

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

**DATE:** Monday, September 9, 2024

**TIME:** 7:00 pm

**LOCATION:** 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 813 1035 0754 Passcode: 038938 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/81310350754?pwd=wbjgPl1GnYWxYyqutfiJgT1Lti4JbS.1>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES August 26, 2024 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. Building Permit Report – August 2024
6. DISCUSSION / ACTION
  - a. Approve Vouchers, Payroll and Bank Transactions September 9, 2024
  - b. 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.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Sanitary District #2 Commissioner Meeting, Tuesday September 10, 2024 7:00 p.m.
  - b. Plan Commission Meeting, Monday September 16, 2024 at 7:00 p.m.
  - c. Sanitary District # 2 Budget Workshop, Tuesday September 17, 2024 at 1:00 p.m.
  - d. Town of Neenah / Stormwater Utility District Budget Workshop
  - e. Fire Department Business Meeting, Wednesday September 4, 2024 at 6:00 p.m.
  - f. Next Town Board Meeting, Monday September 23, 2024 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

**Closed Session Contemplated: NO**

Ellen Skerke, Administrator-Clerk-Treasurer  
September 5, 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 5, 2024 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

## TOWN OF NEENAH TOWN BOARD MEETING

August 26, 2024

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

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

**Also in Attendance:** Jeremey Kwiatkowski, Fire Chief Dan Osero, Winnebago County Board Supervisor Chuck Farrey, Winnebago County Officers, Deputy Clerk-Treasurer Vicki Boushele, and Administrator-Clerk-Treasurer Ellen Skerke.

**Also in Attendance via Zoom:** Carrie Sturn,

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

### Approval of Minutes

**Motion:** B. Cardoza / D. Bluma to approve August 12, 2024 Town Board meeting minutes.

Motion carried 5:0:0

### Public Forum

- None

### Public Forum for Recognized Municipal and County Officials

- Don Nussbaum , Winnebago County Board Supervisor present
- Winnebago County Sheriff Department Deputies, R. Schmeichel asked them to keep Larsen Road on their list of locations to monitor for speed, also he has to monitor Muttart Road for truck traffic, he has noticed an increase in truck traffic which is prohibited.

### Correspondences

- None

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions August 26, 2024 .*

**Motion:** J. Weiss / T. Wilde to approve

Motion Carried 5:0:0.

#### **Agreements**

*Approve Joint Powers Agreement with Winnebago County 911 Emergency System*

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

Motion Carried 5:0:0.

#### **Fire Department**

*Report from Fire Chief Dan Osero*

- D. Osero provided updates as follows:
  - Year-to-date the Department has responded to 133 calls, typically the volume is split between fire calls and medical calls, this year it is leaning heavier on medical calls.
  - The new cascade system is fully operational
  - The air line system is fully functional
  - Numerous fire fighters have completed different training opportunities including Chris Plier, Joe Lontkoski, Rick Crause, Matt Schmeichel. Nick Dorton and Nate Simington traveled for a two-day extrication training session
  - The Department is looking into battery operated extraction equipment

- End of July the Department participated in a “Drafting” operation near Paynes Point Hook and Spear Club. D. Osero is looking into having dry hydrants installed in several locations.
- A new training opportunity is coming up for Grain Bin Rescue, offered by Town of Utica.
- D. Osero stated the new Engine 39 is in full production, when it is 80% complete, members from the Fire Department will travel to inspect the vehicle and make any necessary changes for equipment storage, with a final inspection upon delivery. He anticipates an end of September, early October for delivery. It will take a month or so to train on the new engine before it is put into service.
- D. Osero is investigating various opportunities for selling the old engine 39. Wisconsin Surplus Online Auction is one option. R. Schmeichel suggested we consider WTA magazine.
- Fire Department radio purchase is in process. Most equipment has been received at Frank’s Radio and is being programmed. , could try to sell the old radios on Wisconsin Surplus Online Auction. Surplus.
- The Rolling Parade event was successful, one day of bad weather postponed the event.
- The Ride to School in a Fire Truck event is successful with over 200 entries.
- D. Osero questioned if the Town of Neenah has a water agreement with Village of Fox Crossing to use their hydrants?
- D. Osero will write an article for the newsletter about the new fire truck.
- D. Osero questioned if the Town Board has made any progress or decisions about leaf burning, that time of year is quickly approaching.

### **Fire Department Personnel**

*New Hire per Fire Chief Report, hire date effective August 26, 2024*

- D. Osero requested that this item be postponed until further notice.

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

- Holiday, Labor Day, Monday September 2, 2024, Office Closed
- Parks and Trails Committee Meeting, Tuesday September 3, 2024 6:00 p.m.at Keating Park, 128 Klompen Court.
- Fire Department Business Meeting, Wednesday September 4, 2024 at 6:00 p.m.
- Next Town Board Meeting, Monday September 9, 2024 at 7:00 p.m.

