ellen J	WRS Company Contribution	0.00	384.20			
			Skerke, Ellen J	WRS Company Contribution	0.00	-384.20			
			Skerke, Ellen J	Nationwide Retirement Fund	0.00	423.75			
			Skerke, Ellen J	Nationwide Retirement Fund	0.00	-423.75			
			Skerke, Ellen J	Wisconsin Health Insurance	0.00	-261.84			
			Skerke, Ellen J	Wisconsin Health - EmployER	0.00	785.22			
			Skerke, Ellen J	Wisconsin Health - EmployER	0.00	-785.22			
			Skerke, Ellen J	Clerk- Mileage	0.00	132.97			
			Skerke, Ellen J	Clerk - Office Exp Reimburse	0.00	41.09			
			Skerke, Ellen J	Clerk - Office Exp Reimburse	0.00	271.90			
			Skerke, Ellen J	Clerk - Office Exp Reimburse	0.00	104.99			

**Town of Neenah**  
**Payroll Transaction Detail**  
**November 2023**

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
			Skerke, Ellen J	Clerk - Office Exp Reimburse	0.00	73.73
			Skerke, Ellen J	Clerk- Postage	0.00	3.66
			Skerke, Ellen J	Election Exp Reimburse	0.00	99.00
			Skerke, Ellen J	Medicare Employee Addl Tax	0.00	0.00
			Skerke, Ellen J	Federal Withholding	5,003.96	-831.00
			Skerke, Ellen J	Medicare Company	5,388.16	78.13
			Skerke, Ellen J	Medicare Company	5,388.16	-78.13
			Skerke, Ellen J	Medicare Employee	5,388.16	-78.13
			Skerke, Ellen J	WI - Withholding	5,003.96	-217.51
						4,604.66
11/16/2023	28527	Paycheck	Weiss, James	Supervisor Salary	0.00	615.00
			Weiss, James	Supervisor per diem	0.00	45.00
			Weiss, James	Nationwide Retirement Fund	0.00	49.50
			Weiss, James	Nationwide Retirement Fund	0.00	-49.50
			Weiss, James	Supervisor Expense Reimburse	0.00	0.00
			Weiss, James	Medicare Employee Addl Tax	0.00	0.00
			Weiss, James	Federal Withholding	660.00	0.00
			Weiss, James	Medicare Company	660.00	9.57
			Weiss, James	Medicare Company	660.00	-9.57
			Weiss, James	Medicare Employee	660.00	-9.57
			Weiss, James	WI - Withholding	660.00	0.00
						650.43
11/16/2023	DD16...	Paycheck	Wilde, Thomas	Supervisor Salary	0.00	615.00
			Wilde, Thomas	Supervisor per diem	0.00	180.00
			Wilde, Thomas	Nationwide Retirement Fund	0.00	59.63
			Wilde, Thomas	Nationwide Retirement Fund	0.00	-59.63
			Wilde, Thomas	Supervisor Expense Reimburse	0.00	47.16
			Wilde, Thomas	Medicare Employee Addl Tax	0.00	0.00
			Wilde, Thomas	Federal Withholding	795.00	-86.00
			Wilde, Thomas	Medicare Company	795.00	11.52
			Wilde, Thomas	Medicare Company	795.00	-11.52
			Wilde, Thomas	Medicare Employee	795.00	-11.52
			Wilde, Thomas	WI - Withholding	795.00	-28.37
						716.27
11/16/2023	DD16...	Paycheck	Osero, Daniel W.	Fireman Chief Salary	0.00	350.00
			Osero, Daniel W.	Nationwide Retirement Fund	0.00	26.25
			Osero, Daniel W.	Nationwide Retirement Fund	0.00	-26.25
			Osero, Daniel W.	FD Fire New Equipment	0.00	395.09
			Osero, Daniel W.	FD Supplies	0.00	57.24
			Osero, Daniel W.	Medicare Employee Addl Tax	0.00	0.00
			Osero, Daniel W.	Federal Withholding	350.00	0.00
			Osero, Daniel W.	Medicare Company	350.00	5.07
			Osero, Daniel W.	Medicare Company	350.00	-5.07
			Osero, Daniel W.	Medicare Employee	350.00	-5.07
			Osero, Daniel W.	WI - Withholding	350.00	0.00
						797.26
<b>TOTAL</b>						<b>13,884.99</b>

