

**TOWN OF NEENAH TOWN BOARD**  
**Meeting Agenda**  
**Revised 9-21-2024 added item 6d**

**DATE:** Monday, September 23, 2024

**TIME:** 7:00 pm

**LOCATION:** 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 848 4301 3120 Passcode: 166591 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/84843013120?pwd=muzH5U3hYV1phuxvA38praO35bAaaM.1>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES September 9, 2024 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
6. DISCUSSION / ACTION
  - a. Approve Vouchers, Payroll and Bank Transactions September 23, 2024
  - b. Pre-Approval for final payment and delivery of Custom Fire Engine 39.
  - c. Resolution 2024-11 – Certified Survey Map  
Applicant: Brian Falck  
Location of Premises Affected: 1295 W. Winneconne Ave  
Tax Parcel No: 010-028001 and 010-0280
  - d. Resolution 2024-12: Combined Authorizing Resolution for Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs
  - e. Consideration of Winnebago County Highway and Town of Neenah Maintenance Agreement
  - f. Consideration of Cell Tower Lease Extension with CellCom
  - g. Consideration of Cell Tower Lease proposal for lease buyout through Towerpoint.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Parks and Trails Committee Meeting, Monday September 30, 2024 at 6:00 p.m. (There will not be a Parks and Trails committee meeting on Monday October 7, 2024)
  - b. Fire Department Business Meeting, Wednesday October 2, 2024 at 6:00 p.m.
  - c. Next Town Board Meeting Monday October 14, 2024 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN OPEN SESSION
11. CONVENE INTO CLOSED SESSION  
The Town Board will convene into closed session pursuant to Wis. Stats §19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.  
ROLL CALL VOTE
  - a. Larsen Road Reconstruction Municipal Agreements
  - b. Offer to Purchase Parcels 010-021808 and 010-02180603
  - c. Potential Construction of municipal pond near Tullar Road and Oakridge Road.
12. ADJOURN CLOSED SESSION – Town Board will not reconvene into Open Session

**Closed Session Contemplated: YES**

Ellen Skerke, Administrator-Clerk-Treasurer  
September 21, 2024

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 21, 2024 at [www.townofneenah.com](http://www.townofneenah.com) Town of Neenah Municipal Building, 1600 Breezewood Lane

## TOWN OF NEENAH TOWN BOARD MEETING

September 9, 2024

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

**Present:** Supervisor David Bluma, Supervisor Brooke Cardoza, Supervisor James Weiss, and Supervisor Thomas Wilde.

**Via Zoom:** Chairman Robert Schmeichel

**Also in Attendance:** Jeremey Kwiatkowski, Dean Kaufert, Winnebago County Deputy Rasmussen, Deputy Clerk-Treasurer Vicki Boushele, and Administrator-Clerk-Treasurer Ellen Skerke.

**Also in Attendance via Zoom:** Carrie Sturn and Craig Moser.

In the absence of in person attendance by R. Schmeichel, E. Skerke asked for a motion to appoint an acting chair.

**Motion:** J. Weiss / T. Wilde to appoint D. Bluma as Chair for the meeting.

Motion Carried

D. Bluma called the meeting to order at 7:00 p.m., Pledge of Allegiance was recited.

### Approval of Minutes

**Motion:** B. Cardoza / J. Weiss to approve August 26, 2024 Town Board meeting minutes.

Motion carried 5:0:0

### Public Forum

- None

### Public Forum for Recognized Municipal and County Officials

- Winnebago County Sheriff Department Deputy Rasmussen. E Skerke questioned if the County Sheriff's Department gets involved with neighbor disputes over private property, such as a fence issue. Deputy Rasmussen responded that they would talk to the neighbors, however it is not something they will issue citations for.
- Dean Kaufert introduced himself, he is running for State Assembly 53<sup>rd</sup> District and asked for the voter's support. His goal in Madison will be to work together and encourage compromise on both sides of the aisle.

### Correspondences

- Building Permit Report – August 2024

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions September 9, 2024.*

- E. Skerke requested an addition of \$380.00 for fire fighter training at the Town of Utica.
- Discussed the Shared Revenue Utility payment from the City, it is partial payment based on WI Department of Revenue schedule of payments.
- B. Cardoza questioned the additional payment for the sale of the cascade system. The Sanitary District holds the account with the auction company, so the District receives the money and forwards it to the Town.

**Motion:** J. Weiss / B. Cardoza to approve with addition of payments totaling \$380.00 to Utica for fire fighter training

E. Skerke added

Motion Carried 5:0:0.

