

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

**DATE:** Monday, January 13, 2025  
**TIME:** 7:00 pm  
**LOCATION:** 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 851 6894 0531 Passcode: 359517 Phone (312) 626-6799

Zoom Link: <https://us02web.zoom.us/j/85168940531?pwd=0azYeLc7bfa81bVJ6aQGAfmrgzSvqJ.1>

**TOWN BOARD MEETING**

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES December 9, 2024 Town Board Meeting and December 13, 2024 Special Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
  - a. Building Permit Report – December 2024
6. DISCUSSION / ACTION
  - a. Ratify Vouchers Payroll and Bank Transactions, December 30, 2024
  - b. Approve Vouchers, Payroll and Bank Transactions January 13, 2025
  - c. Resolution 2025-01 - 2024 Budget Amendment
  - d. Resolution 2025-02 – Adopt Building Inspection Fee Schedule , effective January 14, 2025
  - e. Approve 2025 General Engineering Agreement with McMahon Associates Inc
  - f. Approve Temporary Class “B” / “Class B” Retailers License, Paynes Point Hook & Spear Club, 1934 County Rd A. Event: Paynes Point Hook & Spear Fishing Club Fisheree, February 7-9, 2025.
  - g. Approve Statement of Intent for 2025 Winnebago County Industrial Development Board Per Capita Funds of \$4,272.00.
  - h. Approve Intermunicipal Agreement with Village of Fox Crossing for Larsen Road Reconstruction from County Highway CB (CTH CB) to Clayton Avenue.
  - i. Approve Sales Quote from TAPCO Safe Travels for purchase of signal light equipment for Larsen Road / Rocket Way Intersection \$88,319.70
  - j. Discuss extension for Cell Tower Lease Agreement.
7. FUTURE AGENDA TOPICS AND MEETINGS
  - a. Sanitary District #2 Commissioner Meeting, Tuesday January 14, 2025 at 7:00 p.m.
  - b. Friends of Town of Neenah Fire Department Board Meeting Wednesday January 15, 2025 at 6:00 p.m.
  - c. Plan Commission Meeting, Monday January 20, 2025 at 7:00 p.m.
  - d. Next Town Board Meeting January 27, 2025 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) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. ROLL CALL VOTE

  - a. Deputy Clerk-Treasurer Position
12. ADJOURN CLOSED SESSION – Town Board will not reconvene into Open Session

**Closed Session Contemplated: YES**

Ellen Skerke, Administrator-Clerk-Treasurer  
January 8, 2025

## TOWN OF NEENAH TOWN BOARD MEETING

December 9, 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:** Don Nussbaum Fire Chief Dan Osero, County Sheriff Patrol Officer Hebert (position of meeting), Deputy Clerk-Treasurer Vicki Boushele, and Administrator-Clerk-Treasurer Ellen Skerke.

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

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

### Approval of Minutes

**Motion:** T. Wilde / D. Bluma to approve November 25, 2024 with correction to spelling on page 2  
Motion carried by voice 4:0:1 R. Schmeichel abstained

### Public Forum

- None.

### Public Forum for Recognized Municipal and County Officials

- Don Nussbaum, County Board Supervisor District 9 stated that the ATV/UTV issue did not make it through the Highway Commission. The County Highway Department is fully staffed.
- Winnebago County Sheriff Department Patrol Officer Hebert introduced himself, there were no questions from the Town Board.

### Correspondences

- Building Permit Report – November 2024

### Discussion/Action.

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

*Approve Vouchers, Payroll and Bank Transactions December 9, 2024*

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

Motion Carried by voice 5:0:0.

#### **Resolutions**

*Approve Resolution 2024-24: Budget Amendment for 2024 Budget – Parks and Trails*

- E. Skerke provided a brief explanation, Parks and Trails received donations to purchase trees and benches, this amendment request increases the Parks and Trails 2024 budget to account for the donations and added purchases.

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

Motion Carried by roll call vote, all voted Aye..

*Approve Resolution 2024-25: Accept DNR Urban Forestry Grant in the amount of \$5,000 for 2025.*

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

Motion Carried by voice 5:0:0.

**Fire Fighter Personnel**

*Accept Fire Fighter Application Eli Simon effective December 9, 2024*

- D. Osero reviewed the candidates' qualifications and recommends acceptance

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

Motion Carried by voice 5:0:0.

*Accept Resignation of Mackenzie Kimball from Town of Neenah Fire Department effective December 31, 2024.*

- D. Osero explained that the individuals full time job did not allow her the time to commit to her position at Town of Neenah Fire Department, she leaves in good standing.

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

Motion Carried by voice 5:0:0.

**Agreement**

*Approve Agreement with Town of Neenah Sanitary District #2 for Administrative Services*

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

Motion Carried by voice 5:0:0.

*Approve Agreement with Stormwater Utility District for Administrative Services*

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

Motion Carried by voice 5:0:0.

**Building Inspection Services**

*Discussion and possible action regarding Building Inspector Services*

E Skerke reviewed her memo and options available. The Town Board requested a meeting with SAFEbuilt to allow them an opportunity to make a presentation. E Skerke to schedule a Special Town Board Meeting

No Action taken

**Cell Tower Lease**

*Review Cell Tower Lease Extension request*

General discussion, check in with Ehlers on their thoughts of extending, consider ability to increase rent, what other Towns have cell tower leases and what are their terms.

**Town Owned Property**

*Potential amendment to the Restrictive Covenant for Parcels 010-021808 and 010-02180603*

R. Schmeichel adjourned this item to discuss at a future date

Ogden's contacted R. Schmeichel with concerns regarding the deed restriction. The Board needs additional information and discussion with Attorney Parmentier.

**Future Agenda Topics and Meetings**

- Sanitary District #2 Commissioner Meeting, Tuesday December 10, 2024 at 7:00 p.m.
- Plan Commission Meeting, Monday December 16, 2024 at 7:00 p.m.
- Town Board Meeting regularly scheduled for December 23, 2024 is cancelled. Makeup date of Monday December 30, 2024 if necessary
- Wisconsin Towns Association – Winnebago County Unit meeting, Thursday January 2, 2025 at 6:30 p.m. at Town of Omro.
- Fire Department Business Meeting Wednesday January 8, 2025 at 6:00 p.m.
- Next Town Board Meeting January 13, 2025 at 7:00 p.m.

**Old Business**

- J. Weiss requested an update on the new Deputy-Clerk position. E Skerke stated it is posted on several platforms, a handful of applications have been received.
- D. Bluma commented on the nuisance conditions on Woodenshoe Road, same property that was addressed earlier this year, it is going back to the nuisance conditions.

**New Business**

- R. Schmeichel questioned who cleans up dead deer along a county road. D. Nussbaum stated if it were called into the Highway Department, they may clean it up.

**Adjourn Meeting**

**Motion:** T. Wilde / J. Weiss to adjourn. Motion carried. Meeting adjourned at 8:02 p.m.

Respectfully submitted,



Ellen Skerke,  
Administrator--Clerk-Treasurer

Approved: DRAFT – Pending Approval

# Voucher List Authorization - December 30, 2024

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
12/16/2024	Taxes Collected	Checking	\$ 211.22	12-14-2024 Tax Payer Refunds
12/27/2024	Taxes Collected	Checking	\$ 4,917.53	12-27-2024 Tax payer Refunds
1/2/2025	General MM	Checking	\$ 56,000.00	12-9-2024 Vouchers

<b>Accounts Payable</b>		\$ 56,813.02	
12/14/2024 Tax payer Refunds		\$ 211.22	Tax Payer Refund Batch 2
12/27/2024 Tax Payer Refunds		4917.53	Tax payer Refund Batches 9/10/14

**Notification of New Vendors**                      Rucon Construction      Reimbursement of Escrow Payment for New Home Constr

<b>Payroll</b>	Payroll	\$ 500.00	Kimball and Klinka
	Expense Reimburse	\$ -	
	Gross Payroll	\$ 500.00	
	Net Payroll	\$ 492.75	

## Paid via Bank Transfer:

<b>Nationwide:</b>	\$ 37.50
<b>Federal Tax/Medicare:</b>	\$ 14.50
<b>State Taxes:</b>	\$ -
<b>Wisconsin Retirement:</b>	\$ -
<b>Wisconsin Health Insurance</b>	\$ -

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

10:27 AM  
01/11/25

Town of Neenah  
Check Detail  
December 31, 2024

Accounts Payable 12/31/24  
\$56,813.02

Date	Num	Name	Memo	Account	Paid Amount
12/31/2024	29181	American AED LLC		11010-1 · Checking - Prospera (150)	
12/30/2024	337768			52300-1 · First Resp. Training/Supplies	-1,871.00
TOTAL					-1,871.00
12/31/2024	29182	Cowling Property Management LLC		11010-1 · Checking - Prospera (150)	
12/30/2024	5603		Fall clean up	51610-1 · Maintenance & Operations	-138.75
			End year clean kitchen bathroom storage	55300-7 · Mahler Park Expenses	-742.00
				55200-8 · Conservancy Park Expense	-60.00
			End year clean	55300-8 · Franzoi Park Expenses	-150.00
				55300-8 · Parks - CPM Dog Stations	-360.00
			Clean bathroom	55300-9 · Keating Park Expenses	-60.00
TOTAL					-1,510.75
12/31/2024	29183	Custom Fire Apparatus Inc		11010-1 · Checking - Prospera (150)	
12/30/2024	0023774		shelf	52210-9 · Fire Dept. New Equip.	-814.48
TOTAL					-814.48
12/31/2024	29184	Dempsey Law Firm, The		11010-1 · Checking - Prospera (150)	
12/30/2024	91		LAND	51300-0 · Legal Services	-120.00
			Ordinance	51300-0 · Legal Services	-90.00
			Larsen Rd	51300-0 · Legal Services	-420.00
			Meeting	51300-0 · Legal Services	-297.50
			General	51300-0 · Legal Services	-420.00
				6-59300 · Stormwater - Legal	-60.00
TOTAL					-1,407.50
12/31/2024	29185	Div. of Unemployment Insurance		11010-1 · Checking - Prospera (150)	
12/30/2024	3rd qtr 2024		late fee	51420-1 · Clerk Treasurer Expense	-50.00
TOTAL					-50.00
12/31/2024	29186	Dog Waste Depot		11010-1 · Checking - Prospera (150)	
12/30/2024	738806		dog waste bags	55200-3 · Parks - Supplies & Maintenance	-149.99
TOTAL					-149.99
12/31/2024	29187	DPI	53635-0	11010-1 · Checking - Prospera (150)	
12/30/2024	813721		1000 magnets	53635-0 · Recycling	-735.00
TOTAL					-735.00
12/31/2024	29188	Envision Ink		11010-1 · Checking - Prospera (150)	
12/30/2024	247447		fire prevention inspection forms 2 part	52210-3 · Fire Dept Supplies and Repairs	-149.00
TOTAL					-149.00
12/31/2024	29189	Fox Cities Embroidery		11010-1 · Checking - Prospera (150)	
12/30/2024	49001		customer brought in product qty 2	52210-3 · Fire Dept Supplies and Repairs	-24.00
TOTAL					-24.00
12/31/2024	29190	Frank's Radio Service, Inc		11010-1 · Checking - Prospera (150)	
12/30/2024	126580		charger	52210-7 · Fire Dept. Radio Pagers	-489.70
12/30/2024	126548			52210-7 · Fire Dept. Radio Pagers	-830.27
TOTAL					-1,319.97
12/31/2024	29191	Gannette Wisconsin Local IQ		11010-1 · Checking - Prospera (150)	
12/30/2024	6774147		election	51440-2 · Election Expenses	-40.06
TOTAL					-40.06

10:27 AM  
01/11/25

**Town of Neenah  
Check Detail  
December 31, 2024**

Date	Num	Name	Memo	Account	Paid Amount
12/31/2024	29192	Harters Fox Valley Disposal		11010-1 · Checking - Prospera (150)	
12/30/2024	979718			53634-0 · Garbage Collection Expenses	-14,333.95
12/30/2024	979722			53635-0 · Recycling	-4,489.77
12/30/2024				55200-6 · Parks - Harter's - Trash	-180.00
TOTAL					-19,003.72
12/31/2024	29210	JT Schmidt Plumbing		11010-1 · Checking - Prospera (150)	
12/31/2024	0011241		winterization	55300-7 · Mahler Park Expenses	-395.21
12/31/2024	0011242		winterization	55300-8 · Franzoi Park Expenses	-283.28
12/31/2024			winterization	55300-9 · Keating Park Expenses	-214.45
TOTAL					-892.94
12/31/2024	29193	Liberty Square Station		11010-1 · Checking - Prospera (150)	
12/30/2024	Nov 24			52210-4 · Fire Dept. Fuel	-212.68
TOTAL					-212.68
12/31/2024	29194	McMahon Associates, Inc		11010-1 · Checking - Prospera (150)	
12/30/2024	937525		Rock Ledge Pond	6-59200 · Stormwater - Engineering	-2,712.50
12/30/2024	937520		Sep 29- Nov 30	6-53400 · SW - Illicit Discharges	-1,316.25
TOTAL					-4,028.75
12/31/2024	29195	Oshkosh Fire and Police		11010-1 · Checking - Prospera (150)	
12/30/2024	195812		boots - Rod Multart	52210-9 · Fire Dept. New Equip.	-337.00
12/30/2024	196006			52210-9 · Fire Dept. New Equip.	-3,410.00
12/30/2024	196007			52210-9 · Fire Dept. New Equip.	-8,680.00
12/30/2024	195902			52210-9 · Fire Dept. New Equip.	-944.00
12/30/2024	195888		Boots - McArthur	52210-9 · Fire Dept. New Equip.	-337.00
TOTAL					-13,708.00
12/31/2024	29196	Pioneer Rescue & Outfitters	52210-3	11010-1 · Checking - Prospera (150)	
12/30/2024	58		2 Ice rescue suits	52210-9 · Fire Dept. New Equip.	-1,650.00
TOTAL					-1,650.00
12/31/2024	29197	Prospera- Visa	VOID:	11010-1 · Checking - Prospera (150)	
TOTAL					0.00
12/31/2024	ACH	Prospera- Visa		11010-1 · Checking - Prospera (150)	
12/29/2024	Dec 2024 pa...		Menards salt spreader / Ice melt DD stamps for tax mailing ES floor mats - apparatus bay, lobby ES services for white pages and amazon ES Menards - DO UPS Store - DO Harbor Freight - DO Amazon DO Amazon DO Menards DO	51610-1 · Maintenance & Operations 51420-9 · Postage 51610-1 · Maintenance & Operations 51420-4 · Office Expenses 52210-9 · Fire Dept. New Equip. 52210-3 · Fire Dept Supplies and Repairs 52210-9 · Fire Dept. New Equip. 52210-3 · Fire Dept Supplies and Repairs 52210-9 · Fire Dept. New Equip. 52210-3 · Fire Dept Supplies and Repairs 52210-9 · Fire Dept. New Equip. 52210-9 · Fire Dept. New Equip.	-164.81 -536.35 -509.85 -45.98 -258.82 -27.81 -309.56 -54.91 -138.39 -26.45
TOTAL					-2,072.93
12/31/2024	EFT	Prospera- Visa		11010-1 · Checking - Prospera (150)	
12/30/2024	final de expe...		Menards repair folding machine Wisconsin State fire postage for tax mailing Menards	52210-3 · Fire Dept Supplies and Repairs 51420-4 · Office Expenses 52200-1 · Fire Dues Payment 51420-9 · Postage 52210-3 · Fire Dept Supplies and Repairs	-48.87 -30.00 -95.00 -292.00 -29.99
TOTAL					-495.86
12/31/2024	29198	Staples Advantage		11010-1 · Checking - Prospera (150)	
12/30/2024	7003195396			51420-4 · Office Expenses	-333.44
TOTAL					-333.44

**Town of Neenah  
Check Detail  
December 31, 2024**

Date	Num	Name	Memo	Account	Paid Amount
12/31/2024	29199	Suburban Enterprises, Inc		11010-1 · Checking - Prospera (150)	
12/30/2024	196530		2024 annual smoke alarm inspections	51610-1 · Maintenance & Operations	-485.67
TOTAL					-485.67
12/31/2024	29200	VC3 Inc		11010-1 · Checking - Prospera (150)	
12/30/2024	VC3-182262			51420-4 · Office Expenses	-722.00
				52210-3 · Fire Dept Supplies and Repairs	-44.00
TOTAL					-766.00
12/31/2024	29201	WE Energies		11010-1 · Checking - Prospera (150)	
12/30/2024	5283432012		Mahler	55200-7 · Parks - WE Energies	-108.29
				53420-0 · Street Lighting - All Electric	-151.51
				53420-0 · Street Lighting - All Electric	-1,580.09
				55200-8 · Conservancy Park Expense	-22.23
			Franzol	55200-7 · Parks - WE Energies	-125.98
				51420-8 · MB Utilities	-699.62
			Keating	55200-7 · Parks - WE Energies	-46.32
TOTAL					-2,734.04
12/31/2024	29202	Winnebago Cty. Treasurer		11010-1 · Checking - Prospera (150)	
12/30/2024	29639			53311-4 · Hwy Exp- Plowing	-194.81
				53311-2 · Hwy Exp - Maintenance (Winne...	-492.43
TOTAL					-687.24
12/31/2024	29203	Winnebago Liquid Waste	51610-1	11010-1 · Checking - Prospera (150)	
12/30/2024	201672		Nov 20, 2024	51610-1 · Maintenance & Operations	-85.00
12/30/2024	202603		Dec 23 2024	51610-1 · Maintenance & Operations	-85.00
TOTAL					-170.00