### **Old Business**

- E. Skerke noted the progress at 7340 Woodenshoe Rd. Board agreed it was sufficient, E. Skerke to follow up with Attorney Parmentier to discuss an agreement with property owner for required property maintenance and to close the court order.
- E. Skerke discussed the status of the use of drop boxes for Elections. The recent WI Supreme Court ruling was made during the middle of the August Primary Election, the decision was made to not change the policy mid election cycle. E. Skerke is considering how to manage the November Election. She noted there are news stories about various communities throughout the State where the Elected body is taking action to make the decision. She asked for Town Board guidance if they wanted to be involved in the decision. Use of drop boxes is not mandatory and is at the discretion of the municipal clerk. The Board will leave the decision to E. Skerke.
- R. Schmeichel noted the deteriorating condition of the barn located on County Rd. A. Directed E. Skerke to send a courtesy letter to property owners.

**New Business**

- R. Schmeichel noted a new webinar posted by Wisconsin Towns Association regarding a new Flood Resiliency Grant Opportunity.

**Adjourn Meeting**

**Motion:** D. Bluma / B. Cardoza to adjourn. Motion carried. Meeting adjourned at 7:50 p.m.

Respectfully submitted,



Ellen Skerke,  
Administrator--Clerk-Treasurer

Approved: DRAFT – Pending Approval

# Voucher List Authorization - Sept 9, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
9/9/2024	General MM	Checking	\$ 155,000.00	9-9-24 Vouchers
9/9/2024	Taxes Collected	General MM	\$ 71.63	Transfer Aug. 2024 interest

Accounts Payable 9/9/2024 \$ 131,845.14

Notification of New Vendors None

Payroll	Payroll	\$ 15,855.20
	Expense Reimburse	\$ 408.76
	Gross Payroll	\$ 16,263.96
	Net Payroll	\$ 13,653.24

Election Payroll 8-13-2024 Election \$ 2,328.00

### Paid via Bank Transfer:

Nationwide:	\$ 1,189.16
Federal Tax/Medicare:	\$ 1,741.76
State Taxes:	\$ 471.85
Wisconsin Retirement:	\$ 797.64
Wisconsin Health Insurance	\$ 1,124.60

### Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
8/1/2024	General MM	\$ 37,090.00	Utility Aid City of Neenah
8/13/2024	General MM	\$ 2,500.00	sale of old cascade system
8/15/2024	General MM	\$ 291.99	Recycling
8/20/2024	General MM	\$ 2,792.12	Various
8/22/2024	General MM	\$ 173,427.22	August Tax Settlement
8/29/2024	General MM	\$ 5,884.91	Various
8/30/2024	General MM	\$ 1,822.22	Cell tower
8/31/2024	Various	\$ 12,982.75	Interest Earned
<b>TOTAL Deposits</b>		<b>\$ 236,791.21</b>	

### Account Balances as of September 10, 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	\$ 5,458			
Membership account	\$ 5			
General MM	\$ 379,146	\$	811,746	\$ 1,190,893
Impact Fee	\$ 8,020			
Taxes Collected	\$ -	\$ -		
Tullar Rd Fund		\$	39,148	
Storm Water	\$ 900,230	\$ -	\$ 540,242	\$ 1,440,472
CFCU	\$ 525			
<b>TOTAL</b>	<b>\$ 1,293,383</b>	<b>\$ -</b>	<b>\$ 1,391,137</b>	
<b>GRAND TOTAL</b>		<b>\$</b>	<b>2,684,520</b>	

Note - Two CD's matured in August 2024, Taxes Collected CD distributed with August Settlement, Stormwater CD deposited to Storm MM