**Presentation**

*Presentation by Craig Moser, East Central Wisconsin Regional Planning Commission, proposal for 2025 services to update the Town of Neenah Comprehensive Plan and Comprehensive Outdoor Recreation Plan.*

- Craig Moser, East Central Wisconsin Regional Planning Commission reviewed their proposal to complete a Comprehensive Plan Update and Comprehensive Outdoor Recreation Plan Update
  - Gave a brief overview of East Central Wisconsin Regional Planning Commission services, they cover a 10-county region.
  - Reviewed in proposal for the combined updates. The project will span over two years.
  - The proposal is a not to exceed value. ECWRPC bills for time and materials only, there is no profit margin built into the cost, it is actual expenses incurred by ECWRPC
  - The costs will be spread over two calendar years and can spread over two budgets.
- R. Schmeichel noted the current Comprehensive Plan was created in 2009, updated in 2014
- E. Skerke noted the Comprehensive Outdoor Recreation Plan was for 2016 – 2020.
- C. Moser will provide a breakout of expenses for 2025 and 2026 calendar years.
- C. Moser explained that part of the planning process includes public involvement, there is an opportunity to overlap that public involvement for both the Comprehensive Plan and the Comprehensive Outdoor Recreation Plan
- General discussion of neighboring communities that ECWRPC is working with and potential to partner with neighboring communities for cost savings. C. Moser provided a sample Comp Plan from Town of Buchanan

**Future Agenda Topics and Meetings**

- Sanitary District #2 Commissioner Meeting, Tuesday September 10, 2024 7:00 p.m.
- Plan Commission Meeting, Monday September 16, 2024 at 7:00 p.m.
- Sanitary District # 2 Budget Workshop, Tuesday September 17, 2024 at 1:00 p.m.
- Town of Neenah/Stormwater Utility District Budget Workshop, Thursday Sept. 12 at 4:00 p.m.
- Fire Department Business Meeting, Wednesday September 4, 2024 at 6:00 p.m.
- Next Town Board Meeting, Monday September 23, 2024 at 7:00 p.m.

**Old Business**

- R. Schmeichel receiving calls regarding Rainbow Beach asking what will be done about the road. Town also received complaints of drainage from the new home on Adella Beach Road flooding his property. E. Skerke stated it was pending the residents and Cowling Property Management to talk about details of the plan. We have not started the easement process.
- T. Wilde stated that as part of the Budget process he wanted to address the agreement for administrative services with Town of Neenah Sanitary District #2, the original agreement is in its fifth year. E. Skerke responded she had already spoken to District President Dan Osero to anticipate something after the Town Board discusses at their Budget Workshop.

**New Business**

- D. Bluma questioned the timing for Larsen Road and additional discussion for when to bid. E. Skerke responded she recently talked to Moss and Associates; the land acquisition process is progressing as expected. E. Skerke provided a draft working budget for the first Budget Workshop and highlighted that there are sections that are still a work in progress including the sections for fire, highway and parks.
- J. Weiss recommended a meeting with the new Superintendent of Neenah Joint School District. R. Schmeichel will invite him to the Town for a conversation.

**Adjourn Meeting**

**Motion:** T. Wilde / B. Cardoza to adjourn. Motion carried. Meeting adjourned at 7:57 p.m.

Respectfully submitted,



Ellen Skerke,  
Administrator--Clerk-Treasurer

Approved: DRAFT -- Pending Approval

# Voucher List Authorization - Sept 23, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
9/24/2024	General MM	Checking	\$ 80,000.00	9-23-2024 Vouchers
9/24/2024	Stormwater Savings	General MM	\$ 12,432.45	July - Sept. Stormwater Exepnses
9/24/2024	Stormwater Savings	General MM	\$ 18,000.00	Annual SWUD Admin Fee

Accounts Payable                      9/23/2024    \$            80,316.60

Notification of New Vendors                      None

Payroll

Payroll	\$	-
Expense Reimburse	\$	77.72
Gross Payroll	\$	77.72
Net Payroll	\$	77.72

## Account Balances as of September 24, 2024 - after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>BNY Mellon - Pershing</u>	<u>Total</u>
Checking	\$ 6,610			
Membership account	\$ 5			
General MM	\$ 348,756	\$	811,746	\$ 1,160,502
Impact Fee	\$ 8,020			
Taxes Collected	\$ 0	\$ -		\$ 0
Tullar Rd Fund	\$ -	\$	39,148	
Storm Water	\$ 869,797	\$ -	\$ 540,242	\$ 1,410,040
CFCU	\$ 524			
<b>TOTAL</b>	<b>\$ 1,233,711</b>	<b>\$ -</b>	<b>\$ 1,391,137</b>	
	<b>GRAND TOTAL</b>		<b>\$ 2,624,848</b>	