9:13 AM  
01/09/25

Town of Neenah  
Check Detail  
December 14, 2024

Tax Payer Refunds

12/14/24

\$ 211.22

Date	Num	Name	Memo	Account	Paid Amount
12/14/2024	29177	zz Cook, Martin	2024 Property Tax R... refund paid - batch #2	11010-1 · Checking - Prospera (1... 26102-0 · R.E. Tax Refunds to Tax...	 -211.22
TOTAL					-211.22

9:04 AM  
01/09/25

Town of Neenah  
Check Detail  
December 27, 2024

Tax Payer Refunds  
12/27/24 \$ 4,917.53

Date	Num	Name	Memo	Account	Paid Amount
12/27/2024	29178	zz Edwards, Tammy	2024 Refund of over... #10	11010-1 · Checking - Prospera (1... 26102-0 · R.E. Tax Refunds to Tax...	-3.00
TOTAL					-3.00
12/27/2024	29180	zz Jones, Troy	2024 Property Tax R... Property Tax Refund i...	11010-1 · Checking - Prospera (1... 26102-0 · R.E. Tax Refunds to Tax...	-4,090.82
TOTAL					-4,090.82
12/27/2024	29179	zz Scheffler, Jeffrey & Amy	2024 Property Tax R... #9	11010-1 · Checking - Prospera (1... 26102-0 · R.E. Tax Refunds to Tax...	-823.71
TOTAL					-823.71

9:00 AM  
01/09/25

Town of Neenah  
Check Detail  
December 30, 2024

Payroll 12.31.24  
Gross = \$ 500.00  
Net = \$ 492.75

Date	Num	Name	Memo	Account	Paid Amount
12/30/2024	E-pay	IRS	52-1351410 QB Track...	11010-1 · Checking - Prospera (1...	
			52-1351410 QB Tracki...	21514-0 · Medicare Taxes Payable	-7.25
			52-1351410 QB Trackl...	21514-0 · Medicare Taxes Payable	-7.25
TOTAL					-14.50
12/30/2024	DD1864	Kimball, Mackenzie	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	52200-0 · Fire Protection - Salaries	-75.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-20.00
			Direct Deposit	52200-0 · Fire Protection - Salaries	-125.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-16.50
			Direct Deposit	21520-0 · Nationwide Payable	16.50
			Direct Deposit	65000 · Medicare Taxes	-3.19
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.19
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.19
			Direct Deposit	2110 · Direct Deposit Liabilities	216.81
TOTAL					0.00
12/30/2024	DD1865	Klinka, Gary	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	52400-0 · Building Inspection	-280.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-21.00
			Direct Deposit	21520-0 · Nationwide Payable	21.00
			Direct Deposit	65000 · Medicare Taxes	-4.06
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.06
			Direct Deposit	21514-0 · Medicare Taxes Payable	4.06
			Direct Deposit	2110 · Direct Deposit Liabilities	275.94
TOTAL					0.00
12/30/2024	EFT	Nationwide	0035742002	11010-1 · Checking - Prospera (1...	
			0035742002	21520-0 · Nationwide Payable	-37.50
TOTAL					-37.50
12/30/2024		QuickBooks Payroll Servi...	Created by Payroll S...	11010-1 · Checking - Prospera (1...	
		QuickBooks Payroll Service	Created by Payroll Ser...	2110 · Direct Deposit Liabilities	-492.75
TOTAL					-492.75

\*

\*

9:22 AM

01/09/25

Town of Neenah  
Payroll Transaction Detail  
December 30, 2024

Nationwide  
\$ 37.50

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
12/30/2	DD...	Paycheck	Kimball, Mackenzie	Nationwide Retire...	0.00	-16.50
						-16.50
12/30/2	DD...	Paycheck	Klinka, Gary	Nationwide Retire...	0.00	-21.00
						-21.00
12/30/2	EFT	Liability ...	Nationwide	Nationwide Retire...		37.50
						37.50
<b>TOTAL</b>						<b>0.00</b>

9:22 AM  
01/09/25

Town of Neenah  
**Payroll Liability Balances**  
December 30, 2024

Federal Taxes Payable  
\$ 14.50

---

	<u>BALANCE</u>
Payroll Liabilities	
Federal Withholding	0.00
Medicare Employee	7.25
Medicare Company	7.25
WI - Withholding	0.00
Medicare Employee Addl Tax	0.00
<b>Total Payroll Liabilities</b>	<u><u>14.50</u></u>

# Voucher List Authorization - January 13, 2025

## Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
1/2/2025	General MM	Checking	\$ 56,000.00	12-31-24 Vouchers January 2025 Tax Settlement Winnebago County , NJSD, Fox
1/10/2025	Taxes Collected	Checking	\$ 2,834,991.06	Valley Tech and San2 January 2025 Tax Settlement -
1/10/2025	Taxes collected	General MM	\$ 206,015.80	Town Property Taxes January 2025 Tax Settlement -
1/10/2025	Taxes collected	General MM	\$ 75,845.13	Town Trash and Recycling January 2025 Tax Settlement -
1/10/2025	Taxes collected	Stormwater MM	\$ 157,542.00	Stormwater Management Fee
1/14/2025	General MM	Checking	\$ 35,000.00	1-13-2025 Vouchers
<b>Accounts Payable</b>	1-13-2025 Vouchers		\$ 17,415.59	1-13-2025 Voucher List
	Check# 29204-029208		\$ 2,834,991.06	January Tax Settlement Checks

Notification of New Vendors NONE

<b>Payroll</b>	Payroll	\$	14,077.50
	Expense Reimburse	\$	924.12
	Gross Payroll	\$	15,001.62
	Net Payroll	\$	12,642.64

### Paid via Bank Transfer:

<b>Nationwide:</b>	\$	1,028.26
<b>Federal Tax/Medicare:</b>	\$	1,442.46
<b>State Taxes:</b>	\$	464.13
<b>Wisconsin Retirement:</b>	\$	803.42
<b>Wisconsin Health Insurance</b>	\$	1,255.82

### Deposit Detail

<u>Date</u>	<u>Where</u>	<u>Amount</u>	
12/2/2024	General MM	\$ 813.69	Building Permits
12/12/2024	General MM	\$ 296.49	Recycling
12/31/2024	General MM	\$ 1,478.65	Various
12/31/2024	General MM	\$ 1,874.98	Cell tower
December 2024	General MM	\$ 675.00	Dog License Fee
December 2024	Taxes Collected	\$ 3,397,642.07	Taxes Collected - December 2024
12/31/2024	Various	\$ 10,966.47	Interest Earned
<b>TOTAL Deposits</b>		<b>\$ 3,413,747.35</b>	

### Account Balances as of January 14, 2025 after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>BNY Mellon - Pershing</u>	<u>Total</u>
Checking	\$ 7,085			
Membership account	\$ 5			
General MM	\$ 606,581		\$ 622,496	\$ 1,229,077
Impact Fee	\$ 9,324			
Taxes Collected	\$ 114,453			
Tullar Rd Fund			\$ 39,612	
Storm Water	\$ 1,001,840		\$ 548,376	\$ 1,550,216
CFCU	\$ 527			
<b>TOTAL</b>	<b>\$ 1,739,815</b>	<b>\$ -</b>	<b>\$ 1,210,484</b>	
	<b>GRAND TOTAL</b>		<b>\$ 2,950,298</b>	

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

10:32 AM

01/11/25

Town of Neenah  
Transaction List by Date  
January 9, 2025

Tax Settlement  
Transfers

Type	Date	Memo	Account	Split	Amount
Jan 9, 25					
Transfer	01/09/2025	January 2025 Tax Settlement	11060-1 · Taxes Collected -Prospera (125)	11010-1 · Checking - Prospera (150)	-2,834,991.06
Transfer	01/09/2025	January 2025 Tax Settlement	11060-1 · Taxes Collected -Prospera (125)	11011-1 · General MM - Prospera (124)	-206,015.80
Transfer	01/09/2025	January 2025 Tax Settlement...	11060-1 · Taxes Collected -Prospera (125)	11011-1 · General MM - Prospera (124)	-75,845.13
Transfer	01/09/2025	January 2025 Tax Settlement...	11060-1 · Taxes Collected -Prospera (125)	6-11020 · SW Savings - Prospera (127)	-157,542.00
Jan 9, 25					

Town of Neenah  
**Check Detail**  
 January 14, 2025

**Accounts Payable 1-14-25**  
**\$ 17,415.59**

Date	Num	Name	Memo	Account	Paid Amount
01/14/2025	29211	American AED LLC		11010-1 · Checking - Prospera (150)	
01/13/2025	337760			51610-1 · Maintenance & Operations	-2,021.00
TOTAL					-2,021.00
01/14/2025	29212	Cowling Property Management LLC		11010-1 · Checking - Prospera (150)	
01/13/2025	5675		snow removal - and salting - December ...	51610-1 · Maintenance & Operations	-529.50
			snow removal - Conservancy Park Dec...	55200-8 · Conservancy Park Expense	-50.00
			snow removal - Trall December 2024	55400-0 · Trails	-150.00
			December 2024 activity	55300-3 · Parks - CPM Dog Stations	-270.00
TOTAL					-999.50
01/14/2025	29213	Dominion Voting Systems, Inc.	51440-2	11010-1 · Checking - Prospera (150)	
01/13/2025	DVS157829		Annual license, hardware warranty	51440-2 · Election Expenses	-463.00
TOTAL					-463.00
01/14/2025	29214	Fox- Wolf Watershed Alliance		11010-1 · Checking - Prospera (150)	
01/13/2025	NEWSC 2025		2025 Annual dues	6-51400 · SW - NEWSOC Membership	-665.00
TOTAL					-665.00
01/14/2025	29221	Keepers Landscapers LLC		11010-1 · Checking - Prospera (150)	
01/13/2025	1559		2024 services December 2024 (March...	55200-8 · Conservancy Park Expense	-150.00
TOTAL					-150.00
01/14/2025	29215	LaForce LLC		11010-1 · Checking - Prospera (150)	
01/13/2025	1267476		2025 annual fee	51610-1 · Maintenance & Operations	-976.50
TOTAL					-976.50
01/14/2025	29216	MCC, Inc		11010-1 · Checking - Prospera (150)	
01/13/2025	31338			6-59405 · Locate Services - MCO	-990.00
TOTAL					-990.00
01/14/2025	29217	Prospera- Visa		11010-1 · Checking - Prospera (150)	
01/13/2025	Jan 2025 Stmt		Annual Fee for Amazon ES	51420-4 · Office Expenses	-179.00
			Ehlers Seminar for Public Financing ES	51430-0 · Membership / Seminars Clerk	-420.00
			Expense to be reimbursed by San 2 - L...	51420-4 · Office Expenses	-812.00
			Wi State Fire Chief's Association - Wint...	52210-1 · Fire Dept Seminar/Training Fees	-175.00
TOTAL					-1,586.00
01/14/2025	29218	Sanitary District #2	24510-0	11010-1 · Checking - Prospera (150)	
01/13/2025	24989		Keating	55200-0 · Parks - Sanitary User Fee	-1,320.00
01/13/2025	24990		Franzoi	55200-0 · Parks - Sanitary User Fee	-2,640.00
01/13/2025	24991		Mahler	55200-0 · Parks - Sanitary User Fee	-2,640.00
TOTAL					-6,600.00
01/14/2025	29222	Spectrum - Charter Communications		11010-1 · Checking - Prospera (150)	
01/13/2025	1530931011...			51420-7 · Office Telephone	-339.34
TOTAL					-339.34
01/14/2025	29223	Staples Advantage		11010-1 · Checking - Prospera (150)	
01/13/2025	7003364745		folding machine	51420-4 · Office Expenses	-499.26
TOTAL					-499.26
01/14/2025	29219	Town Web Design, Inc.	51110-4	11010-1 · Checking - Prospera (150)	
01/13/2025	8529		Annual hosting, maintenance, domain n...	51111-4 · Website	-515.00
TOTAL					-515.00



10:26 AM  
01/11/25

Town of Neenah  
**Check Detail**  
January 14, 2025

---

Date	Num	Name	Memo	Account	Paid Amount
01/14/2025	29220	Transcendent Technologies		11010-1 · Checking - Prospera (150)	
01/13/2025	m7919		Annual software tax collection	51420-4 · Office Expenses	-1,551.00
TOTAL					-1,551.00

10:31 AM  
01/11/25

Town of Neenah  
Check Detail  
January 9, 2025

Tax Settlement Checks  
\$ 2,834,991.06

Date	Num	Name	Memo	Account	Paid Amount
01/09/2025	29206	Fox Valley Technical College	January 2025 Tax Settlement	11010-1 · Checking - Prospera (150)	
			January 2025 Tax Settlement	24630-0 · Due to F.V. Technical College	-184,137.16
TOTAL					-184,137.16
01/09/2025	29205	Neenah Joint School District	January 2025 Tax Settlement	11010-1 · Checking - Prospera (150)	
			January 2025 Tax Settlement	24610-0 · Due to Neenah Joint School...	-1,485,530.91
TOTAL					-1,485,530.91
01/09/2025	29207	Sanitary District #2	January 2025 Tax Settlement	11010-1 · Checking - Prospera (150)	
			San 2 Main	24510-0 · Due to Sanitary District # 2	-9,784.97
			San 2 Interest	24510-0 · Due to Sanitary District # 2	-2,688.93
TOTAL					-12,473.90
01/09/2025	29208	Sanitary District #2	January 2025 Tax Settlement	11010-1 · Checking - Prospera (150)	
			Sewer Use Fee	24510-0 · Due to Sanitary District # 2	-192,149.29
TOTAL					-192,149.29
01/09/2025	29204	Winnebago County Treasurer	January 2024 Tax Settlement	11010-1 · Checking - Prospera (150)	
			January 2024 Tax Settlement	24310-0 · Due to Winnebago Prop. Tax	-960,699.80
TOTAL					-960,699.80

9:00 AM

01/09/25

Town of Neenah  
Check Detail  
January 16, 2025

Payroll 1-16-25  
Gross = 15,001.62  
Net = 12,642.64

Date	Num	Name	Memo	Account	Paid Amount
01/16/2025	DD1866	Armstrong, Glenn	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	53311-0 · Highway & Street - Salary	-225.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-16.88
			Direct Deposit	21520-0 · Nationwide Payable	16.88
			Direct Deposit	53311-1 · Hwy Mileage and Expens...	-61.64
			Direct Deposit	65000 · Medicare Taxes	-3.26
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.26
			Direct Deposit	21514-0 · Medicare Taxes Payable	3.26
			Direct Deposit	2110 · Direct Deposit Liabilities	283.38
TOTAL					0.00
01/16/2025	DD1867	Bluma, David	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-90.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-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
01/16/2025	DD1868	Boushele, Victoria L	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51420-2 · Deputy Clerk/Tres. - Salary	-2,257.50
			Direct Deposit	66000 · Nationwide Retirement Exp...	-169.31
			Direct Deposit	21520-0 · Nationwide Payable	169.31
			Direct Deposit	24000-0 · Payroll Liabilities	101.00
			Direct Deposit	65000 · Medicare Taxes	-32.73
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.73
			Direct Deposit	21514-0 · Medicare Taxes Payable	32.73
			Direct Deposit	24000-0 · Payroll Liabilities	71.53
			Direct Deposit	2110 · Direct Deposit Liabilities	2,052.24
TOTAL					0.00
01/16/2025	DD1869	Cardoza, Brooke	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	66000 · Nationwide Retirement Exp...	-50.81
			Direct Deposit	21520-0 · Nationwide Payable	50.81
			Direct Deposit	24000-0 · Payroll Liabilities	110.00
			Direct Deposit	65000 · Medicare Taxes	-9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	21514-0 · Medicare Taxes Payable	9.82
			Direct Deposit	24000-0 · Payroll Liabilities	50.00
			Direct Deposit	2110 · Direct Deposit Liabilities	507.68
TOTAL					0.00

