

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

**DATE:** Monday, October 14, 2024

**TIME:** 7:00 pm

**LOCATION:** 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 818 4047 7836 Passcode: 942926 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/81840477836?pwd=da3M5UfbOkD5OYq6aFqx0ZCQFM5miT.1>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES September 23, 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 October 14, 2024
  - b. Approve final payment to Northeast Asphalt in the amount of \$8,366.41 for the Town Hall parking lot and Mahler Park Road project.
  - c. Resolution 2024-13: 2024 Budget Amendment
  - d. Accept Resignation of Bryston Hickman from Town of Neenah Fire Department effective October 14, 2024.
  - e. Approve Assessor Contract for 2025-2029 Assessment Years
  - f. Offer to Purchase Town owned parcel 010-021808 and 00-02180603
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Plan Commission Meeting, Monday October 21, 2024 at 7:00 p.m.
  - b. Town of Neenah and Stormwater Utility District Budget Workshop #3, Thursday October 24, 2024 at 1:00 p.m.
  - c. Next Town Board Meeting Monday October 28, 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. Offer to Purchase Parcels 010-021808 and 010-02180603
  - b. Potential Construction of municipal pond near Tullar Road and Oakridge Road.
12. ADJOURN CLOSED SESSION – Town Board will reconvene into Open Session
13. RECONVENE INTO OPEN SESSION
14. DISCUSSION / ACTION
  - a. Offer to Purchase Parcels 010-021808 and 010-02180603
  - b. Set Date for Meeting of The Elector for approval to sell Town owned property, parcels 010-021808 and 010-02180603

**Closed Session Contemplated: YES**

Ellen Skerke, Administrator-Clerk-Treasurer  
October 11, 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 October 11, 2024 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

## TOWN OF NEENAH TOWN BOARD MEETING

September 23, 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:** Attorney Matthew Parmentier, Jeremey Kwiatkowski, Winnebago County Supervisor Don Nussbaum, Fire Chief Dan Osero, County Deputy Craig Quick (for a portion of the meeting), 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 September 9, 2024 Town Board meeting minutes.

Motion carried 5:0:0

### Public Forum

- None

### Public Forum for Recognized Municipal and County Officials

- Winnebago County Board Supervisor Don Nussbaum, At the next Highway Commission meeting, a group of people will attend asking the Commission and county to update the County Ordinance to require that all County highways allow ATVs and -UTVs to use the County highways. The Meeting will be held on October 21<sup>st</sup>, 4:30 pm at the JP Coughlin Center in Oshkosh. M. Parmentier noted that the County has authority on County Road, the Town has authority over Town Roads. If the intent is that ATV/UTV use is allowed on all roads, it would require a change to State Statute.

### Correspondences

- None

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions September 23, 2024.*

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

- Discussion regarding payment to Northeast Asphalt for final payment for the Town Hall parking lot and Mahler Park Road. R. Schmeichel noted the dissatisfaction with the final landscape work at Mahler Park. The subcontractor has not completed to the Town's satisfaction, they have been back more than one time and Northeast Asphalt has been on site with repairs. R. Schmeichel recommendation is that we withhold payment to Northeast Asphalt in the amount of \$8,366.41

**Motion:** T. Wilde / J. Weiss to amend the motion, approval with the exception of payment to Northeast Asphalt in the amount of \$8,366.41.

Motion Carried 5:0:0.

*Pre-Approval for final payment and delivery of Custom Fire Engine 39.*

- D. Osero provided an update on the status of the new fire truck. It is 90% complete, with anticipated delivery in the next two weeks. Final payment is due on delivery in the amount of \$300,652.84. This includes use of the \$6000 credit allowance for customization and change orders to add outlets to all of the tool compartments for charging battery operated tools, and lettering to the truck.

- E. Skerke noted that at this time last year, the expectation was that delivery and final payment would take place in 2025. This final payment is not in the 2024 Budget. A resolution for a 2024 Budget Amendment for this transaction will be presented to the Town Board at the next Board meeting.

**Motion:** J. Weiss / D. Bluma to approve final payment to Custom Fire Apparatus in the amount of \$300,652.84 .

Motion Carried by roll call vote, all voted Aye.

- R. Schmeichel spoke about options to post the old fire truck on auction and in the Wisconsin Towns Association magazine with a For Sale advertisement. D. Osero stated once the new engine is in house and equipment is transferred from the old engine, he will take the photos and get it ready for auction.
- D. Osero updated the Board on the success of the Ride to School program, there will be 8 Rides to School including seven elementary schools and two sets of twins for a total of ten students.