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

5:07 PM  
 09/20/24  
 Accrual Basis

**Town of Neenah**  
**Transaction Detail by Account**  
**July through September 2024**

Stormwater  
 expenses \$12,432.35

Date	Num	Name	Memo	Amount
<b>6-53400 · SW - Illicit Discharges</b>				
09/23/202	936353	McMahon Associates, Inc	field screenings	2,340.00
Total 6-53400 · SW - Illicit Discharges				2,340.00
<b>6-54200 · CTH O Pond Maintenance</b>				
08/12/202	935671	McMahon Associates, Inc	CTH O	1,196.00
08/26/202	935957	McMahon Associates, Inc	CTH O Pond Maintenance	1,504.20
09/23/202	00936404	McMahon Associates, Inc		527.30
Total 6-54200 · CTH O Pond Maintenance				3,227.50
<b>6-57200 · Stormwater Drainage Management</b>				
08/26/202	28740	Winnebago Cty. Treasurer		1,145.72
Total 6-57200 · Stormwater Drainage Management				1,145.72
<b>6-57300 · Stormwater -Drainage Project</b>				
09/23/202	Pay Cert #3 ...	Robert J Immel Excavating Inc	Pay Cert #3 Final - Sundial Lane drainage	1,004.00
Total 6-57300 · Stormwater -Drainage Project				1,004.00
<b>6-59100 · Stormwater - Per Diem</b>				
09/12/202	DD1819	Bluma, David	Direct Deposit	45.00
09/12/202	29024	Schmeichel, Robert E.		45.00
09/12/202	DD1828	Wilde, Thomas	Direct Deposit	45.00
Total 6-59100 · Stormwater - Per Diem				135.00
<b>6-59200 · Stormwater - Engineering</b>				
07/08/202	935381	McMahon Associates, Inc	Rock Ledge Pond	1,472.50
07/22/202	935506	McMahon Associates, Inc	ERU audit	266.50
08/12/202	935669	McMahon Associates, Inc	Sundial rear drain issue	213.96
09/23/202	936352	McMahon Associates, Inc	Rock Ledge pond	930.00
09/23/202	00936404	McMahon Associates, Inc		105.00
Total 6-59200 · Stormwater - Engineering				2,987.96
<b>6-59300 · Stormwater - Legal</b>				
09/23/202	1	Dempsey Law Firm, The	Ogden 2024 prop purchase	780.00
09/23/202	87	Dempsey Law Firm, The	related to slae of property / pond	150.00
Total 6-59300 · Stormwater - Legal				930.00
<b>6-59305 · SW - Drainage - Salary</b>				
07/11/202	DD1776	Armstrong, Glenn	Direct Deposit	100.00
08/15/202	DD1808	Armstrong, Glenn	Direct Deposit	200.00
09/12/202	DD1818	Armstrong, Glenn	Direct Deposit	75.00
Total 6-59305 · SW - Drainage - Salary				375.00
<b>6-59306 · SW - Mileage and Expenses</b>				
07/11/202	DD1776	Armstrong, Glenn	Direct Deposit	25.46
08/15/202	DD1808	Armstrong, Glenn	Direct Deposit	38.86
09/12/202	DD1818	Armstrong, Glenn	Direct Deposit	0.00
Total 6-59306 · SW - Mileage and Expenses				64.32
<b>6-59403 · Investment Fee - SW</b>				
07/31/202			Service Charge	109.19
08/31/202			Service Charge	113.76
Total 6-59403 · Investment Fee - SW				222.95
<b>TOTAL</b>				<b>12,432.45</b>