9:00 AM  
01/09/25

**Town of Neenah**  
**Check Detail**  
January 16, 2025

Date	Num	Name	Memo	Account	Paid Amount
01/16/2025	DD1870	Davis, Douglas	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51610-2 · Maintenance - Salary	-162.50
			Direct Deposit	55300-1 · Parks - CPM additional s...	-50.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-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
01/16/2025	DD1871	Osero, Daniel W.	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	52210-0 · Fire Chief - Salary	-700.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-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
01/16/2025	DD1872	Plier, Christopher J.	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	52210-0 · Fire Chief - Salary	-200.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-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
01/16/2025		Sargent, Lori		11010-1 · Checking - Prospera (1...	
				51420-2 · Deputy Clerk/Tres. - Salary	-367.50
				65000 · Medicare Taxes	-5.33
				21514-0 · Medicare Taxes Payable	5.33
				21514-0 · Medicare Taxes Payable	5.33
TOTAL					-362.17
01/16/2025		Schmeichel, Robert E.		11010-1 · Checking - Prospera (1...	
				51100-1 · Chairman - Salary	-1,355.00
				51100-2 · Chairman per diem	-90.00
				66000 · Nationwide Retirement Exp...	-108.38
				21520-0 · Nationwide Payable	108.38
				51100-3 · Chairman Expenses	-14.74
				24000-0 · Payroll Liabilities	100.00
				65000 · Medicare Taxes	-20.95
				21514-0 · Medicare Taxes Payable	20.95
				21514-0 · Medicare Taxes Payable	20.95
				24000-0 · Payroll Liabilities	61.44
TOTAL					-1,277.35

**Town of Neenah**  
**Check Detail**  
 January 16, 2025

Date	Num	Name	Memo	Account	Paid Amount
01/16/2025	DD1873	Skерke, Ellen J	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51420-0 · Clerk - Salary	-5,780.00
			Direct Deposit	21530-0 · WRS Payable	401.71
			Direct Deposit	51421-0 · Clerk Retirement Expense	-401.71
			Direct Deposit	21530-0 · WRS Payable	401.71
			Direct Deposit	66000 · Nationwide Retirement Exp...	-433.50
			Direct Deposit	21520-0 · Nationwide Payable	433.50
			Direct Deposit	21533-0 · Health Insurance Payable	251.16
			Direct Deposit	51421-2 · Clerk- Health Insurance	-1,004.66
			Direct Deposit	21533-0 · Health Insurance Payable	1,004.66
			Direct Deposit	51420-1 · Clerk Treasurer Expense	-14.74
			Direct Deposit	51420-4 · Office Expenses	-833.00
			Direct Deposit	24000-0 · Payroll Liabilities	600.00
			Direct Deposit	65000 · Medicare Taxes	-80.17
			Direct Deposit	21514-0 · Medicare Taxes Payable	80.17
			Direct Deposit	21514-0 · Medicare Taxes Payable	80.17
			Direct Deposit	24000-0 · Payroll Liabilities	225.35
			Direct Deposit	2110 · Direct Deposit Liabilities	5,069.35
TOTAL					0.00
01/16/2025		Weiss, James		11010-1 · Checking - Prospera (1...	
				51110-1 · Supervisors - Salaries	-677.50
				51110-2 · Supervisors per diem	-45.00
				66000 · Nationwide Retirement Exp...	-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
01/16/2025	DD1874	Wilde, Thomas	Direct Deposit	11010-1 · Checking - Prospera (1...	
			Direct Deposit	51110-1 · Supervisors - Salaries	-677.50
			Direct Deposit	51110-2 · Supervisors per diem	-45.00
			Direct Deposit	66000 · Nationwide Retirement Exp...	-54.19
			Direct Deposit	21520-0 · Nationwide Payable	54.19
			Direct Deposit	24000-0 · Payroll Liabilities	69.00
			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	25.81
			Direct Deposit	2110 · Direct Deposit Liabilities	617.21
TOTAL					0.00

2:07 AM  
01/09/25

Town of Neenah  
Payroll Transaction Detail  
January 2025

Nationwide  
\$1,028.26

Date	Num	Type	Source Name	Payroll Item	Wage Base	Amount
01/16/2025	DD18...	Paycheck	Armstrong, Glenn	Nationwide Retirement Fund	0.00	-16.88
						-16.88
01/16/2025	DD18...	Paycheck	Bluma, David	Nationwide Retirement Fund	0.00	-57.56
						-57.56
01/16/2025	DD18...	Paycheck	Boushele, Victoria L	Nationwide Retirement Fund	0.00	-169.31
						-169.31
01/16/2025	DD18...	Paycheck	Cardoza, Brooke	Nationwide Retirement Fund	0.00	-50.81
						-50.81
01/16/2025	DD18...	Paycheck	Davis, Douglas	Nationwide Retirement Fund	0.00	-15.94
						-15.94
01/16/2025	DD18...	Paycheck	Osero, Daniel W.	Nationwide Retirement Fund	0.00	-52.50
						-52.50
01/16/2025	DD18...	Paycheck	Plier, Christopher J.	Nationwide Retirement Fund	0.00	-15.00
						-15.00
01/16/2025		Paycheck	Schmeichel, Robert E.	Nationwide Retirement Fund	0.00	-108.38
						-108.38
01/16/2025	DD18...	Paycheck	Skerke, Ellen J	Nationwide Retirement Fund	0.00	-433.50
						-433.50
01/16/2025		Paycheck	Weiss, James	Nationwide Retirement Fund	0.00	-54.19
						-54.19
01/16/2025	DD18...	Paycheck	Wilde, Thomas	Nationwide Retirement Fund	0.00	-54.19
						-54.19
<b>TOTAL</b>						<b>-1,028.26</b>

2:06 AM  
01/09/25

Town of Neenah  
Payroll Liability Balances  
January 2025

Taxes Payable  
Federal = \$ 1,442.46  
State = \$ 464.13

	BALANCE
Payroll Liabilities	
Federal Withholding	1,041.50
Medicare Employee	200.48
Medicare Company	200.48
WI - Withholding	464.13
Medicare Employee Addl Tax	0.00
<b>Total Payroll Liabilities</b>	<b>1,906.59</b>

2:10 AM  
01/09/25  
Accrual Basis

Town of Neenah  
General Ledger  
As of January 31, 2025

WI Retirement  
\$ 803.42

Type	Date	Num	Name	Memo	Split	Amount
<b>21530-0 · WRS Payable</b>						
Paycheck	01/16/2025	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	401.71
Paycheck	01/16/2025	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	401.71
Total 21530-0 · WRS Payable						803.42
<b>34300-0 · Fund Balances Town of Neenah</b>						
Total 34300-0 · Fund Balances Town of Neenah						
<b>51420-0 · Clerk - Salary</b>						
Paycheck	01/16/2025	DD18...	Skерke, Ellen J	Direct Deposit	11010-1 · Che...	-5,780.00
Total 51420-0 · Clerk - Salary						-5,780.00
<b>TOTAL</b>						<b>-4,976.58</b>



2:08 AM  
01/09/25  
Accrual Basis

Town of Neenah  
General Ledger  
As of January 31, 2025

WI Health  
\$ 1,255.82

Type	Date	Num	Name	Memo	Split	Amount
<b>21533-0 · Health Insurance Payable</b>						
Paycheck	01/16/2025	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	251.16
Paycheck	01/16/2025	DD18...	Skerke, Ellen J	Direct Deposit	11010-1 · Che...	1,004.66
Total 21533-0 · Health Insurance Payable						1,255.82
<b>TOTAL</b>						<b>1,255.82</b>

Town of Neenah  
Deposit Detail  
December 2024

Deposits

Date	Name	Memo	Account	Amount
12/03/2024		Deposit	11011-1 · General MM - Prospera (124)	813.69
	Building Permits	Deposit	44310-0 · Building Permits	-813.69
TOTAL				-813.69
12/09/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	24,679.49
	Tax Payer	CC Deposit 12-9-2024	26101-0 · R.E. Taxes Collected	-8,082.70
	Tax Payer	echcek 12-9-2024	26101-0 · R.E. Taxes Collected	-16,596.79
TOTAL				-24,679.49
12/10/2024		Deposit - Batch 1	11060-1 · Taxes Collected -Prospera (125)	24,088.11
	Tax Payer	Batch #1	26101-0 · R.E. Taxes Collected	-24,088.11
TOTAL				-24,088.11
12/10/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	8,390.76
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-8,390.76
TOTAL				-8,390.76
12/12/2024		Deposit	11011-1 · General MM - Prospera (124)	296.49
	Winnebago Cou...	Municipal credit	53635-0 · Recycling	-296.49
TOTAL				-296.49
12/12/2024		Batch #2	11060-1 · Taxes Collected -Prospera (125)	16,527.03
	Tax Payer	Batch #2	26101-0 · R.E. Taxes Collected	-16,315.81
	Tax Payer Refun...	Batch #2	26102-0 · R.E. Tax Refunds to Taxpayers	-211.22
TOTAL				-16,527.03
12/12/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	2,674.05
	Tax Payer	Credit Card 12-12-2024	26101-0 · R.E. Taxes Collected	-2,674.05
TOTAL				-2,674.05
12/15/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	22,494.51
	Tax Payer	echeck 12-13-24 thru 12-15-24	26101-0 · R.E. Taxes Collected	-22,494.51
TOTAL				-22,494.51
12/16/2024		Batch #3	11060-1 · Taxes Collected -Prospera (125)	179,258.84
	Tax Payer	Batch #3	26101-0 · R.E. Taxes Collected	-178,562.78
	Tax Payer	Batch #3	26101-0 · R.E. Taxes Collected	-696.06
TOTAL				-179,258.84
12/16/2024		Batch #4	11060-1 · Taxes Collected -Prospera (125)	73,577.59
	Tax Payer	Batch #4	26101-0 · R.E. Taxes Collected	-73,577.59
TOTAL				-73,577.59
12/16/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	25,807.72
	Tax Payer	e-checks 12-16-2024	26101-0 · R.E. Taxes Collected	-25,807.72
TOTAL				-25,807.72

**Town of Neenah**  
**Deposit Detail**  
December 2024

Date	Name	Memo	Account	Amount
12/17/2024		<b>Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>170,650.73</b>
	Tax Payer	BATCH #5	26101-0 · R.E. Taxes Collected	-170,650.73
TOTAL				-170,650.73
12/17/2024		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>5.00</b>
	Dog Licenses	BATCH #5	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/17/2024		<b>Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>5,050.54</b>
	Tax Payer	Batch 5a	26101-0 · R.E. Taxes Collected	-5,050.54
TOTAL				-5,050.54
12/17/2024		<b>online Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>12,781.52</b>
	Tax Payer	credit card	26101-0 · R.E. Taxes Collected	-59.05
	Tax Payer	e check	26101-0 · R.E. Taxes Collected	-12,722.47
TOTAL				-12,781.52
12/18/2024		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>115.00</b>
	Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-115.00
TOTAL				-115.00
12/18/2024		<b>Batch 6</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>132,995.12</b>
	Tax Payer	Batch 6	26101-0 · R.E. Taxes Collected	-132,995.12
TOTAL				-132,995.12
12/18/2024		<b>Online Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>5,518.70</b>
	Tax Payer	credit card	26101-0 · R.E. Taxes Collected	-5,518.70
TOTAL				-5,518.70
12/19/2024		<b>Online Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>9,899.18</b>
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-9,899.18
TOTAL				-9,899.18
12/19/2024		<b>Batch 7</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>146,348.27</b>
	Tax Payer	Batch #7	26101-0 · R.E. Taxes Collected	-146,348.27
TOTAL				-146,348.27
12/20/2024		<b>Deposit</b>	<b>11060-1 · Taxes Collected -Prospera (125)</b>	<b>30,938.17</b>
	Tax Payer	Batch 8	26101-0 · R.E. Taxes Collected	-30,938.17
TOTAL				-30,938.17
12/20/2024		<b>Deposit</b>	<b>11011-1 · General MM - Prospera (124)</b>	<b>10.00</b>
	Dog Licenses	with Batch 8	44210-0 · Dog Licenses Fee	-10.00
TOTAL				-10.00

**Town of Neenah**  
**Deposit Detail**  
December 2024

Date	Name	Memo	Account	Amount
12/20/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	20,097.33
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-20,097.33
TOTAL				-20,097.33
12/22/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	10,220.69
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-10,220.69
TOTAL				-10,220.69
12/23/2024		Batch 9	11060-1 · Taxes Collected -Prospera (125)	189,910.32
	Tax Payer	Batch 9	26101-0 · R.E. Taxes Collected	-189,086.61
	Tax Payer	Batch 9	26102-0 · R.E. Tax Refunds to Taxpayers	-823.71
TOTAL				-189,910.32
12/23/2024		Batch 10	11060-1 · Taxes Collected -Prospera (125)	256,461.75
	Tax Payer	Batch #10	26101-0 · R.E. Taxes Collected	-256,458.75
	Tax Payer	Batch #10	26102-0 · R.E. Tax Refunds to Taxpayers	-3.00
TOTAL				-256,461.75
12/23/2024		Batch 11	11011-1 · General MM - Prospera (124)	5.00
	Tax Payer	Batch #11	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/23/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	12,019.38
	Tax Payer	credit card	26101-0 · R.E. Taxes Collected	-8,622.07
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-3,397.31
TOTAL				-12,019.38
12/23/2024		Batch 11	11060-1 · Taxes Collected -Prospera (125)	67,875.30
	Tax Payer	Batch #11	26101-0 · R.E. Taxes Collected	-67,875.30
TOTAL				-67,875.30
12/25/2024		Online Deposit	11060-1 · Taxes Collected -Prospera (125)	11,846.72
	Tax Payer	credit	26101-0 · R.E. Taxes Collected	-5,095.40
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-6,751.32
TOTAL				-11,846.72
12/26/2024		Deposit Batch 12	11060-1 · Taxes Collected -Prospera (125)	372,860.39
	Tax Payer	Batch #12	26101-0 · R.E. Taxes Collected	-372,860.39
TOTAL				-372,860.39
12/26/2024		Deposit - Batch #12	11011-1 · General MM - Prospera (124)	5.00
	Dog Licenses	paid via taxes	44210-0 · Dog Licenses Fee	-5.00
TOTAL				-5.00
12/26/2024		Deposit	11011-1 · General MM - Prospera (124)	165.00
	Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-165.00
TOTAL				-165.00

**Town of Neenah**  
**Deposit Detail**  
December 2024

Date	Name	Memo	Account	Amount
12/30/2024		Batch 17	11060-1 · Taxes Collected -Prospera (125)	306,371.34
	Tax Payer	Batch 17	26101-0 · R.E. Taxes Collected	-306,371.34
TOTAL				-306,371.34
12/30/2024		Deposit - online	11060-1 · Taxes Collected -Prospera (125)	24,976.08
	Tax Payer	credit card 12-30-24	26101-0 · R.E. Taxes Collected	-2,926.91
	Tax Payer	echeck 12-30-24	26101-0 · R.E. Taxes Collected	-22,049.17
TOTAL				-24,976.08
12/31/2024		Deposit	11011-1 · General MM - Prospera (124)	1,874.98
	Cell Tower Rent	Jan 2025 rent	48200-4 · Cell Tower	-1,679.90
	Cell Tower Rent	Jan 2025 rent - sublease	48200-4 · Cell Tower	-195.08
TOTAL				-1,874.98
12/31/2024		Deposit	11011-1 · General MM - Prospera (124)	1,478.65
	Assessment lett...	Deposit	46110-0 · Clerk's Assessment Letters Fees	-40.00
	Building Permits	Deposit	44310-0 · Building Permits	-245.00
	Cermak Lease	Nov-Dec	48200-2 · Land Rent	-500.00
	Liquor/Beer Lice...	Paynes Point	44110-0 · Liquor, Beer, & Cig License	-10.00
	WE Energies Ro...	Deposit	44320-0 · Road Permits	-25.00
	Insurance	acc/sickness	48400-0 · Insurance Premium Refunds	-336.17
	MB/FS Rent	Terry, Westphal	48200-1 · Municipal Building Rent	-250.00
	Other	TNSD2	51420-4 · Office Expenses	-72.48
TOTAL				-1,478.65
12/31/2024		Deposit Batch 18	11060-1 · Taxes Collected -Prospera (125)	155,993.41
	Tax Payer	Batch #18	26101-0 · R.E. Taxes Collected	-155,993.01
	Tax Payer Refun...	Batch #18	26102-0 · R.E. Tax Refunds to Taxpayers	-0.40
TOTAL				-155,993.41
12/31/2024		Deposit	11011-1 · General MM - Prospera (124)	65.00
	Dog Licenses	Deposit	44210-0 · Dog Licenses Fee	-65.00
TOTAL				-65.00
12/31/2024		Deposit	11060-1 · Taxes Collected -Prospera (125)	16,519.56
	Tax Payer	Deposit	26101-0 · R.E. Taxes Collected	-16,519.56
TOTAL				-16,519.56
12/31/2024		Deposit - Online	11060-1 · Taxes Collected -Prospera (125)	38,531.96
	Tax Payer	credit card	26101-0 · R.E. Taxes Collected	-9,960.34
	Tax Payer	echeck	26101-0 · R.E. Taxes Collected	-28,571.62
TOTAL				-38,531.96
12/31/2024		Interest	11011-4 · CFCU Membership Account	1.06
		Interest	48110-0 · Interest Income	-1.06
TOTAL				-1.06
12/31/2024		Interest	11320-5 · BNY Mellon - Tullar Road	242.14
		Interest	48160-0 · Interest Income- Tullar Road CD	-242.14
TOTAL				-242.14

**Town of Neenah**  
**Deposit Detail**  
December 2024

Date	Name	Memo	Account	Amount
12/31/2024		Interest	6-11050 · SW - BNY Mellon-Pershing	2,088.73
		Interest	6-48150 · Interest Income - Stormwater	-2,088.73
TOTAL				-2,088.73
12/31/2024		Interest	11900-0 · BNY Mellon - Pershing	3,381.74
		Interest	48110-0 · Interest Income	-3,381.74
TOTAL				-3,381.74
12/31/2024		Interest	11011-1 · General MM - Prospera (124)	1,111.25
		Interest	48110-0 · Interest Income	-1,111.25
TOTAL				-1,111.25
12/31/2024		Interest	6-11020 · SW Savings - Prospera (127)	2,224.23
		Interest	6-48150 · Interest Income - Stormwater	-2,224.23
TOTAL				-2,224.23
12/31/2024		Interest	11010-1 · Checking - Prospera (150)	2.54
		Interest	48110-0 · Interest Income	-2.54
TOTAL				-2.54
12/31/2024		Interest	11060-1 · Taxes Collected -Prospera (125)	1,912.65
		Interest	48195-0 · Interest - Collected Taxes	-1,912.65
TOTAL				-1,912.65
12/31/2024		Interest	11055-1 · Impact Fee - Prospera (037)	2.13
		Interest	48180-0 · Interest - Impact Fees	-2.13
TOTAL				-2.13

**Resolution 2025-01**

**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 Fire Department completed necessary service to two of the fire trucks in the amount of \$10,603.62; and

**WHERE AS;** Calendar year 2023 was a transitional year for the Fire Chief position, due to the transition, these repairs were not completed until very late in the 2023 calendar year; and

**WHERE AS;** the expenditure of \$10,603.62 for 2023 activity was paid in 2024 and caused 2024 total expenditures for Fire Department Vehicle Repairs expense account (52210-2) to exceed the 2024 budget amount of \$15,000.00.

