

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

**DATE:** Monday, November 25, 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 November 11, 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 November 25, 2024
  - b. Resolution 2024-22 – 2025 Compensation Schedule for Town of Neenah Sanitary District #2
  - c. Consideration of extension of time for removal of barn at 1655 County Rd A.
  - d. Consideration of removal of barn at 1605 Breezewood Lane.
  - e. Approval to place order for signal light equipment for Larsen Road project in an attempt to alleviate delays in installation of signal lights at Larsen Road and Rocket Way intersection, approximate cost of \$100,000.00.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Fire Department Business Meeting, Wednesday December 4, 2024 at 6:00 p.m.
  - b. Next Town Board Meeting December 9, 2024 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN

**Closed Session Contemplated: NO**

Ellen Skerke, Administrator-Clerk-Treasurer  
November 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 November 21, 2024 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

## TOWN OF NEENAH TOWN BOARD MEETING

November 11, 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, Emil Pederson, Susan Schmeichel, Darin Krause, Beth Krause, Mary Krause, Cecila Krause, Drew Grunwald, 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 8:00 p.m. following the Public Hearing and Meeting of the Electors.

### Approval of Minutes

**Motion:** B. Cardoza / D. Bluma to approve October 28, 2024 Town Board meeting minutes.  
Motion carried by voice 5:0:0

### Public Forum

- Darin Krause, representing 1655 County Rd A, he spoke of the letter received regarding the barn at 1655 County Rd A. They family wants to remove the barn, cannot meet the 60-day deadline as proposed. He did not receive the letter immediately as it was not sent directly to him, he spoke with the Office to update the mailing address. He has a proven track record of improving properties as shown on the property on the south side of the Town, that barn was removed, and the property improved. He requested an extension of one year. R. Schmeichel stated this is not an action item, it will come to the Board at the next meeting to consider. T. Wilde thanked the family for coming in to discuss and stated that he sees no reason why the Town will not work with them.

### Public Forum for Recognized Municipal and County Officials

- None.

### Correspondences

- Building Permit Report – October 2024
- 2024 Budget Status Report as of October 31, 2024

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions November 11, 2024.*

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

Motion Carried by voice 5:0:0.

#### **Resolutions**

*Approve Resolution 2024-19 – Adopt the 2025 Town of Neenah and Stormwater Utility District Budgets.*

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

Motion Carried by voice 5:0:0.

*Approve Resolution 2024-20 – Approve 2025 Compensation Schedule*

- E. Skerke reviewed the two changes, one for the part time position for Deputy Clerk-Treasurer and one for change in retirement expense.

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

Motion Carried by voice 5:0:0.

*Approve Resolution 2024-21 - Accept Offer to Purchase from Jeffrey D Ogden for Town of Neenah property, parcels 010-021808 and 010-0280603; 30.55 acres for the price of \$800,000.*

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

Motion Carried by Roll Call vote, all voted Aye. 5:0:0.

**Town Board Meeting Schedule**

*Cancel Regularly Scheduled Town Board Meeting for December 23, 2024*

- By consensus, the December 23, 2024 Town Board meeting is cancelled, should meeting at the end of December be necessary, can schedule for Monday December 30, 2024 at 7:00 p.m.

**Future Agenda Topics and Meetings**

- Sanitary District Commission Public Hearing and Commissioner Meeting, Tuesday November 12, 2024 at 7:00 p.m.
- Stormwater Utility District Meeting, Thursday November 14, 2025 at 8:00 a.m.
- Plan Commission Meeting, Monday November 18, 2024, at 7:00 p.m. pending Plan commission business.
- Next Town Board Meeting, Monday November 25, 2024 at 7:00 p.m.

**Old Business**

- J. Weiss asked for an update on filling the Building Inspector position. E Skerke responded that she received a proposal from Safebuilt, and has to contact the individual that J. Weiss recommended. She will bring her findings for options to the December 9, 2024 Town Board Meeting.
- E. Skerke noted there are several topics for discussion in the near future , including request for proposal for the comprehensive plan update and the cell tower carrier has asked the Board to reconsider a lease extension.