### **Public Forum for Recognized Municipal and County Officials**

- Winnebago County Sherrif Deputy Craig Quick spoke with the Board answering questions.
  - Overnight Parking Ordinance
  - Repeated parking issue on South Park Avenue near Conservancy Park
  - Noise Ordinance, an issue near the new roundabout at CTH CB and CTH JJ particularly since the new high school opened up.
- In general, Deputy Quick took note and stated the Department will include on their watch list. If there is a particular problem, people should call it in, when you see a vehicle parked on South Park Avenue, call it in. The County Sherrif and City of Neenah are aware of the concerns at the CB/JJ roundabout and are trying to monitor more frequently.

### **Resolutions**

#### *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

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

- J. Wiess noted the Plan commission recommends approval.
- R. Schmeichel allowed property owner B. Falck to speak about the CSM and purpose. B. Faulk stated he is 6<sup>th</sup> generation family on the property, he recently purchased acreage from another family member and wants to combine into one lot. This will allow him the ability to add a greenhouse.

Motion Carried 5:0:0

#### *Resolution 2024-12: Combined Authorizing Resolution for Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs*

- E. Skerke stated this is a request for year two of this reforestation program. The program has been a success ion 2024 and the Parks Committee would like to continue in 2025.

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

Motion Carried 5:0:0

**Agreements**

*Consideration of Winnebago County Highway and Town of Neenah Maintenance Agreement*

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

Motion Carried 5:0:0

*Consideration of Cell Tower Lease Extension with CellCom*

- M. Parmentier stated these requests are not unique to Neenah, he is seeing this with other clients, both buyouts and lease extensions.
- General discussion regarding the option for a buyout, a lease extension or doing nothing and keeping it status quo.
- General consensus was to stay as is and hold on to the existing lease, no buyout and no lease extension.
- R. Schmeichel adjourned the item with no action.

*Consideration of Cell Tower Lease proposal for lease buyout through Towerpoint.*

- Based on discussion, R. Schmeichel adjourned the item with no action.

**Future Agenda Topics and Meetings**

- 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)
- Fire Department Business Meeting, Wednesday October 2, 2024 at 6:00 p.m.
- Wisconsin Towns Association – Winnebago County Unit Meeting, Thursday October 3, 2024 6:30 p.m. at the Town of Nepeuskun
- Next Town Board Meeting Monday October 14, 2024 at 7:00 p.m.

**Old Business**

- None

**New Business**

- E. Skerke stated the annual surety bond for tax collection is due, the Town can either continue purchasing the surety bond each year or pass an ordinance that states the Town will assume all responsibility. The bond or ordinance is required for the portion of taxes the Town collects on behalf of Winnebago County, approximately \$2.8 million and is required by State Statute. E. Skerke will process the bond paperwork unless the Board would like to consider an Ordinance at a future Town Board meeting. General consensus is to keep it as is and proceed with the annual tax collection bond.

**Adjourn Meeting**

**Motion:** B. Cardoza / T. Wilde to adjourn. Motion carried. Meeting adjourned at 8:00 p.m. .

Respectfully submitted,



Ellen Skerke,  
Administrator–Clerk-Treasurer

Approved: DRAFT – Pending Approval

# Voucher List Authorization - October 14, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
10/15/2024	General MM	Checking	\$ 300,652.84	Final Payment Custom Fire
10/15/2024	General MM	Checking	\$ 57,000.00	10-14-2024 Vouchers

Accounts Payable \$ 35,647.24

Notification of New Vendors VC3 Formerly Aberdeen Consutling

Payroll	Payroll	\$ 17,630.40
	Expense Reimburse	\$ 365.32
	Gross Payroll	\$ 17,995.72
	Net Payroll	\$ 15,337.59

## Paid via Bank Transfer:

Nationwide:	\$ 1,303.72
Federal Tax/Medicare:	\$ 1,805.28
State Taxes:	\$ 481.50
Wisconsin Retirement:	\$ 797.64
Wisconsin Health Insurance	\$ 1,124.60

## Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
9/17/2024	General MM	\$ 19,176.89	Various
9/20/2024	General MM	\$ 271.02	Recycling
9/30/2024	General MM	\$ 1,822.22	Cell tower
9/30/2024	Various	\$ 12,982.75	Interest Earned
<b>TOTAL Deposits</b>		<b>\$ 34,252.88</b>	

## Account Balances as of October 15, 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	\$ 6,465			
Membership account	\$ 5			
General MM	\$ 13,508		\$ 815,981	\$ 829,489
Impact Fee	\$ 8,022			
Taxes Collected	\$ -	\$ -		
Tullar Rd Fund			\$ 39,412	
Storm Water	\$ 872,359	\$ -	\$ 542,504	\$ 1,414,863
CFCU	\$ 526			
<b>TOTAL</b>	<b>\$ 900,885</b>	<b>\$ -</b>	<b>\$ 1,397,896</b>	
		<b>GRAND TOTAL</b>	<b>\$ 2,298,781</b>	