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

3:15 PM  
09/07/24

Town of Neenah  
Check Detail  
September 9 - 10, 2024

Accounts Payable  
\$131,845.14

Date	Num	Name	Memo	Account	Paid Amount
09/10/2024	29040	A to Z Cleaning		11010-1 · Checking - Prosp...	
09/09/2024	6970		7340 Woodenshoe Rd	53640-1 · Razing Expenses	-4,510.00
TOTAL					-4,510.00
09/10/2024	29041	Aberdean Consulting LLC		11010-1 · Checking - Prosp...	
09/09/2024	72041		September billing September billing	51420-4 · Office Expenses 52210-3 · Fire Dept Supplies ...	-722.00 -22.00
TOTAL					-744.00
09/10/2024	29042	Aquatic Biologists Inc		11010-1 · Checking - Prosp...	
09/09/2024	2793...		troubleshoot	55200-8 · Conservancy Park ...	-118.75
TOTAL					-118.75
09/10/2024	29043	C&C Well Service		11010-1 · Checking - Prosp...	
09/09/2024	5083		Repairs to well casing an...	55300-7 · Mahler Park Expen...	-2,683.68
TOTAL					-2,683.68
09/10/2024	29044	Fahrner Asphalt Sealers LLC		11010-1 · Checking - Prosp...	
09/09/2024	8300...		Complete payment for roa...	53311-8 · Chip Sealing	-4,527.00
09/09/2024	8300...		2024 chip seal (west side)	53311-8 · Chip Sealing	-108,969.00
TOTAL					-113,496.00
09/10/2024	29045	Gold Cross Ambulance		11010-1 · Checking - Prosp...	
09/09/2024	8040		AED pads / glucose strips...	52300-1 · First Resp. Training...	-352.21
TOTAL					-352.21
09/10/2024	29046	Industrial Safety, Inc		11010-1 · Checking - Prosp...	
09/09/2024	66337		6' steel ny roof hook	52210-9 · Fire Dept. New Equ...	-360.66
TOTAL					-360.66
09/10/2024	29047	Krueger True Value		11010-1 · Checking - Prosp...	
09/09/2024	Aug ...			51610-1 · Maintenance & Ope... 55300-7 · Mahler Park Expen...	-143.17 -28.76
TOTAL					-171.93
09/10/2024	29048	McMahon Associates, Inc		11010-1 · Checking - Prosp...	
09/09/2024	8016...		design service for road plan	53314-4 · Hwy -Larsen Rd - M...	-1,190.00
TOTAL					-1,190.00
09/10/2024	29049	Motorola Solutions, Inc		11010-1 · Checking - Prosp...	
09/09/2024	8281...			52210-7 · Fire Dept. Radio Pa...	-7,123.11

**Town of Neenah**  
**Check Detail**  
 September 9 - 10, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL					-7,123.11
09/10/2024	29050	Outdoor Independence LLC		11010-1 · Checking - Prosp...	
09/09/2024	4235		2 loads of chips	55300-9 · Keating Park Expen...	-100.00
TOTAL					-100.00
09/10/2024	29051	Skerke, Ellen	Reimburse for filing fee ...	11010-1 · Checking - Prosp...	
09/09/2024			cost to file for 501c3 with 1...	52211-2 · Fire Dept - Legal Ex...	-275.00
TOTAL					-275.00
09/10/2024	29052	Staples Advantage		11010-1 · Checking - Prosp...	
09/09/2024	7001...			51420-4 · Office Expenses	-122.38
TOTAL					-122.38
09/10/2024	29023	USPS		11010-1 · Checking - Prosp...	
09/04/2024	fall2...		postage for Fall 2024 new...	51420-5 · Newsletter	-512.42
TOTAL					-512.42
09/10/2024	29053	Winnebago Liquid Waste	51610-1	11010-1 · Checking - Prosp...	
09/09/2024	1984...		9/27/2024 date of service	51610-1 · Maintenance & Ope...	-85.00
TOTAL					-85.00