3:41 PM  
09/20/24

Town of Neenah  
Check Detail  
September 23 - 24, 2024

Accounts Payable  
\$ 80,316.60

Date	Num	Name	Memo	Account	Paid Amount
09/24/2024	29058	Braze Ace Hardware	90012	11010-1 · Checking - Prosp...	
09/23/2024	8-31...		bee spray , bags for dog s...	55200-3 · Parks - Supplies & ...	-41.95
TOTAL					-41.95
09/24/2024	29059	Cowling Property Managemen...		11010-1 · Checking - Prosp...	
09/23/2024	5369		install 4 of 6	55200-1 · Parks - Cowling Pro...	-6,933.33
			edging and stone town hall	51610-1 · Maintenance & Ope...	-3,850.00
			spray weeds Mahler	55300-2 · Parks - CPM Weed ...	-210.00
			cut tree over soccer field ...	55400-5 · Reforestation Grant...	-360.00
			fill water tree bags	55400-5 · Reforestation Grant...	-45.00
			cut posts, trim around trail...	55200-8 · Conservancy Park ...	-180.00
			spray weeds Franzoi	55300-2 · Parks - CPM Weed ...	-95.00
			install stone and edging, s...	55300-9 · Keating Park Expen...	-1,622.50
			cut dead ash, remove and...	55400-5 · Reforestation Grant...	-1,185.00
			mow CB trail	55400-0 · Trails	-162.50
			mow vacant lot 912 Mead...	53640-1 · Razing Expenses	-65.00
			bathrooms	55300-3 · Parks - CPM Dog S...	-360.00
				55300-4 · Parks - CPM Restr...	-840.00
				55300-5 · CPM - Admin Servi...	-156.00
TOTAL					-16,064.33
09/24/2024	29060	Dempsey Law Firm, The		11010-1 · Checking - Prosp...	
09/23/2024	87			51300-0 · Legal Services	-850.00
09/23/2024	1		related to slae of property ...	6-59300 · Stormwater - Legal	-150.00
09/23/2024			Ogden 2024 prop purchase	6-59300 · Stormwater - Legal	-780.00
TOTAL					-1,780.00
09/24/2024	29061	Harters Fox Valley Disposal		11010-1 · Checking - Prosp...	
09/23/2024	8425...			53634-0 · Garbage Collection ...	-14,303.56
				53635-0 · Recycling	-4,480.50
09/23/2024	8425...			55200-6 · Parks - Harter's - Tr...	-300.00
TOTAL					-19,084.06
09/24/2024	29062	Hoffman Planning And Design		11010-1 · Checking - Prosp...	
09/23/2024	Appli...		App 17	51520-0 · Engineering Services	-13,372.45
TOTAL					-13,372.45
09/24/2024	29063	Liberty Square Station		11010-1 · Checking - Prosp...	
09/23/2024	9-5-...			52210-4 · Fire Dept. Fuel	-399.34
TOTAL					-399.34
09/24/2024	29064	McMahon Associates, Inc		11010-1 · Checking - Prosp...	
09/23/2024	9363...		Rock Ledge pond	6-59200 · Stormwater - Engin...	-930.00
09/23/2024	9363...		field screenings	6-53400 · SW - Illicit Discharg...	-2,340.00
09/23/2024	0093...			6-59200 · Stormwater - Engin...	-105.00
				6-54200 · CTH O Pond Maint...	-527.30
TOTAL					-3,902.30

**Town of Neenah**  
**Check Detail**  
**September 23 - 24, 2024**

Date	Num	Name	Memo	Account	Paid Amount
09/24/2024	29065	Northeast Asphalt, Inc.		11010-1 · Checking - Prosp...	
09/23/2024			Town Hall / Mahler Park F...	51520-0 · Engineering Services	-8,366.41
TOTAL					-8,366.41
09/24/2024	29066	Prospera- Visa		11010-1 · Checking - Prosp...	
09/23/2024	9-3-...		postage for absentee / Au... supplies for new table by ... bee control	51420-4 · Office Expenses 51440-2 · Election Expenses 51610-1 · Maintenance & Ope... 55300-7 · Mahler Park Expen...	-29.67 -932.55 -217.85 -250.00
TOTAL					-1,430.07
09/24/2024	29067	Robert J Immel Excavating Inc		11010-1 · Checking - Prosp...	
09/23/2024	Pay ...		Pay Cert #3 Final - Sundl...	6-57300 · Stormwater -Draina...	-1,004.00
TOTAL					-1,004.00
09/24/2024	29068	Spectrum - Charter Communi...		11010-1 · Checking - Prosp...	
09/23/2024	1530...		Sept and October balance	51420-7 · Office Telephone	-679.88
TOTAL					-679.88
09/24/2024	29069	Steiro Appraisal Service Inc		11010-1 · Checking - Prosp...	
09/23/2024	3195		Sales study Larsen Rd pr...	53314-3 · Hwy -Larsen Rd Re...	-7,500.00
TOTAL					-7,500.00
09/24/2024	29070	WE Energies		11010-1 · Checking - Prosp...	
09/23/2024	5170...		Mahler Park	55200-7 · Parks - WE Energies 53420-0 · Street Lighting - All ... 53420-0 · Street Lighting - All ... 55200-8 · Conservancy Park ...	-120.00 -171.27 -1,573.46 -317.76
			Franzoi Park	55200-7 · Parks - WE Energies	-48.98
			Keatig Park	51420-8 · MB Utilities 55200-7 · Parks - WE Energies	-428.66 -32.53
TOTAL					-2,692.66
09/24/2024	29071	Winnebago Cty. Treasurer		11010-1 · Checking - Prosp...	
09/23/2024	28913			53311-2 · Hwy Exp - Maintena...	-3,999.15
TOTAL					-3,999.15
09/24/2024	E-pay	Wisconsin Dept. of Revenue	036-0000609164-02 QB T...	11010-1 · Checking - Prosp...	
			036-0000609164-02 QB T...	24000-0 · Payroll Liabilities	-471.85
TOTAL					-471.85