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

8:15 AM  
10/12/24

Town of Neenah  
Check Detail  
October 14 - 15, 2024

Accounts Payable  
\$ 35,647.24

Date	Num	Name	Memo	Account	Paid Amount
10/15/2024	29073	Aquatic Biologists Inc		11010-1 · Checking - Prospera (150)	
10/14/2024	279464		Winterize fountains	55200-8 · Conservancy Park Expense	-880.00
TOTAL					-880.00
10/15/2024	29074	Brazee Ace Hardware	90012	11010-1 · Checking - Prospera (150)	
10/14/2024	Sept 2...			55200-3 · Parks - Supplies & Maintenance	-40.98
TOTAL					-40.98
10/14/2024	29072	Custom Fire Apparatus Inc		11010-1 · Checking - Prospera (150)	
10/12/2024	00233...		Final Invoice - 202...	57220-0 · Fire Dept. Outlay	-300,652.84
TOTAL					-300,652.84
10/15/2024	29075	Dempsey Law Firm, The		11010-1 · Checking - Prospera (150)	
10/14/2024	89		meeting general	51300-0 · Legal Services 51300-0 · Legal Services	-612.50 -2,220.00
TOTAL					-2,832.50
10/15/2024	29076	Emergency Services Marketing Corp., Inc.		11010-1 · Checking - Prospera (150)	
10/14/2024	2024		Annual IAM respon...	52210-3 · Fire Dept Supplies and Repairs	-735.00
TOTAL					-735.00
10/15/2024	29077	Fire Apparatus & Equipment, Inc		11010-1 · Checking - Prospera (150)	
10/14/2024	26212		Tender	52210-2 · Fire Dept. Vehicle Repairs	-2,593.56
10/14/2024	26211		E-39	52210-2 · Fire Dept. Vehicle Repairs	-1,849.00
10/14/2024	26185		E-239	52210-2 · Fire Dept. Vehicle Repairs	-2,154.96
TOTAL					-6,597.52
10/15/2024	29078	Frank's Radio Service, Inc		11010-1 · Checking - Prospera (150)	
10/14/2024	126170			52210-7 · Fire Dept. Radio Pagers	-6,507.60
TOTAL					-6,507.60
10/15/2024	29079	General Code		11010-1 · Checking - Prospera (150)	
10/14/2024	126055			51111-1 · Codification	-995.00
TOTAL					-995.00
10/15/2024	29080	Gold Cross Ambulance		11010-1 · Checking - Prospera (150)	
10/14/2024	8686		strips / gluco soluti...	52300-1 · First Resp. Training/Supplies	-352.65
TOTAL					-352.65
10/15/2024	29081	K and C Pest Control LLC		11010-1 · Checking - Prospera (150)	
10/14/2024	276922		Mahler	55300-6 · Parks- Pest Control	-25.00
10/14/2024	260429		Mahler Aug	55300-6 · Parks- Pest Control	-25.00
10/14/2024	240288		Mahler July	55300-6 · Parks- Pest Control	-25.00
TOTAL					-75.00

8:15 AM  
10/12/24

**Town of Neenah**  
**Check Detail**  
October 14 - 15, 2024

Date	Num	Name	Memo	Account	Paid Amount
10/15/2024	29082	Krueger True Value		11010-1 · Checking - Prospera (150)	
10/14/2024	Sept 2...		town hall	55300-7 · Mahler Park Expenses	-69.31
10/14/2024	Sept 2...			51610-1 · Maintenance & Operations	-47.66
				52210-3 · Fire Dept Supplies and Repairs	-8.99
TOTAL					-125.96
10/15/2024	29083	Liberty Mutual		11010-1 · Checking - Prospera (150)	
10/14/2024	99935...			51938-0 · Insurance	-553.00
TOTAL					-553.00
10/15/2024	29084	Motorola Solutions, Inc		11010-1 · Checking - Prospera (150)	
10/14/2024	82819...		final payment	52210-7 · Fire Dept. Radio Pagers	-14,305.84
TOTAL					-14,305.84
10/15/2024	29085	Oshkosh Fire and Police		11010-1 · Checking - Prospera (150)	
10/14/2024	195276			52210-9 · Fire Dept. New Equip.	-81.00
TOTAL					-81.00
10/15/2024	29086	Prospera Credit Union		11010-1 · Checking - Prospera (150)	
10/14/2024	Sept 2...			51420-4 · Office Expenses	-15.99
				51610-1 · Maintenance & Operations	-59.92
				52210-3 · Fire Dept Supplies and Repairs	-245.30
TOTAL					-321.21
10/15/2024	29087	Van Zeeland Nursery & Landscape		11010-1 · Checking - Prospera (150)	
10/14/2024	101-05...		2 trees Franzoi	55400-5 · Reforestation Grant-Parks	-399.98
TOTAL					-399.98
10/15/2024	29088	VC3 Inc		11010-1 · Checking - Prospera (150)	
10/14/2024	VC3-1...			51420-4 · Office Expenses	-722.00
				52210-3 · Fire Dept Supplies and Repairs	-22.00
TOTAL					-744.00
10/15/2024	29089	Winnebago County Towns Assoc.	51120-0	11010-1 · Checking - Prospera (150)	
10/14/2024	Sept 2...		Dues 2024-2025	51120-0 · Membership / Seminars Board	-100.00
TOTAL					-100.00