9:49 AM  
11/08/23

Town of Neenah  
Payroll Transaction Detail  
November 2023

Nationwide  
\$1,102.83

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
11/16/2023	DD16...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-16.50
						-16.50
11/16/2023	DD16...	Paycheck	Bluma, David	Nationwide Retirement Fund	0.00	-59.63
						-59.63
11/16/2023	DD16...	Paycheck	Boushele, Victoria L	Nationwide Retirement Fund	0.00	-186.75
						-186.75
11/16/2023	DD16...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-56.25
						-56.25
11/16/2023	DD16...	Paycheck	Davis, Douglas	Nationwide Retirement Fund	0.00	-20.25
						-20.25
11/16/2023	DD16...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-95.19
						-95.19
11/16/2023	DD16...	Paycheck	Osero, Daniel W.	Nationwide Retirement Fund	0.00	-26.25
						-26.25
11/16/2023	28526	Paycheck	Schmeichel, Rober...	Nationwide Retirement Fund	0.00	-109.13
						-109.13
11/16/2023	DD16...	Paycheck	Skерke, Ellen J	Nationwide Retirement Fund	0.00	-423.75
						-423.75
11/16/2023	28527	Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-49.50
						-49.50
11/16/2023	DD16...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-59.63
						-59.63
<b>TOTAL</b>						<b>-1,102.83</b>

9:49 AM

11/08/23

Town of Neenah  
**Payroll Liability Balances**  
November 2023

Payroll Liabilities  
Federal \$1,696.10  
State \$471.32

	<u>BALANCE</u>	
Payroll Liabilities		
Federal Withholding	1,270.50	\$1,696.10
Medicare Employee	212.80	
Medicare Company	212.80	
WI - Withholding	471.32	
Medicare Employee Addl Tax	0.00	
<b>Total Payroll Liabilities</b>	<u><u>2,167.42</u></u>	



9:50 AM  
11/08/23  
Accrual Basis

Town of Neenah  
General Ledger  
As of November 30, 2023

WI Retirement  
\$ 768.40

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	11/16/2023	DD16...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	384.20
Paycheck	11/16/2023	DD16...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	384.20
Total 21530-0 · WRS Payable						768.40
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Bill	11/13/2023	44945	FCE (Fox Cities Em...	shirt w/town l...	20000 · *Acco...	-31.00
Paycheck	11/16/2023	DD16...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	-5,560.00
Paycheck	11/16/2023	DD16...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	-90.00
Total 51420-0 · Clerk - Salary						-5,681.00
<b>TOTAL</b>						<b>-4,912.60</b>

9:50 AM  
11/08/23  
Accrual Basis

Town of Neenah  
General Ledger  
As of November 30, 2023

WI Health  
\$1,047.06

Type	Date	Num	Name	Memo	Split	Amount
21533-0 · Health Insurance Payable						
Paycheck	11/16/2023	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	261.84
Paycheck	11/16/2023	DD16...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	785.22
Total 21533-0 · Health Insurance Payable						1,047.06
<b>TOTAL</b>						<b>1,047.06</b>

**Town of Neenah**  
**Deposit Detail**  
October 2023

Deposits

Type	Date	Name	Memo	Account	Amount
Dep...	10/02/20		Deposit	11011-1 · General MM - Prospera (124)	1,583.46
		Cell Tower R...	Oct 2023 Rent	48200-4 · Cell Tower	-1,583.46
TOTAL					-1,583.46
Dep...	10/02/20		Deposit	11011-1 · General MM - Prospera (124)	19,683.40
		WI Dept. of ...	4th Q 2023 GTA	43531-0 · State Grant-Trans Aid	-19,683.40
TOTAL					-19,683.40
Dep...	10/03/20		Deposit	11011-1 · General MM - Prospera (124)	1,404.50
		Assessment ...	Deposit	46110-0 · Clerk's Assessment Letters Fees	-160.00
		Building Per...	Deposit	44310-0 · Building Permits	-1,039.50
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-5.00
		WE Energies...	Deposit	44320-0 · Road Permits	-200.00
TOTAL					-1,404.50
Dep...	10/21/20		Deposit	11011-1 · General MM - Prospera (124)	147,061.04
		Assessment ...	Deposit	46110-0 · Clerk's Assessment Letters Fees	-80.00
		WE Energies	Deposit	44320-0 · Road Permits	-25.00
		Town of Clay...	Reimbursement for railroad fire ...	47323-0 · Fire Services	-960.00
		Mahler Shelt...	Deposit	48200-0 · Mahler/Franzol Shelter Rent	-360.00
		Cermak Lease	October 2023 Rent	48200-2 · Land Rent	-250.00
		Winnebago ...	recycling tipping fee refund	53635-0 · Recycling	-328.14
		CSM Reviews	rosenfeldt - November Plan Co...	44401-0 · CSM Reviews	-50.00
		Copies ( Ope...	staffeld	46193-0 · Copies ( Open Records)	-2.90
		Winnebago ...	Spirit Fund Advance	26500-0 · Unearned revenue - ARPA Grant	-145,000.00
		Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-5.00
TOTAL					-147,061.04
Dep...	10/31/20		Deposit	11011-1 · General MM - Prospera (124)	1,583.46
		Cell Tower R...	November Rent	48200-4 · Cell Tower	-1,583.46
TOTAL					-1,583.46
Dep...	10/31/20		Interest	11900-0 · BNY Mellon - Pershing	4,197.58
			Interest	48110-0 · Interest Income	-4,197.58
TOTAL					-4,197.58
Dep...	10/31/20		Interest	6-11050 · SW - BNY Mellon-Pershing	1,204.07
			Interest	6-48150 · Interest Income - Stormwater	-1,204.07
TOTAL					-1,204.07
Dep...	10/31/20		Interest	11320-1 · Tullar Rd Fund - Prospera (051)	84.55
			Interest	48160-0 · Interest Income- Tullar Road CD	-84.55
TOTAL					-84.55