**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 \$10,600.00 is hereby added to 2024 Budget in Fire Department Vehicle Repairs expense account (52210-2).

Adopted this 13th day of January 2025.

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 \_\_\_\_\_



Town of Neenah  
Fire Dept. Expenses 2024

	2024 Budget	2024 Budget Amendment	January	February	March	April	May	June	July	August	September	October	November	December	Total	Amount Left
<b>Revenue</b>																
47323-0 · Fire Services	-	-	-	-	-	-	-	-	-	-	-	-	480	-	480	480
48000-0 · Misc. Revenue	-	-	-	-	-	-	-	-	-	2,500	-	-	-	-	2,500	2,500
<b>Total Revenue</b>										2,500			480		2,980	2,980
<b>Expense</b>																
52200-0 · Fire Protection - Salaries	56,000		27,008	-	2,400	-	-	-	24,683	(430)	-	-	240	220	54,120	1,880
52200-1 · Fire Dues Payment	200		-	-	-	-	-	-	-	-	-	-	-	95	95	105
52201-0 · Fire Inspections	3,750		-	-	-	-	-	-	-	-	-	-	3,555	-	3,555	195
52210-0 · Fire Chief - Salary	10,800		900	900	900	900	900	900	900	900	900	900	900	900	10,800	-
52210-1 · Fire Dept Seminar/Training Fees	4,000		-	906	-	95	1,778	21	177	240	380	-	30	-	3,628	372
52210-2 · Fire Dept. Vehicle Repairs	15,000	10600	10,604	813	438	104	-	16	59	2,312	-	10,018	464	1,322	26,149	(549)
52210-3 · Fire Dept Supplies and Repairs	8,000		281	423	2,643	489	362	18,970	1,607	2,299	164	1,279	676	(17,647)	11,548	(3,548)
52210-4 · Fire Dept. Fuel	3,000		243	91	237	153	184	73	76	236	399	91	554	213	2,551	449
52210-5 · Fire Dept Pension	14,150		10,285	-	-	-	-	-	-	-	-	-	-	-	10,285	3,865
52210-6 · Fire Dept Phone	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
52210-7 · Fire Dept. Radio Pagers	5,800		-	-	-	-	-	-	-	-	-	-	-	-	-	5,800
52210-7 · Fire Dept. Radio Pagers - ARPA		124862	-	-	-	-	-	1,245	-	103,524	7,123	20,813	102	1,320	134,127	(9,265)
52210-8 · Fire Dept. Hydrant	2,350		-	285	-	-	-	-	-	2,100	-	-	-	-	2,385	(35)
52210-9 · Fire Dept. New Equip.	23,000		1,115	54	10	210	2,127	885	6,669	-	387	161	2,248	16,906	30,772	(7,772)
52211-1 · Fire Department - Federal Grant	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-
52211-2 · Fire Dept - Legal Expenses	2,500		-	-	1,074	298	60	-	-	-	275	-	-	-	1,707	793
52300-0 · Fire Dept. First Resp- Salary	8,500		3,810	-	-	-	-	-	5,500	-	-	-	-	-	9,310	(810)
52300-1 · First Resp. Training/Supplies	4,900		80	494	-	435	-	-	-	220	352	353	-	1,871	3,805	1,095
New Fire Truck and Equipment	221,427	-200000	-	-	-	12,050	-	-	-	-	-	-	-	-	12,050	9,377
Cascade System	41,750		-	-	-	-	-	42,500	-	767	-	-	-	-	43,267	(1,517)
<b>Total Expenses</b>	<b>425,127</b>	<b>(64,538)</b>	<b>54,326</b>	<b>3,966</b>	<b>7,703</b>	<b>14,734</b>	<b>5,411</b>	<b>64,610</b>	<b>39,671</b>	<b>112,168</b>	<b>9,981</b>	<b>33,615</b>	<b>8,769</b>	<b>5,199</b>	<b>360,153</b>	<b>436</b>

---

To: Town Board  
From: Ellen Skerke, Administrator-Clerk-Treasurer  
Date: January 10, 2025  
Memo: Building Inspection Fees

---

The Town of Neenah Building Inspection Fee Schedule was last updated in 2017 and as part of the transition to SAFEbuilt, we need to update our Fee Schedule

Dave Hendrix from SAFEbuilt encourages the Town of Neenah to consider adopting a fee structure similar to Town of Fond du Lac. If adopted, a new fee schedule will take effect immediately.

Attached you will find

- 1) Current Town of Neenah Fee Schedule
- 2) Current Town of Neenah Building Inspection Fee Schedule
- 3) Town of Fond du Lac Building & Construction Fees 2023
- 4) Comparison of Current Town of Neenah vs. Town of Fond du Lac Building Inspection Fee
- 5) Proposed Town of Neenah Building Inspection Fee Schedule #1

A comparison between Neenah current fee schedule and Fond Du Lac fee schedule is difficult as it is not an apples-to-apples comparison. Item #4 is my attempt at a side-by-side comparison.

I calculated sample permit fees for the following scenarios for comparison:

- 2,500 sq ft home with 3 car garage. Neenah current = \$1,494.40, Fond du Lac = \$1,977.40. An increase of \$483.00
- Electric for new home. Neenah current = \$135.00, Fond du Lac = \$269.12 Increase = \$93.12
- Plumbing for new home. Neenah current = \$165.00, Fond du Lac = \$269.12 Increase = \$104.12
- HVAC for new home. Neenah current = \$70.00, Fond du Lac = \$269.12 Increase = \$199.12
- A 500 sq ft remodel, Neenah current = \$143.00, Fond du Lac = \$175.00, an increase of \$32.00.

There are several items on the Proposed Town of Neenah Building Inspection Fee Schedule that are labeled as NEW Fee. These are fees we currently do not have, Town of Fond du Lac does. We do not have to adopt these fees; I wanted to keep them on the schedule so the Board could discuss and decide how to proceed.

**TOWN OF NEENAH FEE SCHEDULE**

<u>Code Section/Chapter</u>		<u>State Statute</u>	<u>Fee</u>
<b>Alcohol Licenses</b>			
9.01(3)	Class A Beer annual or pro-rated	§125.25	\$ 150.00
9.01(3)	Class B Beer, annual or pro-rated	§125.26(4)	\$ 100.00
9.01(3)	Class A Liquor, annual or pro-rated	§125.51(2)	\$ 350.00
9.01(3)	Class B Liquor, annual or pro-rated	§125.28	\$ 350.00
9.01(3)	Class C Wine, annual or pro-rated	§125.29	\$ 100.00
9.01(3)	Reserve "Class B" Retailer's (fee in addition to Class B & Liquor Lic.	§125.51(4)(1)	\$ 10,000.00
9.01(3)	Publication Fee	§125.04(3)(g)	actual cost
9.01(3)	Operator's License, 1 year or pro-rated §125.32(2)	§125.68(2)	\$ 30.00
9.01(3)	Duplicate Operator's License, if lost or stolen		\$ 5.00
9.01(3)	Temporary Operator's License, valid 14 days, one license per year		\$ 5.00
9.01(3)	Temporary Retailer's Class "B" (Picnic license)	§125.51(10)	\$ 10.00
9.01(3)	Background check		actual cost
<b>Business Licenses</b>			
9.04	Hotel and Motel: room tax imposed, percentage of gross receipts	§66.75	5%
<b>Cigarette/Tobacco Products</b>			
9.06	Cigarette/Tobacco Products	§134.65	\$ 50.00
<b>Dog and Cats</b>			
9.03	Dog License, annual (up to four animals)	§174	
9.03	-Spayed or neutered		\$ 5.00
9.03	-Not spayed or neutered		\$ 10.00
9.03	-Additional late fee, if after March 31		\$ 5.00
9.03	-Duplicate or replacement license	§174.053	\$ -
9.03	Kennel License (12 or less animals), annual		\$ 60.00
9.03	-Fee for each additional dog in excess of 12		\$ 5.00
9.03	-Additional late fee, if after March 31		\$ 10.00
<b>Fire Department Fees</b>			
	None at this time		
<b>Impact Fees</b>			
see building permits	Impact Fee (Park)		\$ 500.00
<b>Mobile Home Parks, Mobile Homes and Recreation Campers</b>			
11.04	Permit deposit		\$ 20.00

<u>Code Section/Chapter</u>		<u>State Statute</u>	<u>Fee</u>	
11.04	Park License per 50 spaces		\$ 100.00	
11.04	License transfer fee		\$ 10.00	
11.04	Surety bond for 100 units or less		\$ 2,000.00	
11.04	Surety bond for more than 100 units		\$ 4,000.00	
11.04	Monthly parking fee by value of home	§66.0435		
11.04	Late fee per day		\$ 10.00	
<b>Processing Fees</b>				
16	Administrative fee		the greater of 10% or \$20.00	
	Interest on delinquent invoices, per annum		18%	
	Non-sufficient funds check handling charge		\$ 35.00	
<b>Public Records Requests</b>				
	Record request; location fee for research, per hour after \$50 has been reached.			
	photocopies 8-1/2 x 11		\$ 0.25	
	photocopies 8-1/2 x 14		\$ 1.00	
	photocopies 8-1/2 x 11 - color		\$ 0.60	
	photocopies 8-1/2 x 14 - color		\$ 2.00	
	Computer disk, each		\$ 25.00	
	photocopies other than 8-1/2 x 11 or 8-1/2 x 14		same as 8-1/2x14	
	Double sided B&W		\$ 0.40	
<b>Public Works</b>				
13.03	Extension permit for existing culverts		\$ 8.00	
	Utility service connections fee of service to the utility main (road cut permit)		\$ 25.00	
see building permits	911 sign original		\$ 80.00	
	911 sign replacement		\$ 100.00	
<b>Real Estate Inquiry</b>				
	Real Estate Inquiry Letter		\$ 20.00	
	Rush Processing		\$ 25.00	
<b>Rental Facilities</b>				
	Municipal Building - resident		\$ 100.00	
	Municipal Building - non-resident		\$ 125.00	
	- deposit		\$ 100.00	
	Mahler Park - resident		\$ 80.00	
	Mahler Park - non-resident		\$ 100.00	

<u>Code Section/Chapter</u>		<u>State Statute</u>	<u>Fee</u>	
	Franzoi Park - resident		\$ 60.00	
	Franzoi Park - non-resident		\$ 80.00	
<b>Development</b>				
2.08	Comprehensive Plan Ammendment Application		\$ 150.00	
2.08	Comprehensive Plan Ammendment Application Approval		\$ 600.00	
	Conditional Use Permit Review		\$ 210.00	
	Zoning Change Application		\$ 210.00	
6.11	Variance Application		\$ 210.00	
various	Appeal of Decision Application		\$ 210.00	
6.15	CSM Review		\$ 50.00	
6.19	Plat Review Preliminary		\$ 125.00	
6.21	Street Plan Review		actual cost	
6.26	Plat Review Final		\$ 125.00	
6.45	Replan Review		\$ 125.00	
<b>Solid Waste and Garbage Disposal</b>				
10.03(5)	Permit for Collecting and Transporting Services		\$100.00	
<b>Hazardous Waste</b>				
18	Permit for Disposal of Hazardous Waste		\$ 5,000.00	

# Town of Neenah Building Inspection Fee Schedule

## New Residential Construction (1 & 2) Family Homes

Description	Price	Other
1) Base price for house construction	\$250	County permits required.
Plus-finished areas	add 10¢ per sq. ft.	
Plus-unfinished garage	add 10¢ per sq. ft.	
Plus-State Building Seal	add \$33	
Plus-Town Fee	add \$75	
Plus-Building Escrow	add \$300	Returned after complete final inspection.
Plus-RIF	add \$300	Recreational Impact Fee.
Plus-CIF	add \$200	Capital Improvement Fee per dwelling unit.

## Residential Remodeling and Additions

Description	Price	Other
2) Finished additions	Base fee \$80. Add 10¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a \$10 minimum.	Price includes construction, up to one heating outlet and up to 5 electrical outlets. If more than 1 heating or 5 electrical outlets-see below permits. County permits required.
3) Remodeling	Base fee \$50. Add 10¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a \$10 minimum.	Price includes construction, up to one heating outlet and up to 5 electrical outlets. If more than 1 heating or 5 electrical outlets-see below permits. County permit-possibly required.
4) Non finished additions, garages, decks, accessory buildings, and outdoor wood burning structures.	Base fee \$35. Add 5¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a minimum of \$10.	Price includes construction only. County permits required in most cases.
5) Other minor work	\$35. ** Plus 10% of total fee with a \$10 minimum.	Window and door alterations, foundation repairs, etc.
6) Electrical New circuits Alterations to existing circuits Additional service or feeder panel Service Changes	Base fee \$35. \$2.50 each 50¢ per opening \$20 each \$50 **Plus 10% of total fee with a \$10 minimum.	Base fee includes one service panel.
7) Plumbing	Base Fee \$35. Plus \$5 per fixture or piece of equipment. ** Plus 10% of total fee with a \$10 minimum.	Per fixture: <u>new construction</u> -yes. <u>remodeling</u> : any drain or supply pipes-yes, if just fixture replacement-no.
8) HVAC, furnace replacements, & outdoor wood burners.	Base fee \$35. Plus \$25 for duct work alteration & \$25 for additional furnace or A/C units. ** Plus 10% of total fee with a \$10 minimum.	Base fee includes one furnace or A/C unit.

\*\* Town Fee

July 1, 2017

# Town of Neenah Building Inspection Fee Schedule

## New Commercial Building, Additions, and Alterations.

Description	Price	Other
9) Construction	Base fee \$50 plus 8¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	County permits required. State plan approval required if over 25,000 cubic feet in most cases.
10) Capital Improvement Fee (CIF)	200 per multi-family dwelling \$300 up to 3,000 sq. ft. \$400 up to 10,000 sq. ft. \$500 over 10,000 sq. ft.	Any new commercial building.
11) Electrical	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	
12) Plumbing	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	State plan approval required if 16 or more plumbing fixtures installed.
13) HVAC	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	State plan approval required if over 25,000 cubic feet in most cases.