8:16 AM  
10/12/24

Town of Neenah  
Check Detail  
October 17, 2024

Payroll

Gross = \$17,955.72 Net = \$15,337.59

Date	Num	Name	Memo	Account	Paid Amount
10/17/2024	DD1832	Armstrong, Glenn	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	53311-0 · Highway & Street - Salary	-250.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-18.75
			Direct Deposit	21520-0 · Nationwide Payable	18.75
			Direct Deposit	53311-1 · Hwy Mileage and Expenses	-50.92
			Direct Deposit	65000 · Medicare Taxes	-3.63
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.63
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.63
			Direct Deposit	2110 · Direct Deposit Liabilities	297.29
TOTAL					0.00
10/17/2024	DD1833	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	66000 · Nationwide Retirement Expense	-57.56
			Direct Deposit	21520-0 · Nationwide Payable	57.56
			Direct Deposit	24000-0 · Payroll Liabilities	61.50
			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	30.00
			Direct Deposit	2110 · Direct Deposit Liabilities	664.87
TOTAL					0.00
10/17/2024	DD1834	Boushele, Victoria L	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51420-2 · Deputy Clerk/Tres. - Salary	-2,341.50
			Direct Deposit	66000 · Nationwide Retirement Expense	-175.61
			Direct Deposit	21520-0 · Nationwide Payable	175.61
			Direct Deposit	51420-1 · Clerk Treasurer Expense	-60.97
			Direct Deposit	24000-0 · Payroll Liabilities	116.00
			Direct Deposit	65000 · Medicare Taxes	-33.95
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.95
			Direct Deposit	21514-0 · Medicare Taxes Payable	33.95
			Direct Deposit	24000-0 · Payroll Liabilities	75.90
			Direct Deposit	2110 · Direct Deposit Liabilities	2,176.62
TOTAL					0.00
10/17/2024	DD1835	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	-10.48
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.48
			Direct Deposit	21514-0 · Medicare Taxes Payable	10.48
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	2110 · Direct Deposit Liabilities	552.02
TOTAL					0.00
10/17/2024	DD1836	Davis, Douglas	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	51610-2 · Maintenance - Salary	-50.00
			Direct Deposit	55300-1 · Parks - CPM additional services	-162.50
			Direct Deposit	66000 · Nationwide Retirement Expense	-15.94
			Direct Deposit	21520-0 · Nationwide Payable	15.94
			Direct Deposit	65000 · Medicare Taxes	-3.08
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.08
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.08
			Direct Deposit	2110 · Direct Deposit Liabilities	209.42
TOTAL					0.00



8:16 AM  
10/12/24

**Town of Neenah**  
**Check Detail**  
October 17, 2024

Date	Num	Name	Memo	Account	Paid Amount
10/17/2024	DD1837	Klinka, Gary	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52400-0 · Building Inspection	-3,203.90
			Direct Deposit	66000 · Nationwide Retirement Expense	-240.29
			Direct Deposit	21520-0 · Nationwide Payable	240.29
			Direct Deposit	65000 · Medicare Taxes	-46.45
			Direct Deposit	21514-0 · Medicare Taxes Payable	46.45
			Direct Deposit	21514-0 · Medicare Taxes Payable	46.45
			Direct Deposit	2110 · Direct Deposit Liabilities	3,157.45
TOTAL					0.00
10/17/2024	DD1838	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52210-0 · Fire Chief - Salary	-700.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-52.50
			Direct Deposit	21520-0 · Nationwide Payable	52.50
			Direct Deposit	52210-3 · Fire Dept Supplies and Repairs	-128.53
			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	818.38
TOTAL					0.00
10/17/2024	DD1839	Plier, Christopher J.	Direct Deposit	11010-1 · Checking - Prospera (150)	
			Direct Deposit	52210-0 · Fire Chief - Salary	-200.00
			Direct Deposit	66000 · 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
10/17/2024	29090	Sargent, Lori		11010-1 · Checking - Prospera (150)	
				51420-2 · Deputy Clerk/Tres. - Salary	-247.50
				65000 · Medicare Taxes	-3.59
				21514-0 · Medicare Taxes Payable	3.59
				21514-0 · Medicare Taxes Payable	3.59
TOTAL					-243.91
10/17/2024	29091	Schmeichel, Robert E.		11010-1 · Checking - Prospera (150)	
				51100-1 · Chairman - Salary	-1,355.00
				51100-2 · Chairman per diem	-315.00
				66000 · Nationwide Retirement Expense	-125.25
				21520-0 · Nationwide Payable	125.25
				51100-3 · Chairman Expenses	-14.74
				24000-0 · Payroll Liabilities	100.00
				65000 · Medicare Taxes	-24.22
				21514-0 · Medicare Taxes Payable	24.22
				21514-0 · Medicare Taxes Payable	24.22
				24000-0 · Payroll Liabilities	69.41
TOTAL					-1,491.11