**New Business**

- None

**Adjourn Meeting**

**Motion:** J. Weiss / D. Bluma to adjourn. Motion carried. Meeting adjourned at 8:20 p.m.

Respectfully submitted,



Ellen Skerke,  
Administrator--Clerk-Treasurer

Approved: DRAFT – Pending Approval

# Voucher List Authorization - November 25, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
11/26/2024	General MM	Checking	\$ 90,000.00	11-25-2024 Vouchers
<b>Accounts Payable</b>			\$ 88,200.23	
<b>Election Wages</b>			\$ 2,800.00	Will have additioanl \$688 in December payroll
<b>Notification of New Vendors</b>		Midwest Mechanical		Keating Park restroom project
		Robin Huempfner - Town of Weston		Election supplies   Voted stickers

## Account Balances as of October 29, 2024 - after requested transfers per this Voucher List

	PROSPERA CU	Prospera CD	BNY Mellon - Pershing	Total
Checking	\$ 9,363			
Membership account	\$ 5			
General MM	\$ 227,785		\$ 618,513	\$ 846,298
Impact Fee	\$ 8,022			
Taxes Collected	\$ -	\$ -		
Tullar Rd Fund			\$ 39,405	
Storm Water	\$ 839,969	\$ -	\$ 544,431	\$ 1,384,400
CFCU	\$ 526			
<b>TOTAL</b>	<b>\$ 1,085,670</b>	<b>\$ -</b>	<b>\$ 1,202,349</b>	
	<b>GRAND TOTAL</b>		<b>\$ 2,288,018</b>	

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

9:34 AM

11/23/24

Town of Neenah  
 Check Detail  
 November 26, 2024

Accounts Payable  
 \$ 88,200.23

Date	Num	Name	Memo	Account	Paid Amount
11/26/20	291...	Barrier Security Systems		11010-1 · Checking - Prospera (1...	
11/25/20	8861		Keating Park Security	51520-0 · Engineering Services	-8,771.70
TOTAL					-8,771.70
11/26/20	291...	Cowling Property Managemen...		11010-1 · Checking - Prospera (1...	
11/25/20	5519		helped move flag pole	55200-1 · Parks - Cowling Property...	-6,933.33
			fill water bags , plant tree...	51610-1 · Maintenance & Operations	-120.00
				55400-5 · Reforestation Grant-Parks	-955.00
				55300-7 · Mahler Park Expenses	-380.00
			repair soccer fields- parti...	55300-7 · Mahler Park Expenses	-1,755.00
			split rail fence . move bou...	55200-8 · Conservancy Park Expe...	-2,520.00
				55300-8 · Franzoi Park Expenses	-678.00
				55300-9 · Keating Park Expenses	-930.00
				55300-3 · Parks - CPM Dog Stations	-450.00
				55300-4 · Parks - CPM Restroom ...	-1,080.00
TOTAL					-15,801.33
11/26/20	291...	CR Fochs LLC		11010-1 · Checking - Prospera (1...	
11/25/20	6097			51520-0 · Engineering Services	-482.30
TOTAL					-482.30
11/26/20	291...	Fire Apparatus & Equipment,...		11010-1 · Checking - Prospera (1...	
11/25/20	262...			52210-2 · Fire Dept. Vehicle Repairs	-463.79
TOTAL					-463.79
11/26/20	291...	First American Title		11010-1 · Checking - Prospera (1...	
11/25/20	925...		1348 Larsen Rd	53314-3 · Hwy -Larsen Rd Reconst...	-50.00
11/25/20	925...		1326 Larsen Road	53314-3 · Hwy -Larsen Rd Reconst...	-50.00
11/25/20	925...		1380 Larsen Rd	53314-3 · Hwy -Larsen Rd Reconst...	-50.00
TOTAL					-150.00
11/26/20	291...	Fox Cities Embroidery		11010-1 · Checking - Prospera (1...	
11/25/20	178...		embroidery on 2 work shi...	52210-3 · Fire Dept Supplies and R...	-24.00
TOTAL					-24.00
11/26/20	291...	Frank's Radio Service, Inc		11010-1 · Checking - Prospera (1...	
11/25/20	126...		M7 programming kit	52210-7 · Fire Dept. Radio Pagers	-101.99
TOTAL					-101.99
11/26/20	291...	Gannette Wisconsin Local IQ		11010-1 · Checking - Prospera (1...	
11/25/20	000...		Nov 2024 - public test	51440-2 · Election Expenses	-14.95
TOTAL					-14.95