3:43 PM

09/20/24

Town of Neenah  
Check Detail  
September 26, 2024

Payroll Expense  
Reimbursement \$77.72

Date	Num	Name	Memo	Account	Paid Amount
09/26/2024	DD1...	Lontcoski, Joseph	Direct Deposit	11010-1 · Checking - Prosp...	
			Direct Deposit	52210-3 · Fire Dept Supplies ...	-23.94
			Direct Deposit	2110 · Direct Deposit Liabilities	23.94
TOTAL					0.00
09/26/2024	DD1...	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prosp...	
			Direct Deposit	52210-9 · Fire Dept. New Equ...	-26.57
			Direct Deposit	52210-3 · Fire Dept Supplies ...	-22.72
			Direct Deposit	2110 · Direct Deposit Liabilities	49.29
TOTAL					0.00
09/26/2024	DD1...	Pleshek, Cynthia	Direct Deposit	11010-1 · Checking - Prosp...	
			Direct Deposit	52210-3 · Fire Dept Supplies ...	-4.49
			Direct Deposit	2110 · Direct Deposit Liabilities	4.49
TOTAL					0.00

MEMORANDUM

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To: Town Board of Supervisors  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: September 23, 2024  
Memo: 2024 Engine 39 - Final payment with delivery.



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Fire Chief Osero anticipates final delivery of the new fire truck end of September 2024, perhaps first week of October 2024. This ahead of the original planned delivery in 2025.

Final payment will be required upon delivery. I do not yet have the final invoice however anticipate that the total amount will be below \$300,000. The next Town Board meeting is not until October 14, 2024; thus, I am asking for the Board to authorize payment in an amount not to exceed \$300,000.

Total Price per sales order dated September 2023:	\$804,696.04
Payment #1 September 2023:	\$315,000
Payment #2 March 2024:	\$200,000 (included in 2024 Budget)
Final Payment due per Sales Order:	\$289,696.04

The sales order amount of \$804,696.04, however there have been some change orders that could exceed the \$6,000 allowance included in the original sales order. Chief Osero is waiting for the final invoice for his review.

Chief Osero and I request that the Town Board consider making a motion at the September 23, 2024 town board meeting to pre-approve final payment for the Fire Truck in an amount not to exceed \$300,000.

This final payment was not anticipated until 2025 and is not included in the 2024 Budget. A Resolution for a Budget Amendment will be presented to the Town Board at the October 14, 2024 Town Board meeting.

**TOWN OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN  
RESOLUTION 2024-11**

**RESOLUTION APPROVING CERTIFIED SURVEY MAP  
FOR 1295 W. WINNECONNE AVENUE  
WINNEBAGO COUNTY PLANNING AND ZONING CSM Log # 6399**

WHEREAS, Winnebago County Planning and Zoning submitted CSM Log # 6399 for Town review, as attached as Exhibit 1; and

WHEREAS, on August 19, 2024, the Town of Neenah Plan Commission held a meeting on a Certified Survey Map (CSM) filed by Carow Land Surveying on behalf of property owner Brian Falck et al. to combine two lots as described on the attached CSM in the Town of Neenah, Winnebago County Planning and Zoning CSM Log # 6399; and

WHEREAS, at the meeting, the Plan Commission recommended approval of the above mentioned CSM; and

NOW THEREFORE BE IT RESOLVED that the Town Board approves the CSM for 1295 W. Winneconne Avenue, County Planning and Zoning CSM Log # 6399.

FURTHER RESOLVED that The Town Chairman and Town Administrator-Clerk-Treasurer are authorized to sign the above mentioned CSM.

Dated this 23rd day of September 2024.

TOWN OF NEENAH

By:

\_\_\_\_\_  
Robert Schmeichel,  
Town Chairperson

Attest:

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

**TOWN OF NEENAH PLAN COMMISSION MEETING**

Monday, September 16, 2024

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

**Present for Plan Commission:** Commissioner Brett Armstrong, Commissioner Jeremy Kwiatkowski, Commissioner Josh Lautenschlager, Commissioner Russ Meerdink

**Present for Plan Commission via Zoom:** Brandon Nielsen

**Excused:** Plan Chair Pete Weyenberg, Commissioner Jody Andres

**Also Present:** Deputy Clerk-Treasurer Vicki Boushele, Administrator, Clerk-Treasurer Ellen Skerke, Jim Weiss, Brian Falck

**Meeting called to order** by E. Skerke in absence of Chair Weyenberg and asked for a nomination for acting Chair. J Lautenschlager nominated Brett Armstrong Josh Lautenschlager. Motion carried by voice vote.

**Public Forum**

- None

**Approve August 19, 2024, Plan Commission Meeting Minutes**

**Motion:** J. Lautenschlager, R. Meerdink

Motion carried by voice vote.

**Input/Discussion/Action**

**Zoning Map Amendment**

*Resolution 2024-11 – Certified Survey Map*

*Applicant:* Brian Falck

*Location of Premises Affected:* 1295 W. Winneconne Ave.