**Town of Neenah  
Deposit Detail  
October 2023**

Type	Date	Name	Memo	Account	Amount
Dep...	10/31/20	Interest		6-11021 · Stormwater CD - Prospera (053)	1,033.48
		Interest		6-48170 · Interest Income - Stormwater CD	-1,033.48
TOTAL					-1,033.48
Dep...	10/31/20	Interest		11011-1 · General MM - Prospera (124)	1,411.16
		Interest		48110-0 · Interest Income	-1,411.16
TOTAL					-1,411.16
Dep...	10/31/20	Interest		6-11020 · SW Savings - Prospera (127)	1,321.14
		Interest		6-48150 · Interest Income - Stormwater	-1,321.14
TOTAL					-1,321.14
Dep...	10/31/20	Interest		11010-1 · Checking - Prospera (150)	5.40
		Interest		48110-0 · Interest Income	-5.40
TOTAL					-5.40

**RESOLUTION 2023-29**

**RESOLUTION TO ADOPT THE  
2024 BUDGET FOR TOWN OF NEENAH  
AND THE STORM WATER UTILITY DISTRICT**

**Town of Neenah  
Winnebago County, Wisconsin**

**WHEREAS**, the Town of Neenah seeks to adopt the 2024 Town of Neenah and Town of Neenah Storm Water Utility District Budgets; and

**WHEREAS**, the Town of Neenah has presented the 2024 Budgets to the public via a public hearing on November 13, 2023; and

**WHEREAS**, there were no public objections to the 2024 Town of Neenah and Stormwater Utility District budgets; and

**WHEREAS**, the Storm Water Utility District approved the Storm Water Utility District Budget on November 9, 2023, contingent upon the Public Hearing on November 13, 2023;

**NOW THEREFORE, BE IT RESOLVED**, the Town of Neenah adopts the 2024 Town of Neenah and Storm Water Utility District Budgets as presented in summary format in the comprehensive budget presented to the public.

Adopted this 13<sup>th</sup> day of November 2023.

TOWN OF NEENAH

By: \_\_\_\_\_

Robert E. Schmeichel, Chairman

ATTEST:

\_\_\_\_\_  
Ellen Skerke, Administrator-Clerk-Treasurer

**RESOLUTION 2023-33**

**RESOLUTION TO APPROVE  
THE 2024 COMPENSATION SCHEDULE**

**Town of Neenah  
Winnebago, County, Wisconsin**

**WHEREAS**, the Town of Neenah's (the Town) Auditor, Clifton Larson and Allen has recommended that the Town adopt a Compensation Schedule on an annual basis to facilitate the preparation of the Town's Financial Statements and;

**WHEREAS**, such a Compensation Schedule will facilitate the proper financial management of the Town and;

**WHEREAS**, such the Town has prepared a 2024 Compensation Schedule, shown in Attachment A to this resolution and;

**NOW, THEREFORE BE IT RESOLVED**, that the Town of Neenah adopts the 2024 Compensation Schedule as shown in Attachment A and;

**BE IT FUTHER RESOLVED**, that a Compensation Schedule shall be adopted by the Town annually,

**BE IT FUTHER RESOLVED**, that this Resolution is permanently entered in the record of the proceeding of the Town of Neenah, Winnebago County, Wisconsin.