Town of Neenah  
Check Detail  
September 12, 2024

Payroll  
Gross = 16,263.96  
Net = 13,653.24

Date	Num	Name	Memo	Account	Paid Amount
09/12/2024	DD1818	Armstrong, Glenn	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	53311-0 · Highway & Street - Salary	-250.00
			Direct Deposit	6-59305 · SW - Drainage - Salary	-75.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-24.38
			Direct Deposit	21520-0 · Nationwide Payable	24.38
			Direct Deposit	53311-1 · Hwy Mileage and Expenses	-65.66
			Direct Deposit	65000 · Medicare Taxes	-4.71
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.71
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.71
			Direct Deposit	2110 · Direct Deposit Liabilities	385.95
TOTAL					0.00
09/12/2024	DD1819	Bluma, David	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-90.00
			Direct Deposit	6-59100 · Stormwater - Per Diem	-45.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-60.94
			Direct Deposit	21520-0 · Nationwide Payable	60.94
			Direct Deposit	24000-0 · Payroll Liabilities	61.50
			Direct Deposit	65000 · Medicare Taxes	-11.78
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.78
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.78
			Direct Deposit	24000-0 · Payroll Liabilities	30.00
			Direct Deposit	2110 · Direct Deposit Liabilities	709.22
TOTAL					0.00
09/12/2024	DD1820	Boushele, Victoria L	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51420-2 · Deputy Clerk/Tras. - Salary	-2,278.50
			Direct Deposit	66000 · Nationwide Retirement Expense	-170.89
			Direct Deposit	21520-0 · Nationwide Payable	170.89
			Direct Deposit	24000-0 · Payroll Liabilities	108.00
			Direct Deposit	65000 · Medicare Taxes	-33.04
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.04
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.04
			Direct Deposit	24000-0 · Payroll Liabilities	72.62
			Direct Deposit	2110 · Direct Deposit Liabilities	2,064.84
TOTAL					0.00
09/12/2024	DD1821	Cardoza, Brooke	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-45.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-54.19
			Direct Deposit	21520-0 · Nationwide Payable	54.19
			Direct Deposit	24000-0 · Payroll Liabilities	110.00
			Direct Deposit	65000 · Medicare Taxes	-10.47
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.47
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.47
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	2110 · Direct Deposit Liabilities	552.03
TOTAL					0.00
09/12/2024	DD1822	Davis, Douglas	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51610-2 · Maintenance - Salary	-537.50
			Direct Deposit	51440-1 · Election Wages	-100.00
			Direct Deposit	55300-1 · Parks - CPM additional services	-150.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-59.06
			Direct Deposit	21520-0 · Nationwide Payable	59.06
			Direct Deposit	65000 · Medicare Taxes	-11.42
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.42
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.42
			Direct Deposit	2110 · Direct Deposit Liabilities	776.08
TOTAL					0.00
09/12/2024	DD1823	Klinka, Gary	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52400-0 · Building Inspection	-1,224.20
			Direct Deposit	66000 · Nationwide Retirement Expense	-91.82
			Direct Deposit	21520-0 · Nationwide Payable	91.82
			Direct Deposit	65000 · Medicare Taxes	-17.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	17.75
			Direct Deposit	21514-0 · Medicare Taxes Payable	17.75
			Direct Deposit	2110 · Direct Deposit Liabilities	1,206.45
TOTAL					0.00



Town of Neenah  
Check Detail  
September 12, 2024

Date	Num	Name	Memo	Account	Paid Amount
09/12/2024	DD1824	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52210-0 · Fire Chief - Salary	-700.00
			Direct Deposit	68000 · Nationwide Retirement Expense	-52.50
			Direct Deposit	21520-0 · Nationwide Payable	52.50
			Direct Deposit	65000 · Medicare Taxes	-10.15
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.15
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.15
			Direct Deposit	2110 · Direct Deposit Liabilities	689.85
TOTAL					0.00
09/12/2024	DD1825	Pleshek, Cynthia	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52210-3 · Fire Dept Supplies and Repairs	-90.83
			Direct Deposit	2110 · Direct Deposit Liabilities	90.83
TOTAL					0.00
09/12/2024	DD1826	Pfler, Christopher J.	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52210-0 · Fire Chief - Salary	-200.00
			Direct Deposit	68000 · Nationwide Retirement Expense	-15.00
			Direct Deposit	21520-0 · Nationwide Payable	15.00
			Direct Deposit	65000 · Medicare Taxes	-2.90
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.90
			Direct Deposit	21514-0 · Medicare Taxes Payable	2.90
			Direct Deposit	2110 · Direct Deposit Liabilities	197.10
TOTAL					0.00
09/12/2024	29024	Schmelchel, Robert E.		11010-1 · Checking - Prospera (150)	
				51100-1 · Chairman - Salary	-1,355.00
				51100-2 · Chairman per diem	-135.00
				6-59100 · Stormwater - Per Diem	-45.00
				68000 · Nationwide Retirement Expense	-115.13
				21520-0 · Nationwide Payable	115.13
				51100-3 · Chairman Expenses	-22.11
				24000-0 · Payroll Liabilities	100.00
				65000 · Medicare Taxes	-22.25
				21514-0 · Medicare Taxes Payable	22.25
				21514-0 · Medicare Taxes Payable	22.25
				24000-0 · Payroll Liabilities	64.63
TOTAL					-1,370.23
09/12/2024	DD1827	Skerke, Ellen J	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51420-0 · Clerk - Salary	-5,780.00
			Direct Deposit	21530-0 · WRS Payable	398.82
			Direct Deposit	51421-0 · Clerk Retirement Expense	-398.82
			Direct Deposit	21530-0 · WRS Payable	398.82
			Direct Deposit	68000 · Nationwide Retirement Expense	-433.50
			Direct Deposit	21520-0 · Nationwide Payable	433.50
			Direct Deposit	21533-0 · Health Insurance Payable	224.92
			Direct Deposit	51421-2 · Clerk- Health Insurance	-899.68
			Direct Deposit	21533-0 · Health Insurance Payable	899.68
			Direct Deposit	51420-1 · Clerk Treasurer Expense	-32.16
			Direct Deposit	51420-4 · Office Expenses	-198.00
			Direct Deposit	24000-0 · Payroll Liabilities	832.00
			Direct Deposit	65000 · Medicare Taxes	-80.55
			Direct Deposit	21514-0 · Medicare Taxes Payable	80.55
			Direct Deposit	21514-0 · Medicare Taxes Payable	80.55
			Direct Deposit	24000-0 · Payroll Liabilities	227.20
			Direct Deposit	2110 · Direct Deposit Liabilities	4,246.67
TOTAL					0.00
09/12/2024	29025	Weiss, James		11010-1 · Checking - Prospera (150)	
				51110-1 · Supervisors - Salaries	-677.50
				51110-2 · Supervisors per diem	-45.00
				68000 · Nationwide Retirement Expense	-54.19
				21520-0 · Nationwide Payable	54.19
				65000 · Medicare Taxes	-10.48
				21514-0 · Medicare Taxes Payable	10.48
				21514-0 · Medicare Taxes Payable	10.48
TOTAL					-712.02
09/12/2024	DD1828	Wilde, Thomas	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-45.00
			Direct Deposit	6-59100 · Stormwater - Per Diem	-45.00