*Tax Parcel No:* 010-028001 and 010-0280

- Brian Falck, owner was in attendance and responded to questions regarding use of property. B. Falck explained that he will keep the property as it is the last piece from his grandparents' land.
- R. Meerdink asked about access to the property. B. Falck replied Zoning told him there is another access point that his aunt's had created when they had the property.
- Per B. Falck, Lot 2 is large enough to support the structures that are on the lot. He would like to add one more structure right near the Lot 1 lot line.

**Motion** B. Nielsen / J. Kwiatkowski to approve zoning map amendment request.

Motion carried by voice vote.

**New Business**

- None

**Old Business**

- None

Next regularly scheduled Plan Commission Meeting, Monday October 21, 2024, at 7:00 p.m.

**Adjourn:**

**Motion:** J. Lautenschlager / R. Meerdink o adjourn. Motion carried. Adjourned at 7:20 pm

Respectfully submitted,  
*Victoria Boushele*

Victoria Boushele  
Deputy Clerk-Treasurer

Approved: DRAFT – Pending Approval

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP NO. 3082, AS DESCRIBED IN DOCUMENT NO. 894555. LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 29, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**OWNER(S) OF RECORD:**  
 BRIAN K. FALCK  
 SHIRLEY E. AUGUST

**PARCEL NO.(S):**  
 0100280  
 010028001

**DOCUMENT NO.(S):**  
 1560219  
 1917472

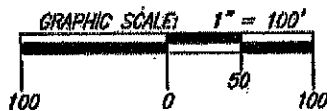
NORTH IS REFERENCED TO THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 29, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS  $N00^{\circ}05'45"E$  PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)

**LEGEND:**

- = 1 1/2" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
- ⊕ = 1 1/2" O.D. ROUND IRON PIPE FOUND
- ⊞ = SURVEY NAIL MONUMENT FOUND
- ⊚ = WINNEBAGO MONUMENT FOUND
- ( ) = RECORDED AS BEARING OR DISTANCE
- ⊗ = WELL

**NOTES:**

- THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP OF THE LOTS. SALE OR TRANSFER OF THE LOTS REQUIRES A DEED.
- PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY, ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED WITH THE TOWN OF NEENAH AND WINNEBAGO COUNTY
- FIELD SURVEY DATE: 6-5-24



UNPLATTED LANDS  
 OWNER(S): P&G BENCARRE  
 COMPLEX, LLC.

C.T.H. "CB" (WIDTH VARIES)

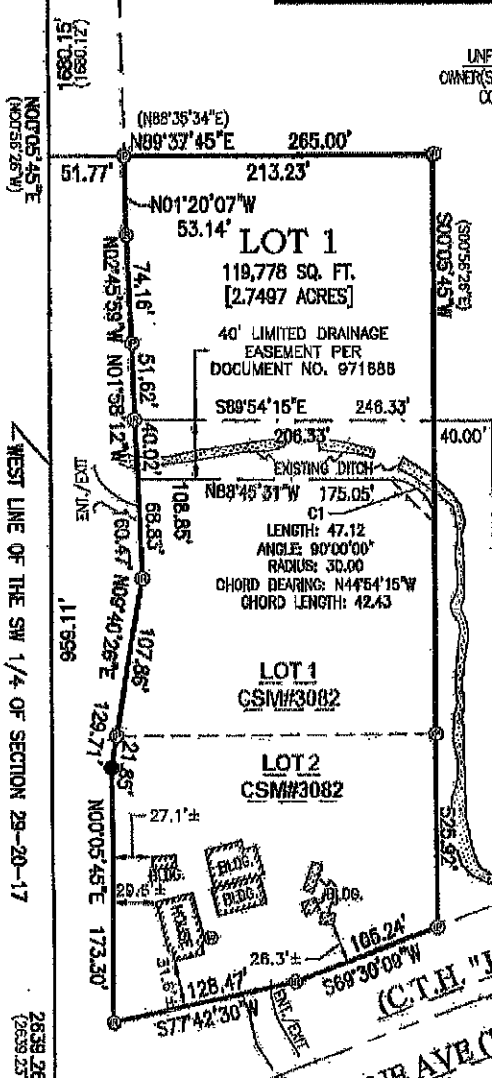
WEST LINE OF THE SW 1/4 OF SECTION 29-20-17

C.T.H. "J"

W. WINNECONN AVE (VARIES)

WEST 1/4  
 CORNER OF  
 SECTION  
 29-20-17

SOUTHWEST  
 CORNER OF  
 SECTION  
 29-20-17



CHRISTOPHER E. PERREAULT, PL8-2240 DATED  
 CAROW LAND SURVEYING & ENVIRONMENTAL  
 615 N. LYNDALE DR., APPLETON, WI 54914  
 N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54186  
 PHONE: (920)731-4166  
 A2406.75 DATED: 7/29/24 DRAFTED BY: am/ajv-NJO