Approved and adopted this 13th day of November 2023.

TOWN OF NEENAH

\_\_\_\_\_  
Robert E. Schmeichel, Chairman

ATTEST:

\_\_\_\_\_  
Ellen Skerke, Administrator-Clerk-Treasurer

**Exhibit A**  
**Town of Neenah**  
**Compensation Schedule**  
**as of January 1, 2024**

Chairman	Annual Salary	\$16,260.00
Supervisor	Annual Salary	\$8,130.00
Administrator/Clerk/Treasurer	Annual Salary	\$69,360.00
Administrator/Clerk/Treasurer Wisconsin Retirement	6.80 % of Annual Salary	\$4,786.00
Deputy Clerk / Treasurer	Rate per Hour	\$21.00
Office Assistant	Rate per Hour	\$15.00
Per Diem - Half Day	Per Occasion	\$45.00
Per Diem - Full Day	Per Occasion	\$90.00
Roads / Storm Water Superintendent	Rate per Hour	\$20.00
Maintenance / Facilities Management Superintendent	Rate per Hour	\$20.00
Animal Control	Rate per Call	\$40.00
911 Sign Maintenance	Rate per Hour	\$20.00
Election Officials (Poll Worker)	Per Election	Chief = \$250/Poll Worker \$200
Election Officials (Poll Worker) before/after Election Day	Rate per Hour	\$12.00
Firefighter / EMR -Business Meeting	Per Meeting	\$25.00
Firefighter -Training Meeting	Per Meeting	\$25.00
EMR-Training Meeting	Rate per Hour	\$20.00
Firefighter - Fire Call 1st hour	Rate per Hour	\$20.00
EMR- Fire Call 1st hour	Rate per Hour	\$25.00
Firefighter / EMR - Fire Call additional hours	Rate per Hour	\$15.00
Firefighter - Work Detail	Rate per Hour	\$15.00
Firefighter - Drills	Rate per Hour	\$15.00
Firefighter - State Mandated Training	Rate per Hour	\$10.00 *
Firefighter - Inspections	Rate per Inspection	\$15.00
Fire Chief	Annual Salary	\$8,400.00
<u>Fire Department Line/Staff Officers</u>		
Assistant Fire Chief(s)	Annual Salary	\$2,400.00
Captain(s) including Training Officer	Annual Salary	\$750.00
Lieutenants(s)	Annual Salary	\$300.00
<u>Fire Department Elected Officers</u>		
President	N/A	N/A
Vice President	N/A	N/A
Secretary	Annual Salary	\$250.00
Treasurer	Annual Salary	\$250.00

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

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

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

Approved via Board Action on 11-27-2023 Resolution 2023-30

T:\Personnel\Compensation Schedules\Compensation Schedule 2024

## **Memorandum**

**Date:** November 7, 2023  
**To:** Town Administrator, Town Board Members  
**From:** Fire Chief Dan Osero  
**Subject:** Recommendation for hire Jacob Miller

Jacob Miller is a resident in the City of Neenah, residing at 704 Wilderness Ct., near Lime Kiln. Jacob is currently employed with Bergstrom Buick as an automotive technician. Jacob interviewed with the Officer group and expressed an interest in going back to school at Fox Valley Technical College for a degree in Fire Protection. We advised that he needed to enroll in school and understand that taking Fire Protection Classes thru our Department would not transfer towards his degree. Jacob is now enrolled in school and has a desire to join our department to gain valuable work experience towards his future. I recommend that we bring Jacob on as a new hire. Jacob has a great work ethic and a desire to help people.



**MEMORANDUM**

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To: Town Board, Fire Chief  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: November 13, 2023  
Memo: Amendment to Town of Neenah Social Media Policy

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*ew*

Fire Chief Osero recommends an amendment to the Social Media Policy to further address Fire Department requirements.

The original Social Media policy was approved in 2016 to address proper management of Town of Neenah's social media account, including the Fire Department. What the current policy does not touch base on is information specific to the Fire Department or to our employee's use of Town information on their personal social media accounts.

The proposed amendments are highlighted on the attached policy, they are in Section III and include items D, E and F.

This policy will be provided and reviewed as part of the New Hire Process. Fire Chief Osero will also review with our current Fire Department personnel, provide them a copy, and have each member sign off that they have received and understand the policy.