8:16 AM  
10/12/24

**Town of Neenah**  
**Check Detail**  
October 17, 2024

Date	Num	Name	Memo	Account	Paid Amount
10/17/2024	DD1840	Skерke, 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	66000 · 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	-16.08
			Direct Deposit	51420-4 · Office Expenses	-78.00
			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	4,110.59
TOTAL					0.00
10/17/2024	29092	Weiss, James		11010-1 - Checking - Prospera (150)	
				51110-1 · Supervisors - Salaries	-677.50
				51110-2 · Supervisors per diem	-45.00
				66000 · 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
10/17/2024	DD1841	Wilde, Thomas	Direct Deposit	11010-1 - Checking - Prospera (150)	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-135.00
			Direct Deposit	66000 · Nationwide Retirement Expense	-60.94
			Direct Deposit	21520-0 · Nationwide Payable	60.94
			Direct Deposit	51110-3 · Supervisors Expenses	-16.08
			Direct Deposit	24000-0 · Payroll Liabilities	81.00
			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	28.99
			Direct Deposit	2110 · Direct Deposit Liabilities	706.81
TOTAL					0.00

11:28 PM  
10/11/24

Town of Neenah  
Payroll Transaction Detail  
October 2024

Nationwide  
\$ 1,303.72

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
10/17/2024	DD18...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-18.75
						-18.75
10/17/2024	DD18...	Paycheck	Bluma, David	Nationwide Retirement Fund	0.00	-57.56
						-57.56
10/17/2024	DD18...	Paycheck	Boushele, Victoria L	Nationwide Retirement Fund	0.00	-175.61
						-175.61
10/17/2024	DD18...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-54.19
						-54.19
10/17/2024	DD18...	Paycheck	Davis, Douglas	Nationwide Retirement Fund	0.00	-15.94
						-15.94
10/17/2024	DD18...	Paycheck	Klinka, Gary	Nationwide Retirement Fund	0.00	-240.29
						-240.29
10/17/2024	DD18...	Paycheck	Osero, Daniel W.	Nationwide Retirement Fund	0.00	-52.50
						-52.50
10/17/2024	DD18...	Paycheck	Plier, Christopher J.	Nationwide Retirement Fund	0.00	-15.00
						-15.00
10/17/2024		Paycheck	Schmeichel, Rober...	Nationwide Retirement Fund	0.00	-125.25
						-125.25
10/17/2024	DD18...	Paycheck	Skerke, Ellen J	Nationwide Retirement Fund	0.00	-433.50
						-433.50
10/17/2024		Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-54.19
						-54.19
10/17/2024	DD18...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-60.94
						-60.94
<b>TOTAL</b>						<b>-1,303.72</b>

11:28 PM

10/11/24

Town of Neenah  
Payroll Liability Balances  
October 2024

Taxes  
Federal = \$ 1805.28  
State = \$ 481.50

	<u>BALANCE</u>
Payroll Liabilities	
Federal Withholding	1,300.50
Medicare Employee	252.39
Medicare Company	252.39
WI - Withholding	481.50
Medicare Employee Addl Tax	0.00
<b>Total Payroll Liabilities</b>	<u><u>2,286.78</u></u>

) \$ 1805.28

11:29 PM  
 10/11/24  
 Accrual Basis

Town of Neenah  
 General Ledger  
 As of October 31, 2024

WI Retirement  
 \$ 797.64

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 - WRS Payable</b>						
Paycheck	10/17/2024	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Paycheck	10/17/2024	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	398.82
Total 21530-0 - WRS Payable						<u>797.64</u>
<b>34300-0 - Fund Balances Town of Neenah</b>						
Total 34300-0 - Fund Balances Town of Neenah						
<b>51420-0 - Clerk - Salary</b>						
Paycheck	10/17/2024	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	-5,780.00
Total 51420-0 - Clerk - Salary						<u>-5,780.00</u>
<b>TOTAL</b>						<u><u>-4,982.36</u></u>

11:29 PM  
10/11/24  
Accrual Basis

Town of Neenah  
General Ledger  
As of October 31, 2024

WI Health  
\$ 1,124.60

Type	Date	Num	Name	Memo	Split	Amount
<b>21533-0 · Health Insurance Payable</b>						
Paycheck	10/17/2024	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	224.92
Paycheck	10/17/2024	DD18...	Skerke, 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>

Northeast Asphalt, Inc.