## Commercial remodeling and minimal trade work for new construction and additions.

Description	Price	Other
14) Construction Construction costs up to \$100,000 Construction costs over \$100,000	Base fee \$50 Plus \$5 per \$1,000 Plus \$2.50 per \$1000.00 **Plus 10% of total fee with a \$10 minimum.	Base fee-County permits required. Add to above base fee. Add to the two above fees. (State plan approval required if over 25,000 cubic feet in most cases)
15) Electrical	Use residential fees	
16) Plumbing	Use residential fees	
17) HVAC	Use residential fees	

\*\* Town Fee

July 1, 2017

# Town of Neenah Building Inspection Fee Schedule

Other Fees

**Other**

Description	Price	Other
18) Razing	Base fee \$35 **Plus \$10	
19) Re-inspection fee	Base fee \$50 **Plus \$10	
20) Special inspection/meeting fee	Base fee \$50 **Plus \$10	Includes 1/2 hr. \$50 per hour after.
21) Work started before permit issuance	Up to double fees	
22) Records Research and Information Services	Base fee \$50 per hour **Plus \$10	
23) Culvert permit	Base fee \$135 per culvert. **Plus \$15 per culvert.	Town roads only.
24) Moving permits Buildings under 500 sq. ft. Buildings 500 sq. ft. and over.	\$40 per building \$90 per building **Plus \$10 per building	
25) Permission to start foundation	Base fee \$35 **Plus \$10	Start at own risk! Permit applicant must get County approval before starting.
26) 911-address sign	**\$80	Required for all structures.
<b>Supplemental Compensation</b>		
27) Information Services Records research for public by phone, Email, fax and mail.	Hourly charge based on actual time spent 1 hour minimum per month	Additional line item on monthly invoice \$50 per hour
28) Entering new home permits per State of WI requirements	Hourly charge Based on actual time spent	Additional line item on monthly invoice \$50 per hour
29) End of Term Insurance Tail Policy	Based on actual not to exceed \$1,500	For three years from 7/1/2017-6/30/2020

\*\* Town Fee

July 1, 2017



<b>BUILDING &amp; CONSTRUCTION FEES 2023</b>	
<b>RESIDENTIAL BUILDING (1 and 2 FAMILY)</b>	
	Minimum fee \$70
New Construction	\$0.35 per square foot - \$70 Min
Additions	\$0.35 per square foot - \$70 Min
Remodels, repairs, alterations	\$0.35 per square foot - \$70 Min
Accessory Structures (Garage)	\$0.30 per square foot - \$70 Min
Shed	\$70 (min) (includes zoning review)
Fence	\$70 (min) (includes zoning review)
Decks; More than 100sqft.	\$150 (lowered from \$190)
Decks; less than 100sqft.	\$70 (lowered from \$100) (includes plan review)
Pools, above ground	\$12.50 / \$1000 of valuation - \$70 Min \$500 Max
Pools, in ground	\$12.50 per \$1000 of valuation - \$70 Min \$500 Max
Siding	\$70
Re-roof	\$70
Re-inspection	\$70 (after 2 failed)
Early start permit - footings and foundations	\$150
Occupancy Permit	\$35
Temporary Occupancy Permit	\$70
WI UDC Decal	\$65
Raze/Demolition	\$70 + 0.14/sq.ft. max \$500
Moving of buildings	\$70 + 0.14/sq.ft. max \$500
Renewable Energy Systems	\$15 / \$1000 of valuation - \$70 Min - \$250 Max
All other buildings where square footage cannot be determined	\$12.50 / \$1000 of valuation - \$70 Min
<b>COMMERCIAL BUILDINGS + MULTI-FAMILY RESIDENTIAL</b>	
New Construction	\$0.40 /sqft. - \$70 Min
New Construction: Agricultural + Storage Buildings	\$0.25/sqft. - \$70 Min
Additions	\$0.40 /sqft. - \$70 Min
Remodels	\$0.37 /sqft. - \$70 Min
Re-roof	\$15 / \$1000 of valuation - \$70 Min - \$500 Max
Re-inspection	\$70 (after 2 failed)
Early start permit - footings and foundations	\$250
Occupancy Permit	\$200
Temporary Occupancy Permit	\$85
Raze/Demolition	\$100 plus \$0.08 per square foot
Moving	\$500
Renewable Energy Systems	\$15/\$1000 of valuation - \$70 Min
All other buildings where square footage cannot be determined	\$15/\$1000 of valuation - \$70 Min
Commercial and Industrial exhaust hoods and systems	\$210 each
<b>LAND DISTURBANCE AND EROSION CONTROL</b>	
1 and 2 Family Residences	\$175
Multi-family Residences	\$200/Bldg.+\$6.50/1,000 sqft. Max \$2500
Commercial, Industrial	\$200/Bldg.+\$6.50/1,000 sqft. Max \$2500
Accessory Buildings over 200 sqft	\$50
Inground Pools	\$50
Additions	\$50
Driveway/Culvert	\$75

# Town of Fond du Lac

<b>PLAN REVIEW FEES</b>	
1 and 2 Family Residence	\$200
1 and 2 Family Addition	\$100
1 and 2 Family Alteration	\$70
Multi-Family Residence	SBD 118 Scale
Commercial/Industrial New, Alteration or Addition	SBD 118 Scale
Accessory Building over 120 square feet	\$50
Decks (over 100 sqft)	\$50
Swimming pools	\$50
Mechanical Plans	\$100
Revisions	\$100
Renewable Energy Systems - RES	\$65
Renewable Energy Systems - COMM	\$165
<b>ELECTRICAL</b>	
Residential	\$0.08/sqft. - \$70 Min
Commercial	\$0.12/sqft. - \$70 Min
All other electrical work when sqft. cannot be determined	\$15/\$1000 of valuation - \$70 Min
<b>HVAC</b>	
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min
Commercial	\$0.12/sqft. - \$70 Min
Replacement Furnace, A/C	\$70
<b>PLUMBING</b>	
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min
Commercial	\$0.12/sqft. - \$70 Min
Replacement Water Heater	\$70
<b>OTHER NOTES</b>	
Special Inspections, complaints, pre-existing permits, others	Hourly Rate
Failure to obtain permit before starting work	Triple Fee
Failure to call for final inspection	\$70
	<p>Fees for One &amp; Two-Family Dwelling Interior alterations/remodeling, repair and restoration projects (basement build-outs/specialty rooms, kitchen/bathroom remodeling, fire/water damage or similar work) shall be based on square footage of work area and the calculation method above. Work area shall be determined by the Building Inspector.</p>

**Town of Neenah Building Inspection Fee Schedule**

**Residential Fees**

**New Residential Construction (1 & 2) Family Homes**

Description	Price	Other
1) Base price for house construction	\$250	County permits required.
Plus-finished areas	add 10¢ per sq. ft.	
Plus-unfinished garage	add 10¢ per sq. ft.	
Plus-State Building Seal	add \$33	
Plus-Town Fee	add \$75	
Plus-Building Escrow	add \$300	Returned after complete final inspection.
Plus-RIF	add \$300	Recreational Impact Fee.
Plus-CIF	add \$200	Capital Improvement Fee per dwelling unit.

**Residential Remodeling and Additions**

Description	Price	Other
2) Finished additions	Base fee \$80. Add 10¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a \$10 minimum.	Price includes construction, up to one heating outlet and up to 5 electrical outlets. If more than 1 heating or 5 electrical outlets-see below permits. County permits required.
3) Remodeling	Base fee \$50. Add 10¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a \$10 minimum.	Price includes construction, up to one heating outlet and up to 5 electrical outlets. If more than 1 heating or 5 electrical outlets-see below permits. County permit-possibly required.
4) Non finished additions, garages, decks, accessory buildings, and outdoor wood burning structures.	Base fee \$35. Add 5¢ per sq. ft. for all areas involved. **Plus 10% of total fee with a minimum of \$10.	Price includes construction only. County permits required in most cases.
5) Other minor work	\$35. ** Plus 10% of total fee with a \$10 minimum.	Window and door alterations, foundation repairs, etc.
6) Electrical New circuits Alterations to existing circuits Additional service or feeder panel Service Changes	Base fee \$35. \$2.50 each 50¢ per opening \$20 each  **Plus 10% of total fee with a \$10 minimum.	Base fee includes one service panel.
7) Plumbing	Base Fee \$35. Plus \$5 per fixture or piece of equipment. ** Plus 10% of total fee with a \$10 minimum.	Per fixture: <u>new construction</u> -yes. <u>remodeling</u> : any drain or supply pipes=yes, if just fixture replacement-no.
8) HVAC, furnace replacements, & outdoor wood burners.	Base fee \$35. Plus \$25 for duct work alteration & \$25 for additional furnace or A/C units. ** Plus 10% of total fee with a \$10 minimum.	Base fee includes one furnace or A/C unit.

**Town of Fond du Lac Building and Construction Fees**

**RESIDENTIAL BUILDING (1 and 2 FAMILY)**

New Construction	\$0.35 per square foot - \$70 Min
Additions	\$0.35 per square foot - \$70 Min
Remodels, repairs, alterations	\$0.35 per square foot - \$70 Min
Accessory Structures (Garage)	\$0.30 per square foot - \$70 Min
Electrical - Residential	\$0.08/sqft. - \$70 Min
All other electrical work when sqft. cannot be	\$15/\$1000 of valuation - \$70 Min
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min
Replacement Water Heater	\$70
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min
Replacement Furnace, A/C	\$70
Shed	\$70 (min) (includes zoning review)

**Town of Neenah Building Inspection Fee Schedule**

**New Commercial Building, Additions, and Alterations.**

Description	Price	Other
9) Construction	Base fee \$50 plus 8¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	County permits required. State plan approval required if over 25,000 cubic feet in most cases.
10) Capital Improvement Fee (CIF)	200 per multi-family dwelling \$300 up to 3,000 sq. ft. \$400 up to 10,000 sq. ft. \$500 over 10,000 sq. ft.	Any new commercial building.
11) Electrical	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	
12) Plumbing	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	State plan approval required if 16 or more plumbing fixtures installed.
13) HVAC	Base fee \$35 plus 2¢ per sq. ft. **Plus 10% of total fee with a \$10 minimum.	State plan approval required if over 25,000 cubic feet in most cases.

**Commercial remodeling and minimal trade work for new construction and additions.**

Description	Price	Other
14) Construction Construction costs up to \$100,000 Construction costs over \$100,000	Base fee \$50 Plus \$5 per \$1,000 Plus \$2.50 per \$1000.00 **Plus 10% of total fee with a \$10 minimum.	Base fee-County permits required. Add to above base fee. Add to the two above fees. (State plan approval required if over 25,000 cubic feet in most cases)
15) Electrical	Use residential fees	

**Town of Fond du Lac Building and Construction Fees**

Fence	\$70 (min) (includes zoning review)
Decks; More than 100sqft.	\$150 (lowered from \$190)
Decks; less than 100sqft.	\$70 (lowered from \$100) (includes plan review)
Pools, above ground	\$12.50 / \$1000 of valuation - \$70 Min \$500 Max
Pools, in ground	\$12.50 per \$1000 of valuation - \$70 Min \$500
Siding	\$70
Re-roof	\$70
Occupancy Permit	\$35
Temporary Occupancy Permit	\$70
WI UDC Decal	\$65
Renewable Energy Systems	\$15 / \$1000 of valuation - \$70 Min - \$250 Max
All other buildings where square footage cannot be	\$12.50 / \$1000 of valuation - \$70 Min

**COMMERCIAL BUILDINGS + MULTI-**

New Construction	\$0.40 /sqft. - \$70 Min
New Construction: Agricultural + Storage Buildings	\$0.25/sqft. - \$70 Min
Additions	\$0.40 /sqft. - \$70 Min
Remodels	\$0.37 /sqft. - \$70 Min
Electrical Commercial	\$0.12/sqft. - \$70 Min
All other electrical work when sqft. cannot be	\$15/\$1000 of valuation - \$70 Min

**Town of Neenah Building Inspection Fee Schedule**

16) Plumbing	Use residential fees	
17) HVAC	Use residential fees	

**Other Fees**

Description	Price	Other
18) Razing	Base fee \$35 **Plus \$10	
19) Re-inspection fee	Base fee \$50 **Plus \$10	
20) Special inspection/meeting fee	Base fee \$50 **Plus \$10	Includes 1/2 hr. \$50 per hour after.
21) Work started before permit issuance	Up to double fees	
22) Records Research and Information Services	Base fee \$50 per hour **Plus \$10	
23) Culvert permit	Base fee \$135 per culvert. **Plus \$15 per culvert.	Town roads only.
24) Moving permits Buildings under 500 sq. ft. Buildings 500 sq. ft. and over.	\$40 per building \$90 per building **Plus \$10 per building	
25) Permission to start foundation	Base fee \$35 **Plus \$10	Start at own risk! Permit applicant must get County approval before starting.
26) 911-address sign	**\$80	Required for all structures.
<b>Supplemental Compensation</b>		
27) Information Services Records research for public by phone, Email, fax and mail.	Hourly charge based on actual time spent 1 hour minimum per month	Additional line item on monthly invoice \$50 per hour
28) Entering new home permits per State of WI requirements	Hourly charge Based on actual time spent	Additional line item on monthly invoice \$50 per hour
29) End of Term Insurance Tail Policy	Actual not to exceed \$1,500 annually	For three years from 7/1/2017-6/30/2020

**Town of Fond du Lac Building and Construction Fees**

New Building Residential + Commercial	\$0.08/sqft. - \$70 Min
Commercial	\$0.12/sqft. - \$70 Min
Replacement Water Heater	\$70
HVAC Commercial	\$0.12/sqft. - \$70 Min
Replacement Furnace, A/C	70
Re-roof	\$15 / \$1000 of valuation - \$70 Min - \$500 Max
Occupancy Permit	\$200
Temporary Occupancy Permit	\$85
Renewable Energy Systems	\$15/\$1000 of valuation - \$70 Min
All other buildings where square footage cannot be	\$15/\$1000 of valuation - \$70 Min
Commercial and Industrial exhaust hoods and	\$210 each
Raze/Demolition - Residential	\$70 + 0.14/sq.ft. max \$500
Raze/Demolition - Commercial	\$100 plus \$0.08 per square foot
Re-inspection both Res and Commercial	\$70 (after 2 failed)
Failure to obtain permit before starting work	Triple Fee
Driveway/Culvert	\$75
Moving of buildings - Residential	\$70 + 0.14/sq.ft. max \$500
Moving - Commercial	\$500
Early start permit - footings and foundations -	\$150
Early start permit - footings and foundations -	\$250
<b>LAND DISTURBANCE AND EROSION CONTROL</b>	
1 and 2 Family Residences	\$175

Town of Neenah Building Inspection Fee Schedule

<b>Town of Fond du Lac Building and Construction Fees</b>	
Multi-family Residences	\$200/Bldg. +\$6.50/1,000 sqft. Max \$2500
Commercial, Industrial	\$200/Bldg. +\$6.50/1,000 sqft. Max \$2500
Accessory Buildings over 200 sqft	\$50
Inground Pools	\$50
Additions	\$50
<b>PLAN REVIEW FEES</b>	
1 and 2 Family Residence	\$200
1 and 2 Family Addition	\$100
1 and 2 Family Alteration	\$70
Multi-Family Residence	SBD 118 Scale
Commercial/Industrial New, Alteration or Addition	SBD 118 Scale
Accessory Building over 120 square feet	\$50
Decks (over 100 sqft)	\$50
Swimming pools	\$50
Mechanical Plans	\$100
Revisions	\$100
Renewable Energy Systems - RES	\$65
Renewable Energy Systems - COMM	\$165
<b>OTHER NOTES</b>	
Special Inspections, complaints, pre-existing	Hourly Rate
Failure to obtain permit before starting work	Triple Fee
Failure to call for final inspection	\$70
	Fees for One & Two-Family Dwelling Interior alterations/remodeling, repair and restoration projects (basement build-outs/specialty rooms, kitchen/bathroom remodeling, fire/water damage or similar work) shall be based on square footage of work area and the calculation method above. Work area shall be determined by the Building Inspector.

## PROPOSED TOWN OF NEENAH BUILDING & CONSTRUCTION FEES

Comments

### RESIDENTIAL BUILDING (1 and 2 FAMILY)

Minimum fee \$70

New Construction \$0.35 per square foot - \$70 Min

Recreational Impact Fee \$300 per new single family dwelling

Capital Improvement Fee \$200 per new single family dwelling

Additions \$0.35 per square foot - \$70 Min

Remodels, repairs, alterations \$0.35 per square foot - \$70 Min

Accessory Structures (Garage) \$0.30 per square foot - \$70 Min

Shed \$70 (min) (includes zoning review)

Fence \$70 (min) (includes zoning review)

Decks; More than 100sqft. \$150 (lowered from \$190)

Decks; less than 100sqft. \$70 (lowered from \$100) (includes plan review)

Pools, above ground \$12.50 / \$1000 of valuation - \$70 Min \$500 Max

Pools, in ground \$12.50 per \$1000 of valuation - \$70 Min \$500 Max

Siding \$70

Re-roof \$70

Re-inspection \$70 (after 2 failed)

Early start permit - footings and foundations \$150

Occupancy Permit \$35

Temporary Occupancy Permit \$70

WI UDC Decal \$65

Raze/Demolition \$70 + 0.14/sq.ft. max \$500

Moving of buildings \$70 + 0.14/sq.ft. max \$500

Renewable Energy Systems \$15 / \$1000 of valuation - \$70 Min - \$250 Max

All other buildings where square footage cannot be determined \$12.50 / \$1000 of valuation - \$70 Min

### COMMERCIAL BUILDINGS + MULTI-FAMILY RESIDENTIAL

New Construction \$0.40 /sqft. - \$70 Min

Capital Improvement Fee  
 \$200 per multi-family dwelling  
 \$300 up to 3,000 sq. ft.  
 \$400 up to 10,000 sq. ft.  
 \$500 over 10,000 sq.ft.