# Town of Neenah Social Media Policy

## I. Purpose

This policy provides guidelines and procedures to the Town of Neenah in determining the proper utilization of social media. Social media consists of networks and online publications that enable individuals and groups to communicate between one another for different purposes. Some examples of these online tools include Facebook, Twitter, LinkedIn, YouTube, blogs and several others. The Town of Neenah plans to use these social media sites in order to reach out to the public and educate individuals on certain events, activities, awards, and other news releases. Social media will help the Town and its departments to connect with other organizations and businesses in the community. This policy outlines the proper content and uses for social media since the Town has a significant interest and expectation in determining the content that is posted on their sites.

## II. General Policy

- A.) Town of Neenah social media site content shall be reserved and devoted to the sole purpose of facilitating the conveyance and exchange of information or opinions related to the Town of Neenah, Town Government or Town civic events, or issues.
- B.) In order for any Town department or committee to establish a social media site, the request must first be approved by the Communication Committee. Requests for social media sites must include a plan that assigns certain individuals to update and monitor the sites. The request must also include ways that the department plans to utilize their social media site.
- C.) All sites must have one or more individuals designated to update content on the site, respond to any requests or questions asked by the public, and monitor content posted on their social media sites. Although not required to be monitored on a daily basis, all social media sites shall be monitored by the designated individuals on a regular basis.
- D.) Each site must clearly state that social media sites are not monitored 24/7, for immediate assistance contact the Town Hall during business hours.
- E.) Each site must clearly state that it is Town-operated and maintained by Town staff. Sites must also include the Town of Neenah logo as well as any other branding or logos that identify the involved party.
- F.) All social media sites should include a link back to the Town of Neenah website:  
<http://www.townofneenah.com>
- G.) Town of Neenah social media sites are subject to the State of Wisconsin Public Records Law. Any content on such sites is considered a public record. The department responsible for their social media site shall be responsible for responding to that department's public records requests. All social media sites should remind its viewers through a disclaimer that content on its site is considered public record.
- H.) Employees maintaining social media sites on behalf of the Town of Neenah shall be considered representatives of the Town and shall conduct themselves accordingly. All employee posts shall be professional in character and shall be limited to the posting of information related to civic events, and the interests, goals or programs of the Town of Neenah. Employees who fail to conduct themselves in an appropriate manner may be subject to disciplinary action.
- I.) The following disclaimer shall be posted on all Town social media sites:  
*"Abusive or inappropriate content that violates the Town of Neenah Social Media Policy will be removed from this site. All information posted on the site is considered a public record."*

# Town of Neenah Social Media Policy

## III. Comment Policy

- A.) Any comment posted by a resident or member of the public is solely an individual's opinion. No posts by the public imply the views or opinions of the Town of Neenah. Comments and posts created by the Town of Neenah will only provide information regarding Town business.
- B.) The Town of Neenah and the Communication Committee reserves the right to remove any inappropriate or abusive content and reserves the right to remove or block any repeated violators of this policy. This content includes:
- 1) Content that promotes, fosters or perpetuates discrimination against others based on race, creed, color, sex, gender, national origin, religion, age, sexual orientation, marital status, or a mental or physical disability;
  - 2) Threats made towards an individual or organization;
  - 3) Comments that support or oppose a political campaign or ballot measures;
  - 4) Solicitation of commerce, commercial advertising or spam;
  - 5) Conduct that violates any federal, state, or local law;
  - 6) Encouragement of illegal activity;
  - 7) Sexual content (including links);
  - 8) Profane or abusive language (may also include images);
  - 9) Content that has as its primary purpose, the promotion or endorsement of any religion or religious organization.
  - 10) Content that violates legal ownership interest (such as copyright) of any party; or,
  - 11) Any other comments that do not relate to the original topic.
- C.) When content is removed, Town staff must document the violation while notifying the involved Individual/party that their content was removed. Such content shall, however, be retained as a public record. The following message will be sent to any individual/party that violates the policy:
- "The Town of Neenah removed your recent content from its social media site because it was in violation of the Town of Neenah Social Media Policy. Please avoid posting inappropriate content in the future. If you do not refrain, the Town of Neenah reserves the right to remove you as a member of this group. Thank you for your cooperation."*
- D.) The Town of Neenah Fire Department will refrain from posting any material that may violate HIPPA regulations or confidential patient information, not limited to name, address, age, license plate number.
- E.) The Town of Neenah Fire Department social media page is not intended for opinion. Material posted shall be factual and informative.
- F.) Privileged information available to Town of Neenah Fire Department members is not to be shared on personal social media sites. Disciplinary actions will be taken, not limited to IAR (I Am Responding) being suspended.