9/24/2024

Date      Type    Reference  
9/23/2024    Bill

Original Amt.  
8,366.41

Balance Due  
8,366.41

Discount

Payment  
8,366.41

Check Amount

8,366.41

Checking - Prospera (

8,366.41

PRODUCT DLT104      USE WITH 91663 ENVELOPE

Northeast Asphalt

\$ 8,366.41



September 20, 2024

Town of Neenah  
1600 Breezewood Lane  
Neenah, WI 54956

Re: Town of Neenah  
Town Hall and Mahler Park Parking Lot Reconstruction  
Certificate for Payment #2 - Final  
McM. No. N0003 09-23-00245

Enclosed herewith is Certificate for Payment #2 for the above referenced project, along with the lien waiver from the only subcontractor and a bid tab summary of unit price work completed. This Certificate is issued to Northeast Asphalt, Inc. in the amount of \$8,366.41 for final payment of work performed through September 19, 2024.

Please process the enclosed, and forward payment to Northeast Asphalt, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in cursive script that reads "Ben Hamblin".

Benjamin T. Hamblin, P.E.  
Associate / Municipal & Civil Engineer

BTH:car

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #2 – Final



# McMAHON

1445 McMAHON DRIVE P.O. BOX 1025  
NEENAH, WI 54956 NEENAH, WI 54957-1025

**ENGINEERS ARCHITECTS**

TELEPHONE: 920.751.4200  
FAX: 920.751.4284

McMAHON ASSOCIATES, INC.

## CERTIFICATE FOR PAYMENT

TOWN OF NEENAH  
Attn: Ellen Skerke, Administrator  
1600 Breezewood Lane  
Neenah, WI 54956

Contract No.	<u>N0003 09-23-00245</u>
Project File No.	<u>N0003 09-23-00245</u>
Certificate No.	<u>Two (2) – Final</u>
Issue Date:	<u>September 20, 2024</u>
Project:	<u>Town of Neenah Town Hall &amp; Mahler Park Asphalt Resurfacing &amp; Site Improvements</u>

This Is To Certify That, In Accordance With The Contract Documents Dated: June 16, 2023

NORTHEAST ASPHALT, INC.  
Attn: Justin Kenneke, Project Manager  
W6380 Design Drive  
Greenville, WI 54942

Is Entitled To Final Payment For Work Performed Through: September 19, 2024

- Contractor's Application For Payment Attached.
- Itemized Cost Breakdown Attached.

Original Contract	<u>\$323,766.00</u>	Completed To Date	<u>\$316,398.02</u>
Net Change Orders	<u>\$2,100.00</u>	Retainage 0%	<u>\$0.00</u>
Current Contract Amount	<u>\$325,866.00</u>	Subtotal	<u>\$316,398.02</u>
		Previously Certified	<u>\$308,031.61</u>

<b>Amount Due This Payment:</b>	<b>\$8,366.41</b>
---------------------------------	-------------------

Please process and forward payment to Northeast Asphalt, Inc.

Certified By:  
**McMAHON ASSOCIATES, INC.**  
Neenah, Wisconsin

  
 Benjamin T. Hamblin, P.E.  
 Associate / Municipal & Civil Engineer

ified Excavation (Est. at 15 C.Y.)	1	L.S.	\$410.00	\$410.00
e Removal	1	L.S.	\$1,220.00	\$1,220.00
VC Storm Sewer	260	L.F.	\$24.70	\$6,422.00
oof Drain Connection	1	Ea.	\$145.00	\$145.00
Concrete Yard Drain	1	Ea.	\$1,600.00	\$1,600.00
lastic Yard Drain	1	Ea.	\$475.00	\$475.00
ide and Shape Pulverized Material and Gravel Base	2,300	S.Y.	\$3.70	\$8,510.00
Curb and Gutter	80	L.F.	\$60.00	\$4,800.00
Inreinforced Concrete, High Early	65	S.Y.	\$78.00	\$5,070.00
MA Pavement, 3LT 58-28S, Lower Layer - Standard	250	TON	\$84.60	\$21,150.00
MA Pavement, 4 LT 58-28S, Upper Layer - Standard	250	TON	\$89.70	\$22,425.00
ip Rap, 12 Inches Deep	3	C.Y.	\$550.00	\$1,650.00
tion, Complete (Est. at 500 S.Y.)	1	L.S.	\$1,410.00	\$1,410.00
ripe, White Paint	2,300	L.F.	\$0.45	\$1,035.00
KING FIRE LANE' Lettering, White Paint	5	Ea.	\$35.00	\$175.00
ble Parking Symbol White Paint	2	Ea.	\$25.00	\$50.00
			Subtotal:	\$85,467.00

1	0
1	0
252	8
1	0
1	0
1	0
2300	0
73	7
65	0
244.01	6
218.41	32
3	0
1	0
2390	-90
5	0
2	0
Subtotal: \$8	