Town of Neenah  
Check Detail  
September 12, 2024

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66000 · Nationwide Retirement Expense	-57.56
			Direct Deposit	21520-0 · Nationwide Payable	57.56
			Direct Deposit	24000-0 · Payroll Liabilities	77.00
			Direct Deposit	65000 · Medicare Taxes	-11.13
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.13
			Direct Deposit	21514-0 · Medicare Taxes Payable	11.13
			Direct Deposit	24000-0 · Payroll Liabilities	27.40
			Direct Deposit	2110 · Direct Deposit Liabilities	651.97
TOTAL					0.00

11:21 AM  
09/05/24

Town of Neenah  
Check Detail  
September 13, 2024

Elections Wages  
\$2,328.00

Date	Num	Name	Memo	Account	Paid Amount
09/13/2024	29026	Armstrong , Krsti		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-224.00
TOTAL					-224.00
09/13/2024	29027	Barker , Dawn		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-124.00
TOTAL					-124.00
09/13/2024	29028	Behringer , Sharon		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-224.00
TOTAL					-224.00
09/13/2024	29029	Epley, Linda		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-218.00
TOTAL					-218.00
09/13/2024	29030	Gauger, Sandra		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-124.00
TOTAL					-124.00
09/13/2024	29031	Hendrickson, Kay		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-124.00
TOTAL					-124.00
09/13/2024	29032	Nelson, Tom		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-149.00
TOTAL					-149.00
09/13/2024	29033	Sargent, Lori (v)		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-161.00
TOTAL					-161.00
09/13/2024	29034	Schmeichel, Susan A.		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-286.00
TOTAL					-286.00
09/13/2024	29035	Shaddock, Deb		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-124.00
TOTAL					-124.00
09/13/2024	29036	Stanek, Ginger K.		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-186.00
TOTAL					-186.00
09/13/2024	29037	Swanson, Eileen		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-124.00
TOTAL					-124.00
09/13/2024	29038	Webster, Wanda		11010-1 · Checking - Prospera (150)	
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-24.00
TOTAL					-24.00
09/13/2024	29039	Wilde, Barb		11010-1 · Checking - Prospera (150)	

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09/05/24

Town of Neenah  
**Check Detail**  
September 13, 2024

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Date	Num	Name	Memo	Account	Paid Amount
09/13/2024	2024 P...		Partisan Primary 2024	51440-1 · Election Wages	-236.00
TOTAL					-236.00

11:26 AM  
09/05/24

Town of Neenah  
Payroll Transaction Detail  
September 2024

Nationwide  
\$1,189.16

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
09/12/2024	DD18...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-24.38
						-24.38
09/12/2024	DD18...	Paycheck	Bluma, David	Nationwide Retirement Fund	0.00	-60.94
						-60.94
09/12/2024	DD18...	Paycheck	Boushele, Victoria L	Nationwide Retirement Fund	0.00	-170.89
						-170.89
09/12/2024	DD18...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-54.19
						-54.19
09/12/2024	DD18...	Paycheck	Davis, Douglas	Nationwide Retirement Fund	0.00	-59.06
						-59.06
09/12/2024	DD18...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-91.82
						-91.82
09/12/2024	DD18...	Paycheck	Osero, Daniel W.	Nationwide Retirement Fund	0.00	-52.50
						-52.50
09/12/2024	DD18...	Paycheck	Pleshek, Cynthia	Nationwide Retirement Fund	0.00	0.00
						0.00
09/12/2024	DD18...	Paycheck	Pfler, Christopher J.	Nationwide Retirement Fund	0.00	-15.00
						-15.00
09/12/2024	29024	Paycheck	Schmeichel, Robert...	Nationwide Retirement Fund	0.00	-115.13
						-115.13
09/12/2024	DD18...	Paycheck	Skerke, Ellen J	Nationwide Retirement Fund	0.00	-433.50
						-433.50
09/12/2024	29025	Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-54.19
						-54.19
09/12/2024	DD18...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-57.56
						-57.56
<b>TOTAL</b>						<b>-1,189.16</b>