**CERTIFIED SURVEY MAP NO.**

BEING PART OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 3082 AS RECORDED IN DOCUMENT NO. 894555, LOCATED IN THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 29, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEEBAH, WINNEBAGO COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, COMBINED, AND MAPPED PART OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 3082 AS RECORDED IN DOCUMENT NO. 894555, LOCATED IN THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 29, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEEBAH, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 29; THENCE N00°05'45"E, 959.11 FEET ALONG THE WEST LINE OF THE SOUTHWEST ¼ OF SECTION 29 TO THE NORTH LINE OF CERTIFIED SURVEY MAP NO. 3082; THENCE N89°37'45"E, 51.77 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF C.T.H. "CB" AND THE POINT OF BEGINNING; THENCE CONTINUING N89°37'45"E, 213.23 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF SAID CERTIFIED SURVEY MAP; THENCE S00°05'45"W, 525.92 FEET ALONG SAID EAST LINE TO THE NORTHWEST LINE OF W. WINNECONNE AVE. (C.T.H. "J"); THENCE S69°30'09"W, 105.24 FEET ALONG SAID NORTHWEST LINE; THENCE S77°42'30"W, 128.47 FEET ALONG SAID NORTHWEST LINE TO THE EAST LINE OF C.T.H. "CB"; THENCE N00°05'45"E, 173.30 FEET ALONG SAID EAST LINE; THENCE N09°40'26"E, 129.71 FEET ALONG SAID EAST LINE; THENCE N01°58'12"W, 160.47 FEET ALONG SAID EAST LINE; THENCE N02°45'59"W, 74.16 FEET ALONG SAID EAST LINE; THENCE N01°20'07"W, 53.14 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF BRIAN FALCK, 1295 W. WINNECONNE AVE., NEEBAH, WI 54956.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND THE COMBINATION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY AND THE TOWN OF NEEBAH.

CHRISTOPHER E. PERREAULT, PLS-2249 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DR., APPLETON, WI 54914  
N5841 S.T.H. "47-55", SHAWANO, WI 54166  
PHONE: (920)731-4168  
A2405.75 (RFR) 7-25-2024

**NOTES:**

- (1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 0100280 & 010028001.
- (2) THE PROPERTY OWNER (S) OF RECORD IS (ARE): BRIAN K. FALCK AND SHIRLEY E. AUGUST.
- (3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NO.S: 1560219 & 1917472.

**COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:**

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

**TOWN BOARD CERTIFICATE:**

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE TOWN BOARD OF THE TOWN OF NEEBAH ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
TOWN CHAIRMAN

\_\_\_\_\_  
TOWN CLERK

**CERTIFIED SURVEY MAP NO.**

BEING PART OF LOTS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 3082 AS RECORDED IN DOCUMENT NO. 894555, LOCATED IN THE SOUTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 29, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN.

**CITY OF NEENAH APPROVAL:**

THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE CITY OF NEENAH ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
COMMUNITY DEVELOPMENT DEPARTMENT

**TREASURER CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
TOWN TREASURER                      DATED                      COUNTY TREASURER                      DATED

**OWNER'S CERTIFICATE:**

AS OWNER (S), I (WE) HEREBY CERTIFY I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, COMBINED AND MAPPED AS SHOWN ON THIS MAP. I (WE) ALSO CERTIFY THAT THIS MAP REQUIRES THE APPROVAL OF THE FOLLOWING: WINNEBAGO COUNTY, TOWN OF NEENAH AND CITY OF NEENAH.

IN WITNESS THEREOF:

\_\_\_\_\_  
BRIAN K. FALCK

\_\_\_\_\_  
SHIRLEY E. AUGUST

STATE OF WISCONSIN )  
                                  ) SS  
\_\_\_\_\_) COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_,  
THE ABOVE NAMED OWNER (S), TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE  
FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC,

\_\_\_\_\_, WISCONSIN  
MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_  
CHRISTOPHER E. PERREAULT PLS-2249, DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DR., APPLETON, WI 54914  
N5841 S.T.H. "47-55", SHAWANO, WI 54166  
PHONE: (920)731-4168  
A2405.75 (RFR) 7-25-2024



MEMORANDUM

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To: Town Board  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: September 23, 2024  
Memo: Urban Forestry Grant – Resolution 2024-12

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The Wisconsin Department of Natural Resources offers Urban Forestry Grants to local municipalities. The grant program has three categories: Regular Grants, Startup Grants and Catastrophic Storm Grants.