New Construction: Agricultural + Storage Buildings \$0.25/sqft. - \$70 Min

Additions \$0.40 /sqft. - \$70 Min

Remodels \$0.37 /sqft. - \$70 Min

Re-roof \$15 / \$1000 of valuation - \$70 Min - \$500 Max

Re-inspection \$70 (after 2 failed)

Early start permit - footings and foundations \$250

Occupancy Permit \$200

Temporary Occupancy Permit \$85

Raze/Demolition \$100 plus \$0.08 per square foot

Moving \$500

Renewable Energy Systems \$15/\$1000 of valuation - \$70 Min

All other buildings where square footage cannot be determined \$15/\$1000 of valuation - \$70 Min

Commercial and Industrial exhaust hoods and systems \$210 each

### LAND DISTURBANCE AND EROSION CONTROL

1 and 2 Family Residences \$175

Multi-family Residences \$200/Bldg.+\$6.50/1,000 sqft. Max \$2500

Added for Neenah  
 Added for Neenah

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

NEW FEE

Is this County?

Commercial, Industrial	\$200/Bldg.+\$6.50/1,000 sqft. Max \$2500	
Accessory Buildings over 200 sqft	\$50	
Inground Pools	\$50	
Additions	\$50	
Driveway/Culvert	\$135	Neenah's Rate
<b><u>PLAN REVIEW FEES</u></b>		
1 and 2 Family Residence	\$200	Do we already have these fees on Town of Neenah Fee Schedule
1 and 2 Family Addition	\$100	
1 and 2 Family Alteration	\$70	
Multi-Family Residence	SBD 118 Scale	
Commercial/Industrial New, Alteration or Addition	SBD 118 Scale	
Accessory Building over 120 square feet	\$50	NEW FEE
Decks (over 100 sqft)	\$50	NEW FEE
Swimming pools	\$50	NEW FEE
Mechanical Plans	\$100	NEW FEE
Revisions	\$100	NEW FEE
Renewable Energy Systems - RES	\$65	NEW FEE
Renewable Energy Systems - COMM	\$165	NEW FEE
<b><u>ELECTRICAL</u></b>		
Residential	\$0.08/sqft. - \$70 Min	
Commercial	\$0.12/sqft. - \$70 Min	
All other electrical work when sqft. cannot be determined	\$15/\$1000 of valuation - \$70 Min	
<b><u>HVAC</u></b>		
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min	
Commercial	\$0.12/sqft. - \$70 Min	
Replacement Furnace, A/C	\$70	
<b><u>PLUMBING</u></b>		
New Building Residential + Commercial	\$0.08/sqft. - \$70 Min	
Commercial	\$0.12/sqft. - \$70 Min	
Replacement Water Heater	\$70	NEW FEE
<b><u>OTHER NOTES</u></b>		
Special Inspections, complaints, pre-existing permits, others	Hourly Rate	
Failure to obtain permit before starting work	Triple Fee	
Failure to call for final inspection	\$70	
	Fees for One & Two-Family Dwelling Interior alterations/remodeling, repair and restoration projects (basement build-outs/specialty rooms, kitchen/bathroom remodeling, fire/water damage or similar work) shall be based on square footage of work area and the calculation method above. Work area shall be determined by the Building Inspector.	



**RESOLUTION # 2025-02**

**TOWN OF NEENAH  
Winnebago County**

**RESOLUTION TO ADOPT A REVISED BUILDING INSPECTION FEE  
SCHEDULE**

**WHEREAS**, the Town of Neenah has a Building Inspection Fee schedule, last revised in July 2017; and

**WHEREAS**, effective January 1, 2025, the Town of Neenah Building Inspection Services are contracted to SAFEbuilt, prompting a review and revision of the 2017 fee schedule.

**NOW THEREFORE, BE IT RESOLVED**, that The Board of Supervisors of the Town of Neenah, Winnebago County, Wisconsin approves the attached Building Inspection Fee Schedule effective January 14, 2025.

**ADOPTED** by the Town of Neenah Board of Supervisors at its meeting on the 13<sup>th</sup> day of January 2025;

I hereby certify that the foregoing resolution was duly adopted by the Town of Neenah at a legal meeting on the 13th day of January 2025.

Authorized:

\_\_\_\_\_  
Robert Schmeichel  
Town of Neenah Chairman

Attest:

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

# McMAHON

ENGINEERS ARCHITECTS

December 31, 2024

Town of Neenah  
Attn: Robert E. Schmeichel, Chairman  
1600 Breezewood Lane  
Neenah, WI 54956

Re: 2025 GENERAL ENGINEERING AGREEMENT  
McM. No. M0032-09-99-00012.00

Dear Bob:

We wish to thank you for the opportunity to continue providing Engineering and Land Surveying Services for the Town of Neenah. We value this relationship, and look forward to assisting you with future projects, as the need arises.

So that we can serve you better, we have prepared this General Engineering Agreement for your consideration. This Agreement is similar to ones we have used in the past. It would make possible the prompt and successful completion of smaller projects, for which the estimated fees would be less than \$9,000. These projects could include plan reviews, small feasibility studies and reports, minor design projects, replies to questions, etc. For larger projects, we will prepare a formal Agreement for your execution.

All services will be performed in accordance with McMahon Associates Inc. General Terms and Conditions dated May 10, 2024, which are incorporated into this General Engineering Agreement by reference and included as an attachment.

Invoices will be itemized for the actual services provided for each project by the staff members involved, plus other expenses incidental to the project such as supplies, mileage and other direct expenses.

Work on each individual task would begin immediately upon receiving authorization to proceed. Written confirmation of their requests is appreciated.

2025 GENERAL ENGINEERING AGREEMENT

We value the Town of Neenah as a client and look forward to serving you in the future. To provide you with continued service, we have already opened an account number to cover services in 2025.

Respectfully,

McMahon Associates, Inc.



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

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ (authorized signature)

Mr. Robert E. Schmeichel, Chairman  
Town of Neenah

BTH:car

Attachment:   General Terms & Conditions  
                  2025 Fee Schedules  
                  2025 Reimbursable Expenses

**1. STANDARD OF CARE**

- 1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**2. PAYMENT AND COMPENSATION**

- 2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

**3. INSURANCE**

- 3.1 Limits: McMahon will maintain insurance coverage in the following amounts:
 

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage .....	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

**4. CLAIMS AND DISPUTES**

- 4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



## FEE SCHEDULE | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$210.00
Senior Project Manager	\$190.00 - \$210.00
Project Manager	\$140.00 - \$180.00
Senior Engineer	\$190.00 - \$200.00
Engineer	\$110.00 - \$180.00
Senior Engineering Technician	\$140.00 - \$150.00
Engineering Technician	\$80.00 - \$130.00
Senior Architect	\$175.00 - \$195.00
Architect	\$150.00 - \$170.00
Senior Designer	\$125.00 - \$145.00
Designer	\$95.00 - \$115.00
Senior Land Surveyor	\$135.00 - \$180.00
Land Surveyor	\$125.00
Land Surveyor Technician	\$90.00 - \$110.00
Surveyor Apprentice	\$75.00
Erosion Control Technician	\$95.00
Senior Hydrogeologist	\$210.00
Senior Ecologist	\$200.00
Environmental Scientist	\$105.00 - \$120.00
Senior G.I.S. Analyst	\$180.00
G.I.S. Analyst	\$100.00 - \$120.00
Wetland Delineator	\$120.00
Senior Wetland Delineator	\$150.00
Municipal Planner	\$170.00
Senior Public Management Specialist	\$165.00
Public Management Specialist	\$135.00
Senior Public Safety Specialist	\$165.00
Public Safety Specialist	\$135.00
Building Inspector Specialist	\$135.00
Water / Wastewater Specialist	\$110.00 - \$140.00
Senior On-Site Project Representative	\$125.00
On-Site Project Representative	\$65.00 - \$110.00
K-12 Administrative Specialist	\$130.00
State Plan Reviewer	\$150.00
Certified Grant Specialist	\$150.00
Graphic Designer	\$115.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$50.00 - \$75.00
Professional Witness Services	\$380.00



## REIMBURSABLE EXPENSE SCHEDULE \* | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

DESCRIPTION	RATE
<b>REIMBURSABLE EXPENSES:</b>	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
<b>REIMBURSABLE UNITS:</b>	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.81/Mile
Mileage - Truck/Van	\$1.11/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.50/Each
Survey Lath	\$1.00/Each
Survey Paint	\$7.15/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.50/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$2.50/Each
Pin Flags	\$0.30/Each

NEENAH, WISCONSIN  
CORPORATE HEADQUARTERS

Street Address:  
1445 McMAHON DRIVE  
NEENAH, WI 54956

Mailing Address:  
P.O. BOX 1025  
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM  
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD  
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET  
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2  
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM  
Web: WWW.MCMGRP.COM

\* This schedule is not all inclusive.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10-

Application Date: 12/5/2024
County of Winnebago

Town Village City of Neenah

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2-7-25 and ending 2-9-25 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization (check appropriate box) -> Bona fide Club Church Lodge/Society
Chamber of Commerce or similar Civic or Trade Organization
Veteran's Organization Fair Association

(a) Name Paynes Point Hook & Spear Fishing Club

(b) Address 1934 Cty Rd A Neenah, WI 54956
Town Village City

(c) Date organized 5/1979

(d) If corporation, give date of incorporation 5/1979

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: [ ]

(f) Names and addresses of all officers:

President Darryl Lehman 1630 E. Murdock Ave. Oshkosh, WI 54901

Vice President Brandon Parker 609 Wilson St. Neenah, WI 54956

Secretary Jordan Vanderloop 6460 N. Paynes Pt. Rd. Neenah, WI

Treasurer Kevin O'Connell 2442 Valleywood Lane, Appleton, WI

(g) Name and address of manager or person in charge of affair: Stacy Frakes 54915
6352 S. Paynes Pt. Rd. Neenah, WI 54956

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1934 Cty Rd A

(b) Lot 11 Block -

(c) Do premises occupy all or part of building? all

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: n/a

3. Name of Event

(a) List name of the event Paynes Point Hook & Spear Fishing Club Fisheree

(b) Dates of event Feb. 7, 2025 - Feb. 9, 2025

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Jordan Vanderloop 12/5/24 (Signature/date)

Officer (Signature/date)

Date Filed with Clerk December 9, 2024

Date Granted by Council

Paynes Point Hook & Spear Fishing Club (Name of Organization)

Officer Stacy Frakes 12/5/2024 (Signature/date)

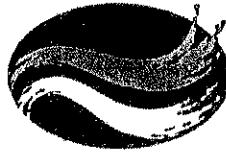
Officer Darryl Lehman 12/15/2024 (Signature/date)

Date Reported to Council or Board

License No.



PO Box 2808  
112 Otter Ave, 3<sup>rd</sup> Floor  
Oshkosh WI 54903-2808



Oshkosh - 920-232-3340  
Fox Cities - 920-727-2880  
FAX - 920-232-3347

**Winnebago County**  
**Industrial Development Board**

*The Wave of the Future*

November 22, 2024

TO: Chris Haese, Neenah Community Development Director  
Logan Fuller, Village of Winneconne Administrator  
Matt Larsen, Kristi Heim, City of Menasha Community Development Department  
Kelly Nieforth, City of Oshkosh Community Development Director  
Brandon Hennes, City of Omro Administrator  
George Dearborn, Village of Fox Crossing Community Development Director  
Town Clerks, Winnebago County

RE: 2025 Winnebago County Per Capita Funding Program

The Winnebago County Industrial Development Board (IDB) administers an annual Per Capita Economic Development Grant Program. The purpose of the program is to provide funding assistance to enhance local economic development efforts.

The attached table shows the 2025 funding allocations for communities in Winnebago County based on 2024 DOA population estimates. Grants will be awarded based on a per capita basis pursuant to the adopted County Board budget allocation for the Industrial Development Board for 2025. Also attached is the newly amended and adopted Industrial Development Board Per Capita Grant Funding Policies and Procedures. Please review the policies to help your community decide whether to apply for funds or to reallocate your funds to another community or economic development entity.

Please fill out the attached **Statement of Intent** form and return no later than **January 17<sup>th</sup>, 2025**, to:

Jerry L. Bougie  
Email: [jbougie@winnebagocountywi.gov](mailto:jbougie@winnebagocountywi.gov)

If your community/entity intends to be a recipient of funds for 2025, a follow up mailing will be sent out to you requesting a written plan indicating your community/entity's proposed use for these funds. Included will be a list of communities, if any, that have agreed to commit their funding shares to your community/entity for 2025.

If you have any questions, please contact me at 232-3339 or 727-2880, ext. 3339.

Thank you,  
Jerry L. Bougie, IDB Coordinator

Attachments

cc: IDB Members, Tricia Rathermel, GO-EDC; Sean Fitzgerald, Oshkosh Chamber of Commerce; Stephanie Kromm, City of Omro Economic Development

**STATEMENT OF INTENT  
2025 PER CAPITA FUNDING  
ALLOCATION**

Please choose below how your municipality will utilize or reallocate your Economic Development Per Capita Funding Grant for 2025. Remember, the DEADLINE for returning this statement to the County is Friday, January 17, 2025.

---

**Single Application:**

The Town/Village/City of \_\_\_\_\_ will apply for 2025 per capita funds. Our Community confirms that it operates a viable economic development program as defined in the Winnebago County IDB Per Capita Funding Program Polices.

---

**Joint Application:**

The Town/Village/City of \_\_\_\_\_ will make a joint application for 2025 per capita funds with the following Community(s):

(List here): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Reallocation:**

The Town/Village/City of \_\_\_\_\_ authorizes our 2025 per capita funds to be reallocated to the Community or Economic Development Entity indicated below (Select one that is active in economic development that benefits your Community):

(List Here): \_\_\_\_\_

Signature of Community Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Allocations are subject to final approval by the Winnebago County IDB.

## 2025 Per Capita Economic Development Grant Allocations

	2024 Population Estimates	2025 Monetary Allocation (\$1.166 per capita)
C Menasha	15,153	17,668.00
C Neenah	27,611	32,194.00
C Omro	3,624	4,226.00
C Oshkosh	67,245	78,408.00
T Algoma	6,867	8,007.00
T Black Wolf	2,429	2,832.00
T Clayton	4,524	5,275.00
T Neenah	3,664	4,272.00
T Nekimi	1,324	1,544.00
T Nepeuskun	721	841.00
T Omro	2,413	2,814.00
T Oshkosh	2,432	2,836.00
T Poygan	1,300	1,516.00
T Rushford	1,662	1,938.00
T Utica	1,363	1,589.00
T Vinland	1,754	2,045.00
T Winchester	1,783	2,079.00
T Winneconne	2,647	3,086.00
T Wolf River	1,214	1,416.00
V of Fox Crossing	19,285	22,486.00
V Winneconne	2,514	2,931.00
<b>Subtotal</b>	<b>171,529</b>	<b>200,000.00</b>



## Winnebago County Industrial Development Board

*The Wave of the Future*

### Winnebago County IDB Per Capita Grant Funding Program Policies & Procedures

Approved by IDB November 21, 2024

**Mission Statement:** Provide funding assistance to enhance local economic development efforts, programs, and opportunities that directly foster local job creation, increased income and increases to the tax base which collectively better the overall economy of Winnebago County.

#### **Definitions:**

1. **Communities:** means cities, villages, and towns within Winnebago County.
2. **Economic Development Entity:** an organization that is established by a governing body or business group of a community or communities in Winnebago County with its mission to provide economic development services for the municipality or area it has been established to serve.
3. **Housing:** the provision of sufficient housing (single or multifamily) that allows individuals and families with affordable housing options. For practical purposes, the applicability of this term will be at the discretion of the recipient community/economic development entity and the IDB.
4. **Recipient Community or Economic Development Entity:** One that has indicated interest in applying directly for funding through this program in a given year (or has been approved for funding by the IDB in a given year).

#### **Policies:**

1. **Funding levels:** Funds allocated annually on a per capita population basis to each community in Winnebago County. The level of per capita funding will be determined on an annual basis by the IDB.
2. Communities may retain all or a portion of its allocated funds provided the community demonstrates to the IDB that it operates a viable economic development program. A viable economic development program shall be defined as one or more of the following:
  - a) a community that expends tax levy dollars for economic development purposes.
  - b) a community that is a primary employment center in the county providing substantial employment opportunities for county residents.
  - c) a community or group of communities that have an area or areas that have development potential due to its proximity or potential availability of key economic development features such as highways/transportation corridors, developable land areas, utilities (water, sewer, internet, etc), workforce/entry level housing, tourism related activities, other quality of life features, etc.