11:26 AM

09/05/24

Accrual Basis

Town of Neenah  
**General Ledger**  
 As of September 30, 2024

WII Retirement  
 \$797.64

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	09/12/2024	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Paycheck	09/12/2024	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Total 21530-0 · WRS Payable						797.64
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Paycheck	09/12/2024	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	-5,780.00
Total 51420-0 · Clerk - Salary						-5,780.00
<b>TOTAL</b>						<b>-4,982.36</b>

11:26 AM  
09/05/24  
Accrual Basis

Town of Neenah  
General Ledger  
As of September 30, 2024

Health Ins.  
\$1,124.60

Type	Date	Num	Name	Memo	Split	Amount
<b>21533-0 · Health Insurance Payable</b>						
Paycheck	09/12/2024	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	224.92
Paycheck	09/12/2024	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	899.68
Total 21533-0 · Health Insurance Payable						1,124.60
<b>TOTAL</b>						<b>1,124.60</b>

Town of Neenah  
Deposit Detail  
August 2024

Deposits

Date	Name	Memo	Account	Amount
08/01/2024		Deposit	11011-1 · General MM - Prospera (124)	37,090.00
	City of Neenah	July 2024 shared reven...	43690-0 · Utility Aid from City of Neenah	-37,090.00
	TOTAL			-37,090.00
08/13/2024		Deposit	11011-1 · General MM - Prospera (124)	2,500.00
	Sanitary District #2	sale of equipment - 200...	48000-0 · Misc.Revenue	-2,500.00
	TOTAL			-2,500.00
08/15/2024		Deposit	11011-1 · General MM - Prospera (124)	291.99
	Winnebago Cty. ...	July	53635-0 · Recycling	-291.99
	TOTAL			-291.99
08/20/2024		Deposit	11011-1 · General MM - Prospera (124)	2,792.12
	Assessment letters	Deposit	46110-0 · Clerk's Assessment Letters Fees	-80.00
	AT & T Franchis...	TDS	44101-0 · At&T Franchise Fees	-14.46
	Building Permits	Deposit	44310-0 · Building Permits	-1,141.26
	Cermak Lease	Jul-Aug	48200-2 · Land Rent	-500.00
	Charter Commun...	Direct TV	44100-0 · Charter Comm. Franchise Fee	-191.40
	CSM Reviews	Falck	44401-0 · CSM Reviews	-50.00
	Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-35.00
	Liquor/Beer Lice...	Rasmussen/Nee Wrest...	44110-0 · Liquor,Beer,&Cig License	-10.00
	Mahler Shelter R...	McDonalds, Butler, Car...	48200-0 · Mahler/Franzoi Shelter Rent	-360.00
	Franzoi Shelter	Rasmussen	48200-0 · Mahler/Franzoi Shelter Rent	-60.00
	Mahler Shelter R...	McDonalds KEEP DEP...	48200-0 · Mahler/Franzoi Shelter Rent	-50.00
	MB/FS Rent	Huffman	48200-1 · Municipal Building Rent	-125.00
	WE Energies Ro...	Deposit	44320-0 · Road Permits	-175.00
	TOTAL			-2,792.12
08/22/2024		Deposit	11060-1 · Taxes Collected -Prospera (125)	173,427.22
	Winnebago Cou...	Tax Settlement from W...	26101-0 · R.E. Taxes Collected	-173,427.22
	TOTAL			-173,427.22
08/29/2024		Deposit	11011-1 · General MM - Prospera (124)	5,884.91
		Deposit	46110-0 · Clerk's Assessment Letters Fees	-20.00
	Charter Commun...	Deposit	44101-0 · At&T Franchise Fees	-5,094.40
	Mahler Shelter R...	Deposit	48200-0 · Mahler/Franzoi Shelter Rent	-80.00
	Frank's Radio Se...	Deposit	48200-0 · Mahler/Franzoi Shelter Rent	-60.00
	Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-10.00
	Motel Tax	Deposit	41210-0 · Motel Tax	-620.51
	TOTAL			-5,884.91
08/30/2024		Deposit	11011-1 · General MM - Prospera (124)	1,822.22
	Cell Tower Rent	Sept Rent	48200-4 · Cell Tower	-1,630.97
	Cell Tower Rent	Sept Sublease rent	48200-4 · Cell Tower	-191.25
	TOTAL			-1,822.22