MEMORANDUM

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To: Town Board, Fire Chief  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: November 13, 2023



Memo: MOU with Winnebago County Highway for cooperation along CTH CB Trail and County road right of way near Conservancy Park

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The reconstruction of County Road CB and County Road JJ roundabout highlighted the need for a written agreement regarding the road right of way area along the CB Trail.

The CB Trail falls within the County Highway jurisdiction, however, it is the responsibility of the Town of Neenah for maintenance and repairs. The Town of Neenah Parks and Trails Committee had installed a bench, kiosk and trail sign near the CB/JJ intersection many years ago.

As part of the roundabout construction, the bench was relocated, however the kiosk and trail sign were discarded. Although the kiosk and trail sign were quite old and in need of replacement, there was some misunderstanding of who the kiosk belonged to and who had the ability to make the decision to discard the items.

In 2023, The Parks and Trails Committee received a grant from Fox Cities Greenways for a new kiosk and trail signs. Prior to installation, Highway Commissioner Bob Doemel requested a written MOU to document the understanding of jurisdiction along the CB Trail. While we were considering County Rd CB, we included the area along County Road A by Conservancy Park to allow the same capabilities.

Bob Doemel has reviewed the agreement and is in favor of the attached agreement.

**MEMORANDUM OF UNDERSTANDING  
WINNEBAGO COUNTY HIGHWAY & TOWN OF NEENAH  
MAINTENANCE OF CB TRAIL AND AREAS OF COUNTY ROAD A  
ADJACENT TO CONSERVANCY PARK**

**Whereas**, County Road CB and its road right-of-way are under Winnebago County Highway jurisdiction, and

**Whereas**, when County Road CB was constructed, it was agreed that Winnebago County Highway Department would install an off road pedestrian trail, CB Trail, and that the Town of Neenah would maintain the CB Trail, and

**Whereas**, County Road A and its road right-of-way are under Winnebago County Highway jurisdiction, and

**Whereas**, a short distance of County Road A is adjacent to Town of Neenah's Conservancy Park at 1674 S. Park Avenue.

**Now, therefore**, in consideration of the mutual promises, agreements and conditions contained herein, it is hereby jointly agreed between Winnebago County Highway and Town of Neenah as follows:

**CB TRAIL**

1. Winnebago County Highway Department shall continue to maintain the road right-of-way along County Rd CB.
2. Town of Neenah shall continue to maintain the CB Trail including snow removal, periodic crack filling, sealing and asphalt replacement as needed.
3. The Town of Neenah shall have the authority to install benches, signs, kiosks, trees and any other items appropriate for trail use along the CB Trail within the County Road CB road right-of-way. Placement of such items will be mutually agreed upon by both Winnebago County Highway Commissioner and Town of Neenah Parks and Trails Committee.
4. The Town of Neenah will maintain any items that the Town of Neenah Parks and Trails Committee has installed along the CB Trail and make the necessary repairs or improvements as needed.

**COUNTY ROAD A and CONSERVANCY PARK**

1. Town of Neenah shall have the authority to contract with an outside provider for additional maintenance services along County Road A in the road right-of-way adjacent to Conservancy Park for additional mowing. Any additional contracted services the Town of Neenah authorizes, shall be the responsibility of the Town of

- Neenah to ensure that services are completed satisfactorily and shall be the Town of Neenah's responsibility for payment.
2. Winnebago County Highway Department shall consider requests made by Town of Neenah Parks and Trails Committee for additional signage on County Road A that will enhance the park experience for Conservancy Park. The Town of Neenah Parks and Trails Committee agrees to pay for the materials and installation of signs that are approved by Winnebago County Highway Department. Town of Neenah Parks and Trails further agrees to cover the cost for maintenance, repair and replacement of any additional signage they request.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

TOWN OF NEENAH

By: \_\_\_\_\_  
Robert Schmeichel, Town Chairperson

Attest: \_\_\_\_\_  
Ellen Skerke, Administrator-Clerk-Treasurer

WINNEBAGO COUNTY HIGHWAY

By: \_\_\_\_\_  
Robert Doemel, Commissioner

Attest: \_\_\_\_\_  
Jill Prah, Highway Finance Manager

## 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