3. Communities may reallocate all or a portion of their funding shares in the following manner:
  - a) to other communities that have demonstrated a viable economic development program as defined in #2 above.
  - b) to other economic development entities that benefit their communities and/or the county as a whole.
4. Recipient communities may roll over funds to up to three (3) years to bank funds to support a larger eligible project.
5. Two or more communities may collectively make a joint application to support a larger eligible project.
6. All allocations and reallocations of funds shall be approved by the IDB and meet the mission, policies, and eligibility requirements of the per capita funding program.
7. Regional Economic Development Activities. The IDB shall have the discretion to allocate a portion of per capita funding dollars for County and/or regional level economic development entities or activities.

**Eligible Projects/ Programs:**

1. Marketing efforts to promote economic development, including print material, social media, interactions with economic development prospects, and other marketing and economic development efforts designed to enhance business, tourism and housing growth.
2. Seed money for economic development financing programs.
3. Studies directly related to economic development programs or projects.
4. Funding of administrative activities and positions specifically related to economic development. Documentation should be included indicating how the activities or position(s) are directly linked to economic development and the per capita funding program mission statement.
5. Membership dues for participation in recognized economic development organizations.
6. Housing Studies.
7. Other marketing and economic development efforts designed to enhance business and tourism growth.

**Ineligible Projects/ Programs:**

1. Accessory (incidental) projects, such as signage, parking lots, maintenance, landscaping and other general site improvements.
2. Websites, unless specifically designed for economic development purposes.

***Note: All allocations of per capita funds are at the discretion of, and approved by, the Winnebago County Industrial Development Board.***

## PROCEDURES:

1. The County will mail out a Statement of Intent form (see attached copy) to all local communities in Winnebago County. This form describes whether your community intends to apply for the per capita funds or whether your community wishes to allocate your share to one or more nearby community(s) which operate a viable economic development program or to one or more economic development entities that benefit your community or the county as a whole.
2. Following the due date for submittal of the Statement of Intent, the County will mail out a plan submittal request letter to the recipient communities and economic development entities indicating a desire to apply for per capita funds. This letter will include:
  - Any Communities that have indicated a desire to allocate their funding share to your community or economic development entity via the Statement of Intent.
  - Total proposed eligible funding share.
  - Due date and other instructions for plan submittal. The due date will be at least one (1) week prior to the next IDB meeting to allow the Board ample opportunity to review all plan submittals.
3. Recipient Communities that are viable and economic development entities shall then submit an expenditure plan for the upcoming year which shall contain the following:
  - Plan shall describe intended use of funds, including any proposed reallocations from other communities.
  - Plan shall outline your strategy and objectives.
  - Plan shall outline your budget for the proposed project/ programs.
  - Plan shall also describe prior year's use of funds and documentation of tangible results.
  - Additional supporting information/ documentation may be attached.
  - Any plan submittal received after the designated due date, as outlined in the plan submittal request letter, may become ineligible for funding.
  - Plans shall be submitted by hand, mailed, faxed, or emailed to:

Jerry Bougie, IDB Coordinator  
Winnebago County Planning Department  
112 Otter Ave  
Oshkosh WI 54903-2808  
FAX: 920-232-3347  
EMAIL: [jbougie@winnebagoountywi.gov](mailto:jbougie@winnebagoountywi.gov)

4. Following receipt of expenditure plan submittals, the County will notify all eligible applicants of the next scheduled meeting of the Winnebago County Industrial Development Board where the plan submittals will be reviewed for approval. *A representative from your community should be present at the IDB meeting to answer any questions by the Board regarding your community's proposal.*
5. Following IDB approval, recipient communities/economic development entities are required to submit an invoice to Winnebago County for payment of the approved dollar amount. The invoice **must** indicate that the funds are for "***IDB per capita funding allocations***".

# DRAFT

## Intermunicipal Agreement Between the Town of Neenah and Village of Fox Crossing Larsen Road Reconstruction from County Highway CB (CTH CB) to Clayton Avenue

WHEREAS, the Town of Neenah and Village of Fox Crossing jointly share jurisdiction of a portion of Larsen Road located between County Highway CB and Clayton Avenue; and

WHEREAS, the Town of Neenah and Village of Fox Crossing desire to improve Larsen Road to include the following improvements (herein the "Project"):

1. The reconstruction of approximately 4,867 feet of Larsen Road, with approximately 3,317 feet of rural cross section, and approximately 1,550 of urban cross section, the location of which is shown in the attached **Exhibit A**.
2. A conceptual Project plan is attached hereto as **Exhibit B**.
3. Installation of storm sewer under the ditches to reduce the depth of ditches and provide flatter side slopes.
4. Installation of a ten (10) foot wide off-road shared use path on one side of the road to accommodate bicycle and pedestrian traffic.
5. Installation of five (5) foot wide paved shoulders on Larsen Road to provide on-road bicycle accommodation.
6. Improvement of intersection of Larsen Road and the newly constructed Rocket Way to include the installation of permanent traffic signals; and

WHEREAS, the Town of Neenah has received a Wisconsin Department of Transportation (hereinafter "WisDOT") Town Road Improvement Supplemental (Hereinafter "TRIS") grant that will pay up to the lesser of (a) 90% of participating costs of the Project or (b) \$2,174,649.00. The proposed Project is estimated to cost of \$3,133,500.00. Attached as **Exhibit C** is an Initial Cost Estimate for the Project. The parties recognize that this document is an estimate only, that actual final costs may differ, and that the parties' payment responsibilities under this Agreement will be based on final costs.

### SECTION 1 PARTIES

The Town of Neenah, a Wisconsin Township with primary offices at 1600 Breezewood Lane, Neenah, Wisconsin 54956 (hereinafter the "Town") and the Village of Fox Crossing, a Wisconsin municipal corporation with primary offices at 2000 Municipal Drive, Neenah, Wisconsin, 54956 (hereinafter the "Village") enter into this Intergovernmental Cooperation Agreement ("Agreement"), on the last date shown on the signature lines below, pursuant to §66.0301, Wis. Stats. The Town and Village may be referred to collectively as the "Parties" or individually as a "Party."

# DRAFT

## SECTION 2 LOCATION

The Town and the Village agree to pursue the Project in 2025 from County Highway CB to Clayton Avenue, the location of which is shown on the attached **Exhibit A**.

## SECTION 3 PROJECT DESCRIPTION

- 3.1 The Project shall consist of unclassified excavation with the installation of a 22-foot wide five (5) inch thick hot mix asphalt roadway and a combination of shoulder types both rural and urban cross sections.
- 3.2 Turn lanes will be added at the intersection of Clayton Avenue with Larsen Road and at the intersection of Larsen Road and Rocket Way for the new Neenah High School.
- 3.3 The total length of roadway being reconstructed is 4,867 linear feet, with approximately 3,317 feet of rural cross section and 1,550 feet of urban cross section. The rural section will host a seven (7) foot shoulder of which five (5) feet will be paved. The urban section of shoulder will consist of five (5) foot hot mix asphalt with a two (2) foot concrete gutter pan.
- 3.4 Storm sewer will be installed under the ditches in order to reduce the depth of the ditches and to provide flatter slopes.
- 3.5 Of 4,867 linear feet of the project, 3,729 of the roadway is located in the Town, and 1,138 linear feet of the roadway is shared roadway between the Town and Village. Other than the specific exceptions indicated below in Section 5, the Town shall therefore be responsible for 88.3% of the total project costs, and the Village shall be responsible for 11.7% of the total project costs.
- 3.6 A conceptual Project plan is attached hereto as **Exhibit B**.

## SECTION 4 LEAD AGENCY

- 4.1 The Town shall be the lead agency on the Project and shall be responsible to administer the entire Project, with responsibilities to include, but not limited to, preparing all engineering plans and specifications, preparing all contract documents necessary to solicit bids, bidding for the work, and project construction administration. In consideration of the Town assuming these responsibilities, the Village will pay to the Town 11.7% of the Engineering for Road Design, Cost to Apply for LRIP Award, and Administrative Fee costs included in **Exhibit C**.
- 4.2 The Town shall provide to the Village, and the Village shall review and comment on the plans and contract documents prior to bid solicitation. The Village shall be included as a third-party beneficiary of the contract, and the Village shall be an additional insured.
- 4.3 The Town and Village agree each municipality shall have an opportunity to participate in the bid opening and to review bid prices prior to the Town's acceptance of the lowest responsible bidder. The parties acknowledge that the Town must award the project to the contractor that it determines is the lowest responsible bidder.
- 4.4 The Town and Village agree that the Town will be responsible for performing project inspection work.

## SECTION 5 PAYMENT



# DRAFT

- 5.1 When the reconstruction contract is awarded, the Town shall be the primary payer for all contract work. The Village shall reimburse the Town for the Village's share of Project costs within 30 days of invoice.
- 5.2 Project costs shall be assigned and paid by the Town and Village as follows:
- a) Each Party shall directly pay its own cost of land acquisition, right of way, and easements, except to the extent paid for by WisDOT or other governmental agency.
  - ~~b)a) The Project costs associated with the assessable improvements to the intersection of Larsen Road and Rocket Way including the installation of permanent traffic signals shall be paid by the Village, but said Project costs shall be passed on to the Neenah Joint School District via billing, special assessments, special charges, or other legal means.~~
  - e)b) The Village may install sanitary sewer facilities along Larsen Road from Rocket Way to Clayton Avenue. The Village shall provide to the Town, and the Town shall review and comment on the plans and contract documents prior to bid solicitation, in conformance with the plans attached as **Exhibit D**. The Village shall cover 100% of the costs of the sanitary design, engineering, labor, materials, and all other costs related to the sanitary sewer facilities.
  - d)c) All other Project costs, including but not limited to professional design, professional engineering, third-party labor, materials, and short-term financing directly related to the Project shall be allocated as follows:
    - 1. The Town shall diligently pursue the TRIS grant referenced herein and the Village shall reasonably cooperate to ensure that the TRIS grant is finally approved and received. Any TRIS funds received shall be used to pay the remaining Projects costs prior to further allocation to the Parties.
    - 2. After available TRIS funds have been received, applied to project costs and exhausted, the Project costs associated with the assessable improvements to the intersection of Larsen Road and Rocket Way including the installation of permanent traffic signals shall be paid by the Village, but said Project costs shall be passed on to the Neenah Joint School District via billing, special assessments, special charges, or other legal means.
    - 3.2. After available TRIS funds have been received, applied to Project costs, and exhausted, the remaining Project costs shall be allocated by assigning 88.3% to the Town and 11.7% to the Village.
- 5.3 The Town shall review and recommend action on change orders in consultation with the Village.

**DRAFT**

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2024. Dated this \_\_\_\_\_ of \_\_\_\_\_, 2024.

**Village of Fox Crossing**

**Town of Neenah**

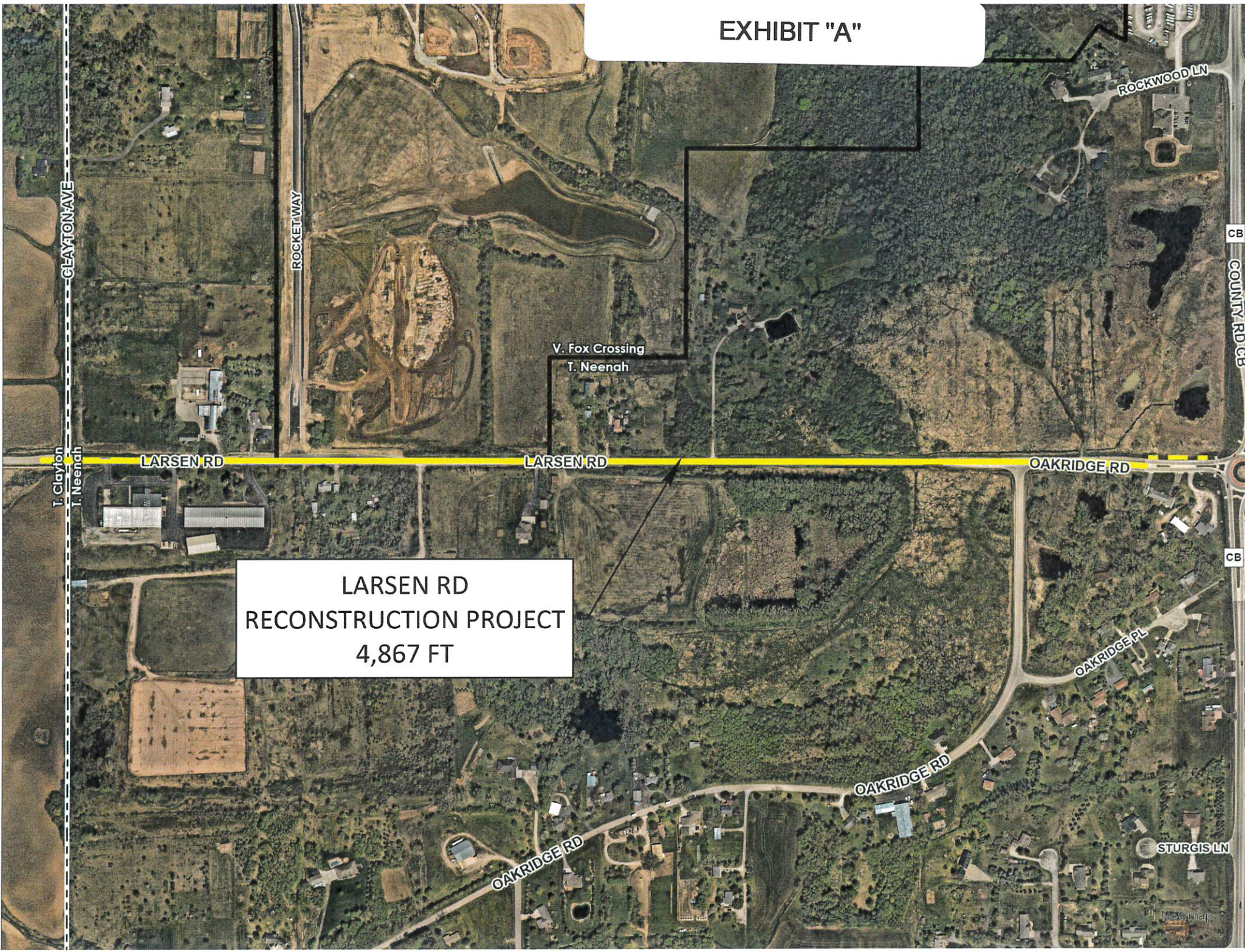
By: \_\_\_\_\_  
Dale A. Youngquist, Village President

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

Attest: \_\_\_\_\_  
Darla M. Fink, Village Clerk

Attest: \_\_\_\_\_  
Ellen Skerke, Town Clerk

EXHIBIT "A"



LARSEN RD  
RECONSTRUCTION PROJECT  
4,867 FT

CLAYTON AVE

ROCKET WAY

V. Fox Crossing  
T. Neenah

ROCKWOOD LN

CB  
COUNTY RD CB

I. Clayton  
I. Neenah

LARSEN RD

LARSEN RD

OAKRIDGE RD

CB

OAKRIDGE PL

OAKRIDGE RD

STURGIS LN

OAKRIDGE RD

Neenah, WI

## EXHIBIT B

The reconstruction of Larsen Road from Clayton Avenue east to CTH 'CB' will be an overall length of 4,867 feet. Turn lanes will be added at the intersection of Clayton Avenue with Larsen Road and at the intersection of Larsen Road and Rocket Way for the new Neenah High School. Traffic signals with turn lanes will be installed at the intersection of Larsen Road and Rocket Way.

Pavement type will be hot mix asphalt , 22 feet wide and a combination of shoulder types both rural and urban cross sections.

The majority of the project will consist of a rural typical roadway section with storm sewer under the ditches in order to reduce the depth of the ditches and to provide flatter side slopes. However, the intersections with Clayton Avenue and new high school entrance will require urbanization in order to minimize right-of-way acquisition. The rural section of 3,317 feet will consist of a 7-ft shoulder of which 5-ft will be paved. The urban section of 1,550 feet will consist of 5-ft of HMA plus a 2-ft concrete gutter pan.

There will be a 10-ft wide off-road shared use path along one side of Larsen Road to accommodate pedestrian and bicycle traffic. The 10-ft wide shared use path will be on the north side of Larsen road. In addition to the shared use path, the 5-ft paved portion of the Larsen Road shoulders will also provide bike accommodations. The Larsen Road/Oakridge Road corridor has significant areas of wetlands on both sides of the roadway. The Town will not construct a sidewalk on the south side of the roadway as part of this project in an effort to minimize impacts to the wetlands.