<b>RK</b>				
ontrol	1	L.S.	\$5,680.00	\$5,680.00
ontrol	1	L.S.	\$1,890.00	\$1,890.00
Existing Culverts	2	Ea.	\$175.00	\$350.00
and Grub Tree	1	Ea.	\$150.00	\$150.00
and Salvage Existing Signs for Reuse (8 Handicap Signs & 1 Park Sign)	9	Ea.	\$75.00	\$675.00
arily Relocate Boulders on Lawn	1	L.S.	\$1,150.00	\$1,150.00
e Existing Asphalt and Gravel Base	7500	S.Y.	\$0.90	\$6,750.00
ified Excavation (Est. at 450 C.Y.)	1	L.S.	\$3,906.00	\$3,906.00
icavated Material on Sledding Hill and Grade	1	L.S.	\$1,890.00	\$1,890.00
orm Sewer	300	L.F.	\$28.70	\$8,610.00
gregate Dense 1-1/4 Inch for Excavated Areas	900	TON	\$16.40	\$14,760.00
ide and Shape Pulverized Material and Gravel Base	8000	S.Y.	\$2.20	\$17,600.00
MA Pavement, 3LT 58-28S, Lower Layer - Standard	850	TON	\$75.90	\$64,515.00
MA Pavement, 4LT 58-28S, Upper Layer - Standard	850	TON	\$82.40	\$70,040.00
houlder, 3 Ft Wide	200	TON	\$43.55	\$8,710.00
Excess Landscaping Shoulder	550	S.Y.	\$2.90	\$1,595.00
Salvaged Signs (8 Handicap Signs & 1 Park Sign)	9	Ea.	\$200.00	\$1,800.00
e Boulders on Gravel Shoulder	1	L.S.	\$1,275.00	\$1,275.00
tion, Complete	1	L.S.	\$24,680.00	\$24,680.00
ymbols, Various, White Paint	9	Ea.	\$10.00	\$90.00
Stop Bar, White Paint	24	L.F.	\$2.00	\$48.00
ripe, White Paint	4300	L.F.	\$0.45	\$1,935.00
ble Parking Symbol White Paint	8	Ea.	\$25.00	\$200.00
			Subtotal:	\$238,299.00

1	0
1	0
2	0
2	-1
15	-6
1	0
7500	0
1	0
1	0
228	72
881.14	19
8000	0
834.11	16
821.67	28
182.49	18
550	0
11	-2
1	0
1	0
9	0
0	24
4636	-336
9	-1
Subtotal: \$23	

<b>Orders</b>				
all Bollards	6	Ea.	\$350.00	\$2,100.00
			CO subtotal:	\$2,100.00
			Construction Total:	\$325,866.00

6	0.00
Completed To Date: \$	
0% Retainage:	
Certified Subtotal: \$	
Previously Certified: \$	
Amount Due:	
Through:	

# FULL WAIVER OF CONSTRUCTION LIEN

§779.05, Wis. Stats.

Date: **September 19, 2024**

- 1. Claimant's Name: **Zillges Materials, Inc**  
 Claimant's Address: **1990 W Snell Rd, Oshkosh WI 54904**
- 2. Property Improved by Contractor's Work:  
 Street address: **NEENAH TOWN HALL & MAHLER PARK N0003-09-23-00245 - 709745**

- 3. Contractor's Work furnished at the request of:

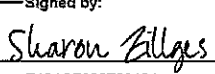
**NORTHEAST ASPHALT, INC**  
**W6380 DESIGN DR**  
**GREENVILLE, WI 54942**

- 4. Waiver of lien rights, is made for:

All past Work, including labor, services, material, plans or specifications performed or furnished at any time by the Contractor at the Property. This is a full waiver of all lien rights.

- 5. Title Companies, Lenders or others may require disclosure of the Contractor's subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described Work. If so required, specify name(s) of Contractor's subcontractors and material suppliers furnishing any portion of the Work being waived:

CONTRACTOR NAME: **ZILLGES MATERIALS, INC**

Signed by:  
 By:   
E434CF826708431... (signature)

Authorized Agent's Name: Sharon Wood  
(print name of person signing above)

Title: ODA/R

Address: 1990 W Snell Rd, Oshkosh WI 54904

Telephone Number: 920-230-6393

§779.05 Waivers of Lien. Provides, in part "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor, services, material, plans or specifications performed, furnished or procured, or to be performed, furnished or procured by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor, services, material, plans or specifications. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the labor, services, material, plans or specifications to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

**Resolution 2024-13**

**Amending the 2024 Budget  
Adopted by the Town Board of the  
Town of Neenah of Winnebago County, Wisconsin**

A resolution amending the 2024 Budget of the Town of Neenah, Winnebago County, Wisconsin, adopted by a two-thirds majority vote of the entire membership of the Town Board.

**WHERE AS;**

In 2023, Town of Neenah Board of Supervisors approved the purchase of a new fire truck from Custom Fire Apparatus Inc in the amount of \$804,696.04.