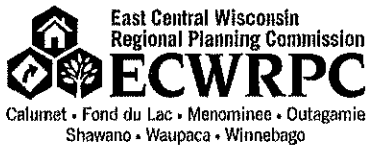
**Town of Neenah**  
**Deposit Detail**  
**August 2024**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
08/31/21		Interest	11011-1 · General MM - Prospera (124)	1,369.89
		Interest	48110-0 · Interest Income	-1,369.89
TOTAL				-1,369.89
08/31/21		Interest	11060-1 · Taxes Collected -Prospera (125)	71.63
		Interest	48195-0 · Interest - Collected Taxes	-71.63
TOTAL				-71.63
08/31/21		Interest	6-11020 · SW Savings - Prospera (127)	991.62
		Interest	6-48150 · Interest Income - Stormwater	-991.62
TOTAL				-991.62
08/31/21		Interest	11010-1 · Checking - Prospera (150)	4.66
		Interest	48110-0 · Interest Income	-4.66
TOTAL				-4.66
08/31/21		Interest	11320-5 · BNY Mellon - Tullar Road	536.81
		Interest	48160-0 · Interest Income- Tullar Road CD	-536.81
TOTAL				-536.81
08/31/21		Interest	6-11050 · SW - BNY Mellon-Pershing	2,875.28
		Interest	6-48150 · Interest Income - Stormwater	-2,875.28
TOTAL				-2,875.28
08/31/21		Interest	11900-0 · BNY Mellon - Pershing	7,132.86
		Interest	48110-0 · Interest Income	-7,132.86
TOTAL				-7,132.86

# TOWN of NEENAH

Urban Living in a Rural Setting

## Comprehensive Plan Town of Neenah, Wisconsin Proposal



July 10<sup>th</sup>, 2024

Subject: Proposal for Updating the Town of Neenah's Comprehensive Plan and Comprehensive Outdoor Recreation Plan

Dear Chairman Schmeichel and Respected Members of the Town Board,

I am pleased to present the proposed scope of work for updating the Comprehensive Plan and Comprehensive Outdoor Recreation Plan (CORP) for the Town of Neenah. The Town of Neenah is seeking to update its comprehensive plan, per Wisconsin State Statutes Chapter 66, a comprehensive plan must contain nine elements: Issues and Opportunities; Housing; Transportation; Utilities and Community Facilities; Agriculture, Natural, and Cultural Resources; Economic Development; Future Land Use; Intergovernmental Cooperation; and Implementation. By developing goals, objectives, policies, and programs throughout the plan update process, the town will create a framework for long range planning over a 20-year horizon.

In addition, the Town of Neenah is looking to update its 5-year CORP. This update will encompass a thorough revision of all chapters, maps, and associated data, ensuring compliance with state statutes and enhancing the plan's usability through concise language and rich graphical content.

The Commission estimates the process for the combined plan update will take 19-20 months from the start date to the plan adoption date, outlined in the below timetable. We plan to start with public input for both the comprehensive plan and CORP. A social pin point website along with a virtual survey will be created to garner input online, while a series of two visioning sessions will be held to get in-person feedback. Combining the public engagement for both of the plans will result in significant costs savings.

Below outlines the tasks and associated cost with each task to complete a comprehensive plan.

### **Task 1: Project Management**

- **Task 1.1 – Kick-off Meeting**
  - One in person meeting will be held for the kick-off of the project.
- **Task 1.2 – Coordinate with Staff and Plan Commission**
  - Commission Staff will provide a quarterly progress report and invoice to Town Staff.  
Note, that billing is based on the number of hours used not on the total contract amount.  
The Commission will coordinate closely with staff throughout the entire planning process.

## **Task 2: Public Outreach and Stakeholder Coordination**

- **Task 2.1 – Public Participation Plan**
  - A public participation plan for the Comprehensive Plan will be created and presented to both Plan Commission and the Town Board for approval.
- **Task 2.2 – Social Pin Point and Survey Creation**
  - A social pin point website will be developed that has both an online survey and a mapping application that can be used to garner public input virtually.
- **Task 2.3 – Community Engagement**
  - Two in person visioning sessions and one pop-up event will be utilized to talk with residents in person and get their feedback on the future of the Town of Neenah.
- **Task 2.4 – Analysis of Feedback and Community Engagement**
  - The input from both the online and in person engagements will be analyzed by staff to see common themes and identify community needs.
- **Task 2.5 – Plan Commission Meetings**
  - Staff will attend several plan commission meetings to provide updates as well as to allow plan commission time to review draft chapters and make suggestions for the plan.
- **Task 2.6 - Park Audit**
  - A comprehensive inventory will be conducted for the parks system. Each park and all of its amenities/facilities will be identified.

## **Task 3: Chapter Development and Mapping**

- **Task 3.1 – CORP Chapter Updates**
  - It is our intent to perform the CORP chapter updates first and have the CORP completed by September/October. Most of the CORP chapter updates will take place throughout the summer months.
- **Task 3.2 – Comprehensive Plan Chapter Updates**
  - The Comprehensive Plan chapter updates will begin largely after the CORP is completed in the fall.