- The Startup Grants can be awarded for up to three years.
- In 2023, the Town was awarded their first Start Up grant of \$5,000. (year 1)
- The Committee would like to apply for year 2 of the startup grant program for 2025 funding.
- The DNR requires a new resolution for each application year.
- The Town Board approved a similar Resolution in 2023, Resolution 2023-17.

The startup grant is a 50/50 reimbursement program with a cost range of \$1,000 - \$5,000. (Total project cost range \$2,000 - \$10,000).

Resolution 2024-12 would give the Parks and Trails Committee authorization to apply for a 2025 startup grant. The Resolution is tailored from a sample resolution provided by the DNR and with DNR's encouragement, it is a combined authorizing resolution. In the DNR's words *"It allows the Authorized Representative to submit both Urban Forestry and/or Urban Forestry Catastrophic Storm grant applications. This is strongly recommended, so that, if a catastrophic storm event occurs and the Governor declares a State of Emergency in the applicant's county, then the applicant's Authorized Representative already has the authority to apply for an Urban Forestry Catastrophic Storm grant."*

The Parks and Trails Committee's goal is to apply for the full grant amount of \$5,000 in 2025 and again in 2026 to complete the three-year startup cycle. Following the start up grant cycle, the Town would be eligible to apply in the regular grant program.

The Parks and Trails Committee is respectfully requesting that the Town Board support this initiative to improve the urban forestation in the Town Parks.

**RESOLUTION NO. 2024-12**

**COMBINED AUTHORIZING RESOLUTION FOR  
URBAN FORESTRY GRANT AND  
URBAN FORESTRY CATASTROPHIC STORM GRANT PROGRAMS**

**WHEREAS**, the Town of Neenah is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and

**WHEREAS**, the Town of Neenah attests to the validity and veracity of the statements and representations contained in the grant application; and

**WHEREAS**, the Town of Neenah requests a grant agreement to carry out the project;

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Neenah, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

**BE IT FURTHER RESOLVED**, the Town of Neenah will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers Town Administrator-Clerk-Treasurer and Town of Neenah Parks and Trails Committee Chair, its officials or employees, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 23<sup>rd</sup> day of September, 2024.

TOWN OF NEENAH

By:

\_\_\_\_\_  
Robert E. Schmeichel  
Town Chairman

Attest: I hereby certify that the foregoing resolution was duly adopted by Town of Neenah Board of Supervisors at a legal meeting on the 23<sup>rd</sup> day of September, 2023.

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

\_\_\_\_\_  
Date

**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 2025; 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 2025.

**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, 2025 and continuing through December 31, 2025.
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 2025 is approximately \$2,845 per mile which yields a GTA payment for Neenah of approximately \$77,782.
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

MISCELLANEOUS ACTIVITIES

- Seal Coating
- Grading
- Paving
- Bridge Inspections and Repairs
- Equipment Repairs

4. The Town shall pay for all maintenance work performed & delivered in accordance with the wage rates, material costs and machinery rental rates of the Winnebago County Highway Department as established by Winnebago County.
5. All work will be on a time and materials basis and will be at the direction of the Town.
6. In addition to the wage rates, material costs, and equipment rental rates it is agreed that the cost for salt shall be \$96.00 per ton.
7. Both parties agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation as defined in s.51.01(5) Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
8. The Town of Neenah agrees at all times during the term of this agreement to; indemnify, save harmless, and defend Winnebago County, its Board, Officers, Employees, and Representatives may sustain, incur or be required to pay by reason Winnebago County, furnishing services, or goods required to be provided under this Agreement, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs, or expenses caused solely by or resulting from the acts or omissions of Winnebago County, its Agencies, Boards, Officers, Employees, or Representatives.

**IN WITNESS WHEREOF** the parties have hereunto set their hands and seals this

\_\_\_\_\_ Day of \_\_\_\_\_, 2024.

TOWN of Neenah

CHAIRMAN \_\_\_\_\_

CLERK \_\_\_\_\_

Winnebago County Highway Department

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

Robert Doemel, Commissioner  
Winnebago County Highway Department

MEMORANDUM

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To: Town Bord of Supervisors  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: September 23, 2024  
Memo: Cell Tower Lease

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The current cell tower lease agreement that the Town holds was signed in September 2014 , terms are 5 years with automatic renewal for Four (4) successive Five (5) year Renewal Lease Term(s). Annual rent started at \$15,000 with an annual 3% increase over the previous year's base rent on the anniversary of commencement. Any additional subleases will provide additional rental income of 15% of the sublessee rent. Increase to this 15 % portion will be determined by the sublease agreement. There is one sublease on the tower.

The Town received offers from two companies to buy out our exiting lease. One of those buyout offers is from our current lessee. The Town also received a request from our current lessee to amend the current lease extending it an additional 25 years.

There are two agenda items for consideration of each of these items, The amendment to extend the lease terms and the buyout offers.