Initial deposit paid in 2023 = \$315,000.00

Second installment paid March 2024 = \$200,000.00

Final Payment due on delivery with an anticipated delivery date in 2025.

Actual completion and delivery due in October 2024. Final payment = \$300,652.84

**NOW THEREFORE BE IT RESOLVED** by a two thirds majority vote of the Town of Neenah Board of Supervisors as follows:

That the sum of \$300,652.84 is hereby added to the Fire Department Outlay expense account (57220-0).

That the sum of \$200,000 originally budgeted in 2024 Budget in FD-New Truck Equipment expense account (52211-3) is reclassified to Fire Department Outlay expense account (57220-0)

Adopted this 14th day of October 2024.

TOWN OF NEENAH

By: \_\_\_\_\_  
Robert E. Schmeichel, Town Chairman

Attest:

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

**Roll Call Vote:**

Chairman Robert Schmeichel \_\_\_\_\_

Supervisor David Bluma \_\_\_\_\_

Supervisor Brooke Cardoza \_\_\_\_\_

Supervisor Jim Weiss \_\_\_\_\_

Supervisor Tom Wilde \_\_\_\_\_

## Memorandum

**Date:** October 9, 2024  
**To:** Town Administrator, Town Board Members  
**From:** Fire Chief Dan Osero  
**Subject:** Resignation Bryston Hickman/ Update E39

Bryston joined the Fire Department on May 10, 2021. Bryston was instrumental in orchestrating the "Ride to School" program as well as doing our NFIRS reports. Bryston was a "Pioneer" as he uprooted his wife and moved North from Arkansas to Neenah, WI for better job opportunities and took a leap of faith and became a Fireman. Bryston has made some lifelong friends and will be returning in January to join us at our appreciation dinner. Bryston and his wife made the decision to move back to Arkansas to be closer to family. Bryston accepted a new job on 10/7/2024. Please except his resignation, his final day on TNFD was 10/3/2024. He has turned in all his gear and wanted to send his gratitude for the opportunity to serve the Town of Neenah.

I apologize that I am unable to attend your Town Board meeting in person, but I am attending a recruitment seminar in Waupun with Firefighter Rick Crouse. It is time to put away the old school mentality and learn what is new so that we may grow the Town of Neenah Fire Department. I'll be happy to share what I learn.

Great News! Our New Custom Fire Engine 39 will be in the firehouse on Wednesday October 16. Please stop by the station on Thursday anytime between 8am-8pm as we will be having a day long work detail to start outfitting E39 with hose, tools, and equipment. I'd be happy to show you what you helped purchase. There is a lot of great benefits to this Engine. From the entire Fire Department, we thank you for your continued support, this is an amazing purchase!

---

To: Town Board  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: October 5, 2024  
Memo: 2025 Budget – Assessor contract

---

Two proposals were received for Assessor Services, Accurate Assessment and Bowmar Appraisal, each are provided with this memo.

Bowmar has been our assessor for nearly 30 years. The last revaluation was completed in 2020, this was a complete revaluation, and took two years to complete (2019 and 2020). This spread the work out over two years and spread our cost out over two years.

Assessor costs over the last several years

- 2017: \$14,500.00
- 2018: \$14,600.00
- 2019: \$41,292.50      Reval year 1
- 2020: \$41,707.50      Reval year 2
- 2021: \$14,600.00
- 2022: \$14,800.00
- 2023: \$15,000.00
- 2024: \$15,500.00

Historically, the Town would complete a revaluation about once every ten years, Due to the recent sharp increase in home market values, it did not take long to fall out of compliance with WI DOR requirements to be within 10% of equalized value. We are required to do a revaluation much sooner than typical. We are scheduled to complete the revaluation in 2026 and will do this as a market revaluation rather than a full revaluation as was completed in 2019-2020.

The two proposals have both an annual cost for each of the 5 years and an annualized cost to even out the costs over 5 years.

In the 2025 Budget Workshop # 2 report , I included the highest value of the options to put a place holder in the report. The Board should discuss at the workshop

A brief summary of the two proposals follows.

Annualized cost for Assessments to even out payments to account for the revaluation year:

- Accurate Appraisal Annualized price = \$20,400 per year.
- Bowmar Appraisal - Annualized prices range from \$21,520 – \$23,120 per year.

Annual cost for Assessments on a maintenance year:

- Accurate Annual Maintenance year = \$18,000 each for years 2025, 2027-2029  
Accurate Revaluation year = \$30,000 in 2026
- Bowmar Annual Maintenance ranges from \$15,800 – 17,400 each year.  
Bowmar revaluation year = \$44,800 in 2026

Cost may be the driving factor in the decision-making process, it is not the only factor to consider. This is not a public bid process and contracts for services such as engineering, legal, or assessor do not fall within the scope of public bidding requirements. The Board is not required to accept the 'lowest responsible bidder' for these RFPs. The Board is free to choose any one of, or decline all of the RFPs received.