## **Task 4: Final Plan Development**

- **Task 4.1 – Final Draft Development**
  - Commission Staff will update the draft chapters in the Plan after receiving feedback from the Public Officials, Staff, and from the Public Input.
  - Commission Staff update the maps in the Plan after receiving feedback from Public Officials, Staff, and from the Public Input.
  - Commission Leadership will review the final draft.
- **Task 4.2 – Community Presentations and Adoption**
  - Commission Staff will provide a presentation of the Final Draft of both plans. One for the CORP in September/October 2025 and one for the Comprehensive Plan in September/October of 2026
- **Task 4.3 – Finalize and Distribute to the Town**

- Commission Staff will Finalize both the CORP and the Comprehensive Plan and Distribute to Staff both digitally and via hard copies.

### **Deliverables**

- One (1) Thumb Drive with the Town of Neenah Year Comprehensive Plan.
- One (1) Thumb Drive with separate files of all the maps and graphics used within the plan
- Two (2) Printed Copies of the Town of Neenah Comprehensive Plan.
- One (1) Thumb Drive with the Town of Neenah CORP.
- One (1) Thumb Drive with separate files of all the maps and graphics used within the plan
- Two (2) Printed Copies of the Town of Neenah CORP.

**Total Project Cost**

**37,081.45**

Thank you again for taking the time to review our proposal. If you have any questions do not hesitate to reach out.

Best regards,



Joe Stephenson

Senior Planner



Task Description	Planning Staff			GIS Staff			Cost Expenses					Total Project Costs		
	Project Mgr Hrs	Planner Hrs	Total Hrs	Total Cost	Manager Hrs	Analyst Hrs	Total Hrs	Total Cost	Miles	Mileage Cost	Meals		Other Costs	Total Other Expenses
<b>Task 1: Project Management</b>														
Task 1.1 Project Management Meetings with City Staff	3	6	9	\$711.00	0	2	2	\$148.00	20	\$ 13.40			\$13.40	\$872.40
Task 1.2 Progress Reports and Invoicing	3	16	19	\$1,451.00	0	3	3	\$222.00		\$ -			\$0.00	\$1,673.00
Task 1.3 Project Team Management	10	10	20	\$1,630.00	3	5	8	\$676.00		\$ -			\$0.00	\$2,306.00
<b>Task 2: Public Outreach and Stakeholder Coordination</b>														
Task 2.1 Public Participation Plan	5	5	10	\$815.00	0	2	2	\$148.00		\$ -			\$0.00	\$963.00
Task 2.2 Community Engagement	7	15	22	\$1,733.00	1	8	9	\$694.00	30	\$ 19.65			\$19.65	\$2,446.65
Task 2.3 Analysis of Feedback from Community Engagement	2	22	24	\$1,806.00	3	11	14	\$1,120.00		\$ -			\$0.00	\$2,926.00
Task 2.4 Plan Commission or Town Board Meetings	2	2	4	\$326.00	0	1	1	\$74.00	10	\$ 6.70		\$45.00	\$51.70	\$451.70
<b>Task 3: Chapter Development and Mapping</b>														
Task 3.1 - COMMISSION Staff will develop the chapters and create associated maps according to the nine (9) elements	28	110	138	\$10,632.00	8	47	55	\$4,294.00		\$ -			\$0.00	\$14,926.00
Task 3.2 – Develop Goals, Objectives, Policies, and Programs	7	30	37	\$2,843.00	0	0	0	\$0.00		\$ -			\$0.00	\$2,843.00
Task 3.3 – Park Audit and Inventory	4	15	19	\$1,466.00	0	2	2	\$148.00	20					
<b>Task 4: Final Plan Development</b>														
Task 4.1 – Final Draft Development	9	32	41	\$3,169.00	2	28	30	\$2,276.00		\$ -			\$0.00	\$5,445.00
Task 4.2 – Community Presentations and Adoption	0	4	4	\$296.00	0	0	0	\$0.00	10	\$ 6.70			\$6.70	\$302.70
Task 4.3 – Finalize and Distribute to the City	1	2	3	\$237.00	0	0	0	\$0.00		\$ -		\$75.00	\$75.00	\$312.00
<b>Total Project Costs</b>	<b>81</b>	<b>269</b>	<b>350</b>	<b>\$27,115.00</b>	<b>17</b>	<b>109</b>	<b>126</b>	<b>\$9,800.00</b>	<b>90</b>	<b>\$46.45</b>	<b>0</b>	<b>\$120.00</b>	<b>\$166.45</b>	<b>\$37,081.45</b>