**Town of Neenah**  
**Check Detail**  
 November 26, 2024

Date	Num	Name	Memo	Account	Paid Amount
11/26/20	291...	Harters Fox Valley Disposal		11010-1 · Checking - Prospera (1...	
11/25/20	949...			53634-0 · Garbage Collection Expe...	-14,333.95
11/25/20	949...			53635-0 · Recycling	-4,489.77
				55200-6 · Parks - Harter's - Trash	-180.00
TOTAL					-19,003.72
11/26/20	291...	Hoffman Planning And Design		11010-1 · Checking - Prospera (1...	
11/25/20	App...			51520-0 · Engineering Services	-9,978.10
TOTAL					-9,978.10
11/26/20	291...	Industrial Safety, Inc		11010-1 · Checking - Prospera (1...	
11/25/20	669...			52210-9 · Fire Dept. New Equip.	-272.23
TOTAL					-272.23
11/26/20	291...	Liberty Square Station		11010-1 · Checking - Prospera (1...	
11/25/20	10/...		October fuel - including pl...	52210-4 · Fire Dept. Fuel	-401.29
TOTAL					-401.29
11/26/20	291...	Mavroff, Gerald (v)		11010-1 · Checking - Prospera (1...	
11/25/20	Spri...		Spring 2024 Inspections	52201-0 · Fire Inspections	-1,740.00
11/25/20	Fall...		Fall 2024 inspections	52201-0 · Fire Inspections	-1,815.00
TOTAL					-3,555.00
11/26/20	291...	McMahon Associates, Inc		11010-1 · Checking - Prospera (1...	
11/25/20	937...		Rockledge pond	6-59200 · Stormwater - Engineering	-930.00
11/25/20	937...			6-54200 · CTH O Pond Maintenance	-1,500.50
				6-54100 · SW - Conservancy Pond...	-1,161.31
TOTAL					-3,591.81
11/26/20	291...	Midwest Mechanical LLC		11010-1 · Checking - Prospera (1...	
11/25/20	1883		Keating Park	51520-0 · Engineering Services	-11,700.00
TOTAL					-11,700.00
11/26/20	291...	Robert J Immel Excavating Inc		11010-1 · Checking - Prospera (1...	
11/25/20	205...		1643 S. Park Ave SW re...	6-57200 · Stormwater Drainage Ma...	-11,248.00
TOTAL					-11,248.00
11/26/20	291...	Town of Weston		11010-1 · Checking - Prospera (1...	
11/25/20			I Voted Stickers - Novem...	51440-2 · Election Expenses	-30.00
TOTAL					-30.00

**Town of Neenah**  
**Check Detail**  
 November 26, 2024

Date	Num	Name	Memo	Account	Paid Amount
11/26/20	291...	VC3 Inc		11010-1 · Checking - Prospera (1...	
11/25/20	VC...			51420-4 · Office Expenses	-722.00
11/25/20	VC...			52210-3 · Fire Dept Supplies and R...	-22.00
			added Cyndi	51420-4 · Office Expenses	-722.00
				52210-3 · Fire Dept Supplies and R...	-44.00
TOTAL					-1,510.00
11/26/20	291...	Winnebago Cty. Treasurer		11010-1 · Checking - Prospera (1...	
11/25/20	294...			53311-2 · Hwy Exp - Maintenance (...)	-217.02
TOTAL					-217.02
11/26/20	291...	Winnebago Cty. Treasurer		11010-1 · Checking - Prospera (1...	
11/25/20	202...		payment for 2024 dog tags	44210-0 · Dog Licenses Fee	-883.00
TOTAL					-883.00

9:35 AM  
11/23/24

Town of Neenah  
Check Detail  
November 27, 2024

Election Wages  
\$ 2,800.00

Date	Num	Name	Memo	Account	Paid Amount
11/27/20	291...	Armstrong , Kristi	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-272.00
TOTAL					-272.00
11/27/20	291...	Barker , Dawn	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-120.00
TOTAL					-120.00
11/27/20	291...	Behringer , Sharon	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-212.00
TOTAL					-212.00
11/27/20	291...	Epley, Linda	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-224.00
TOTAL					-224.00
11/27/20	291...	Gauger, Sandra	November 2024 Election	11010-1 · Checking - Prospera (1...	
			November 2024 Election	51440-1 · Election Wages	-100.00
TOTAL					-100.00
11/27/20	291...	Hendrickson, Kay	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-124.00
TOTAL					-124.00
11/27/20	291...	Nelson, Tom	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-248.00
TOTAL					-248.00
11/27/20	291...	Schmeichel, Susan A.	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-418.00
TOTAL					-418.00
11/27/20	291...	Stanek, Ginger K.	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-320.00
TOTAL					-320.00
11/27/20	291...	Swanson, Eileen	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-174.00
TOTAL					-174.00



9:35 AM  
11/23/24

Town of Neenah  
Check Detail  
November 27, 2024

Date	Num	Name	Memo	Account	Paid Amount
11/27/20	291...	Webster, Wanda	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-124.00
TOTAL					-124.00
11/27/20	291...	Wilde, Barb	November 2024 Electio...	11010-1 · Checking - Prospera (1...	
			November 2024 Election...	51440-1 · Election Wages	-464.00
TOTAL					-464.00

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To: Town Board

From: Ellen Skerke, Administrator-Clerk-Treasurer

Date: November 23, 2024

Memo: November 25, 2024 Resolution 2024-22 – 2025 Compensation for Sanitary District #2

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Resolution 2024-22 is related to Sanitary District #2 Compensation Schedule for 2025. Per State Stute, it is the responsibility of the Town Board to set the compensation. Compensation for the District has not changed since 2024, approving the resolution will document that the rate remains the same. A resolution to approve the compensation schedule has not been passed annually, however it should be done each year upon approval of the Sanitary District #2 Budget.

Wisconsin State Statute § 60.77 Powers and duties.

(1) Authority of the commission. The commission has charge of all affairs of the town sanitary district.

(2) Corporate status. The district is a body corporate with the powers of a municipal corporation for the purposes of carrying out this subchapter. The district may sue and be sued and may enter into contracts. The commission may provide for a corporate seal of the town sanitary district.

(3) **Compensation; expenses. The town board of the town having the largest portion of the equalized full value of all taxable property in the district may fix the compensation of the commissioners, the secretary and the treasurer.** The commissioners and the secretary and treasurer of the commission may receive actual and necessary expenses incurred while in the performance of the duties of the office in addition to any other compensation.

(4) General powers and duties. The commission may project, plan, construct and maintain a water, solid waste collection and sewerage system, including drainage improvements, sanitary sewers, surface sewers or storm water sewers, or all of the improvements or activities or any combination of them necessary for the promotion of the public health, comfort, convenience or welfare of the district. The commission may provide chemical or mechanical treatment of waters for the suppression of swimmers' itch, algae and other nuisance-producing aquatic growths.

**TOWN OF NEENAH  
WINNEBAGO COUNTY, WISCONSIN  
RESOLUTION 2024-22**

**2025 COMPENSATION SCHEDULE FOR  
TOWN OF NEENAH SANITARY DISTRICT #2**

**WHEREAS**, Per State of Wisconsin Statute 60.77(3), The town board may fix the compensation of the commissioners, the secretary and the treasurer of a sanitary district, and per Town of Neenah Municipal Code 1.01(2)(h) Sanitary District Commissioners shall be compensated as determined by the Town Board and a record maintained by the Town Clerk and;

**WHEREAS** the Town of Neenah (the Town) and Town of Neenah Sanitary District #2's (the District) Auditor, Clifton Larson and Allen has recommended that the Town adopt a Compensation Schedule for the District, on an annual basis to facilitate the preparation of the District's Financial Statements and;

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the Town adopts the 2025 Compensation Schedule for the District #2 as shown in Attachment "A" and;

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

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

Approved and adopted this 25th day of November 2024.

Town of Neenah

Authorized:

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

Attest:

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

Exhibit A  
Town of Neenah Sanitary District #2  
Compensation Schedule  
As of January 1, 2020

Commissioner Per Diem – Meeting	Per Meeting	\$ 50.00
Commissioner Per Diem – Quarter	Per Quarter	\$100.00
Sanitary District Fieldwork	Rate Per Hour	\$ 25.00

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To: Town Board  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: November 23, 2024  
Memo: November 25, 2024 Larsen Road Signal Lights

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Mike Simon reached out to me earlier this week reporting that in recent years there have been project delays throughout the State due to long lead times for obtaining traffic signal equipment. The primary supplier in the State, TAPCO is advising there is a 24-26 week lead time for the equipment we need for Larsen Road / Rocket Way intersection. Mike suggests there are four ways we could handle the situation:

- 1) Town orders and purchases the signal equipment directly in December or January and have the contractor install as part of the project.
- 2) Re-establish the temporary signals until the new signals can be installed. This would be an additional cost not currently included in the construction budget.
- 3) Open the intersection as an all-way stop until the signals can be installed.
- 4) Keep the intersection closed until the signals can be installed, all traffic would need to utilize the CTH II intersection.

I followed up Mike Simon and Matt Parmentier regarding option 1 for additional information. I am working with WI DOT LRIP Project Manager with questions to ensure we would be in compliance with LRIP requirements should we choose option 1, Matt is included in his conversation with the DOT.

If we proceed with option 1:

- Approximate cost for the equipment is \$100,000
- Mike will get quote from TAPCO, Town will approve the quote, Mike will place the order. Likely a deposit will be due when the order is placed, remaining balance due when order is received.
- We are allowed to purchase this product directly without going through the bid process (per Matt Parmentier)
- The bid documents and contract will specify that the contractor will install the equipment purchased by the Town. The contract will also specify that the equipment will be delivered to and stored by the contractor until time of installation.
- The Agreement with the Village of Fox Crossing can be modified to ensure this cost, although outside of the contract for reconstruction will still be an expense allocated for the traffic signals and charged to the Village and assessed to the School District. I am following up with the Village on this.

My recommendation: If the Town Board wishes to pursue Option #1, the Board make a motion to approve the purchase by the Town and give Bob Schmeichel and I the authority to approve a quote and make a down payment. The Board might consider an upper limit of the dollar amount the Board is comfortable with. This would keep it moving along with a goal to place an order in December.