**Larsen Road - Participating Costs**  
**Initial Cost Estimate for**  
**Clayton Ave - CTH CB Analysis based on Confirmed LRIP- TRIS Funding**

**EXHIBIT C**

Date:

8/9/2021

Let Date:

2025 Construction

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
<b>1</b>	<b>REMOVALS</b>				
1.01	Clearing	STA	15	\$300.00	\$ 4,500
1.02	Grubbing	STA	15	\$300.00	\$ 4,500
1.03	Removing Small Pipe Culverts	EACH	15	\$500.00	\$ 7,500
<b>SUBTOTAL REMOVALS</b>					<b>\$ 16,500</b>
<b>2</b>	<b>EARTHWORK</b>				
2.01	Excavation Common	CY	29000	\$10.00	\$ 290,000
<b>SUBTOTAL EARTHWORK</b>					<b>\$ 290,000</b>
<b>3</b>	<b>BASE</b>				
3.01	Base Aggregate Dense 3/4"	TON	2000	\$15.00	\$ 30,000
3.02	Base Aggregate Dense 1 1/4"	TON	30500	\$10.00	\$ 305,000
3.03	Breaker Run	TON	1000	\$8.00	\$ 8,000
<b>SUBTOTAL BASE</b>					<b>\$ 343,000</b>
<b>4</b>	<b>PAVEMENT</b>				
4.01	Concrete Pavement 8"	SY	0	\$40.00	0
4.02	Concrete Driveway	SY	0	\$50.00	0
4.03	HMA Pavement	TON	5800	\$70.00	\$ 406,000
4.04	Asphaltic Surface	TON	1000	\$100.00	\$ 100,000
4.05	Asphaltic Surface Driveways & FE's	TON	200	\$130.00	\$ 26,000
<b>SUBTOTAL PAVEMENT</b>					<b>\$ 532,000</b>
<b>5</b>	<b>ROADWAY MISCELLANEOUS</b>				
5.01	Concrete Curb and Gutter 30-Inch Type D	LF	1000	\$20.00	\$ 20,000
5.02	Concrete Sidewalk	SF	0	\$5.00	0
5.03	Restoration	SY	29000	\$3.00	\$ 87,000
5.04	Finishing Roadway	EACH	1	\$5,000.00	\$ 5,000
<b>SUBTOTAL ROADWAY MISCELLANEOUS</b>					<b>\$ 112,000</b>
<b>6</b>	<b>DRAINAGE/STORM SEWER</b>				
6.01	Storm Sewer Pipe Relnf Conc 12"	LF	600	\$60.00	\$ 36,000
6.02	Storm Sewer Pipe Relnf Conc 24"	LF	4500	\$75.00	\$ 337,500
6.03	Manholes w/ Casting	Each	10	\$3,500.00	\$ 35,000
6.04	Catch Basins w/ Casting	Each	15	\$2,000.00	\$ 30,000
6.05	Endwalls	Each	20	\$1,000.00	\$ 20,000
6.06	Bio-Filters	Each	4	\$20,000.00	\$ 80,000
6.07	Drainage Incidentals	LS	% of 6.01-6.19	N/A	\$
<b>SUBTOTAL DRAINAGE/STORM SEWER</b>					<b>\$ 538,500</b>
<b>SUBTOTAL ROADWAY COSTS (ITEMS 1-6)</b>					<b>\$ 1,847,000</b>
<b>7</b>	<b>TRAFFIC SIGNALS</b>				
7.01	Concrete Base Type 2	Each	4	\$1,000.00	\$ 4,000
7.02	Concrete Base Type 12	Each	3	\$12,000.00	\$ 36,000
7.03	Pull Boxes Steel 24x42-Inch	Each	7	\$800.00	\$ 5,600
7.04	Traffic Signal Cable	LF	2811	\$3.00	\$ 8,400
7.05	Conduit 3-Inch	LF	1000	\$7.00	\$ 7,000
7.06	Concrete Control Cabinet Base	Each	1	\$1,500.00	\$ 1,500
7.07	Electric Service Meter	Each	1	\$1,500.00	\$ 1,500
7.08	Monotube Arms	Each	3	\$9,000.00	\$ 27,000
7.09	Traffic Signal Faces	Each	15	\$750.00	\$ 11,300
7.10	Pedestrian Signal Faces and Push Buttons	Each	6	\$800.00	\$ 4,800
7.11	Signal Mounting Hardware	LS	1	\$4,000.00	\$ 4,000
7.12	Traffic Signal Standards 10-FT	Each	4	\$500.00	\$ 2,000
7.13	Pedestal Bases	Each	4	\$250.00	\$ 1,000
7.14	Traffic Signal Controller Cabinet	Each	1	\$20,000.00	\$ 20,000
7.15	Poles Type 4	Each	4	\$2,000.00	\$ 8,000
7.16	Luminaires and Luminaire Arm (10-FT)	Each	4	\$2,000.00	\$ 8,000
7.17	Vehicular Video Detection System	LS	1	\$20,000.00	\$ 20,000
<b>SUBTOTAL TRAFFIC SIGNALS</b>					<b>\$ 170,100</b>

**Larsen Road - Participating Costs**  
**Initial Cost Estimate for**  
**Clayton Ave - CTH CB Analysis based on Confirmed LRIP- TRIS Funding**

**EXHIBIT C**

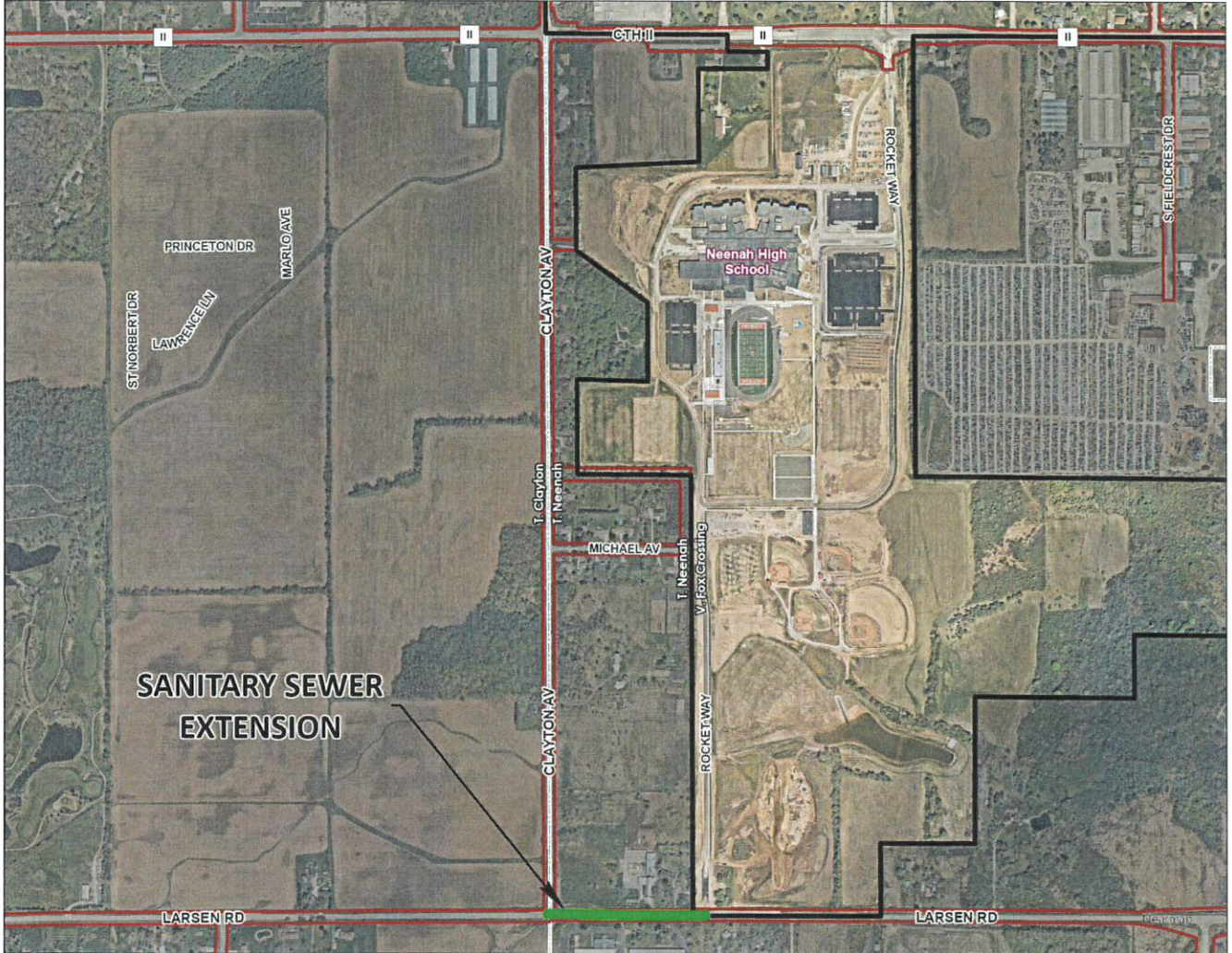
Date: **8/9/2021**

Let Date: **2025 Construction**

8	ITS	LS				\$ 0
9	<b>TRAFFIC CONTROL - during construction</b>	Each	2.0	% of Items 1-6	N/A	\$36,600
9.01	Lump Sum					
10	<b>EROSION CONTROL</b>	LS	1.5	% of Items 1-6	N/A	\$27,500
11	<b>LIGHTING</b>	LS				\$ 0
12	<b>SIGNING/MARKING</b>	LS	2.0	% of Items 1-6	N/A	\$36,600
12.01	Lump Sum					
13	<b>WETLAND MITIGATION</b>	LS				\$ 0
14	<b>HAZMAT</b>	LS				\$ 0
15	<b>ROADWAY INCIDENTALS</b>	LS	1.5	% of Items 1-6	N/A	\$27,500
<b>TOTAL ROADWAY COSTS (Items 1-15)</b>						\$2,130,800
16	<b>STRUCTURES</b>	LS				\$ 0
16.01	Structure Incidentals			of 16.01-16.10		
<b>TOTAL STRUCTURE COSTS</b>						\$ 0
17	<b>MOBILIZATION</b>	LS	5	% of Items 1-16	N/A	\$106,500
<b>CONSTRUCTION SUBTOTAL (Items 1-17)</b>						\$2,237,300
18	<b>PROJECT SCOPE INCREASE ALLOWANCE</b>	LS	10	% of Items 1-17	N/A	\$223,700
19	<b>COMMUNITY SENSITIVE DESIGN</b>					
20	<b>INCENTIVE/DISINCENTIVE</b>	LS		0		\$ 0
21	<b>INFLATION ADJUSTMENT*</b>	Annual			2.5%	\$ 449,500
<b>TOTAL PROJECT COST</b>						\$2,910,000
<b>LRIP Adjustment for Engineering and ROW</b>						\$223,500
<b>LRIP AWARD REQUEST</b>						\$3,133,500

	Engineering for road design - not included in LRIP application					\$ 213,500
	Cost to apply for LRIP Award					\$ 25,001
	Admin Fee 10%					\$ 337,200

# EXHIBIT D





Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 1

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
TOWN OF NEENAH	Prepaid & Add	Net 30 DAYS	Cheryl Cieslewicz	2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
Larsen and Rocket Way				
201-00017 Base,Transformer TB2-17 10-12"BC Door bolt must be SS hex head 1/4" x3/4"-20(TPI)	Each	1	525.00	525.00
159-00014 Washer, T-Base, 2 3/4" OD, 1/2" Thick, 1" ID P/N AS-95257	Each	4		
159-00015 Washer, T-Base, 2 1/2" OD, 3/8" Thick, 1" ID, P/N A-76027	Each	4		
030-00004 Bolt,Connecting Hardware,1"x4" Galvanized Bolt each w/ 1 Nut, 1 Lockwasher & 2 Flatwashers,4/Set	Set	1	65.00	65.00
159-00021 Pole,Aluminum 20ft WISDOT Type 2 Flagpole ** .375 WALL **	Each	1	1,825.00	1,825.00
137669 Hardware Kit for Type 2 20ft Alum Pole (Flagpoles) includes: 1- 6 5/8" Pole Cap, 4-Nut Covers	Bag	1		
137756 Shaft,Steel,WISDOT,(Stepdown)30' Type 3 Galvanized 3RA8738300-WI-GV / 1056882 240B50	Each	5	3,195.00	15,975.00
137756HK Hardware Kit for 137756 Type 3 30ft Steel Pole Includes 1-3 7/8 Pole Cap, 1 HH Cover, 4 nut Cover	Each	5		

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>





Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 2

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
TOWN OF NEENAH	Prepaid & Add	Net 30 DAYS	Cheryl Cieslewicz	2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
103024 Arm Lighting Aluminum,6FT 4" Clamp, SM FPEA352375-6-30-4.0C, A320 Hardware Included	Each	1	215.00	215.00
103026 ARM LIGHTING ALUMINUM,15' TRUSS, 4" CLAMP, A320 Hardware Included	Each	4	495.00	1,980.00
103027 Arm Signal Aluminum 15 Ft trombone FPTA52375A-15TA-6.58C, A320 Hardware Included	Each	1	1,400.00	1,400.00
103022 ARM SIGNAL ALUMINUM 25 FT TROMBONE FPTA52375C-25TA-6.58C, A320 Hardware Included	Each	2	1,850.00	3,700.00
137014 Signal SIG 3 Sec 12 w/RYG Ball LEDs Vertical Yellow Poly Cutaway Visors	Each	8	495.00	3,960.00
137064 Signal SIG 3 Sec 12 Horizontal w/RYG Ball LEDs Yellow Poly Cutaway Visors	Each	3	495.00	1,485.00
122-BPB503AN Backplate SIG 3 Sec 12-Poly BPB503ANF-Automatic Signal	Each	11	35.00	385.00
137037 Screws, 3 Sec Backplate 1/2" w/Washers (12 per bag)	Bag	11		

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 3

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

**Ext. Document No.**

TOWN OF NEENAH

**SHIP VIA**

Prepaid & Add

**TERMS**

Net 30 DAYS

**SALESPERSON**

Cheryl Cieslewicz

**VALID UNTIL**

2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
136852 Signal SIG Pedestrian 1 Sec 16" w/Combo/Cntdwn LED Yellow Poly Egg Crate	Each	2	335.00	670.00
2505-00065 Pushbutton,Bull Dog, Yellow,No LED	Each	2	245.00	490.00
2505-00090 Universal Bull Dog Pole Mount (Yellow) BDPM3-Y	Each	2		
373-06614 R10-3ELWI,9"x15",HIP,Start Crossing..Don't Start.. Don't Cross...To Cross w/Left Arrow,Push Button	Each	1		
373-06615 R10-3ERWI,9"x15"HIP,Start Crossing..Don't Start.. Don't Cross..To Cross..WithRightArrow,PushButton	Each	1		
035-00008 Flared Leg Bracket, No Bolt, no Washer D02299	Each	4		
035-00010-10 BOLT, 5/16-18"X3/4" HEX S/S G5, Bag of 10	Bag	1		
373-12574HW Signal Mounting Hardware	Kit	1	1,525.00	1,525.00
122-FR1JPYWI	Each	10		

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 4

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
TOWN OF NEENAH	Prepaid & Add	Net 30 DAYS	Cheryl Cieslewicz	2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
Bracket, Tapco, Poly, Yellow, 2 FR1JPYWI				
290-SE0360 Serrated Lock Ring SE-0360 Alum (Notched One Side)	Each	6		
217-00004 Nipple Pipe 1.5"x2" Steel, Zinc Plated 15/16" Long NPT Pipe Thread On Both Ends	Each	6		
1168-00005 Locknut #659 Iron Hex Galv 1.5" For FR1JPY	Each	6		
155085 Luminaire, LED Type A Cooper ARCH2-50-740-U-T3-AP-10MSP-K-PSC-WISDOT	Each	4	175.00	700.00
SP SIGNAL Luminaire LED Type B Cooper ARCH2-90-740-U-T3-AP-10MS-K-PSC-WISDOT	Each	1	195.00	195.00
137825 Controller Cabinet Assembly TS2 Raw, Build-A-BOM	Each	1	19,085.00	19,085.00
152955 McCain TS2 cabinet, no suppressors	Each	1		
152891 Cabinet Heater Assembly	Each	1		

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 5

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
TOWN OF NEENAH	Prepaid & Add	Net 30 DAYS	Cheryl Cieslewicz	2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
373-2ST Flasher Discrete Nema WisDot Model# SSF-86-3	Each	1		
373-1ST Loadswitch Discrete Nema WisDOT Model# SSS-86-3	Each	4		
122-PAR2018 Relay Flash Transfer PAR 2018 W21ACPX-2 / 21XBP	Each	3		
400550 PANEL ASSEMBLY,STREET LIGHT CONTROLLER	Each	1		
395-MMU216LEIP Malfunction Management Unit,MMU2-16LEip use with traffic controller	Each	1		
150961 McCain Flex TS2 Type 1	Each	1		
152046 NoTraffic Single Intersection, Standard 3 Approaches, 5 Years Service, Detection, Basic Analytics	Each	1	20,080.00	20,080.00
152047 No Traffic Power DIN Assembly	Each	1	802.00	802.00

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.  
5100 West Brown Deer Rd  
Brown Deer, WI 53223  
United States of America  
Phone No.:800-236-0112  
E-Mail: customerservice@tapconet.com

# SALES QUOTE

**SALES QUOTE DATE**

12/6/2024

**SALES QUOTE NUMBER**

Q24019446

**CUSTOMER NO.**

C116116

Page: 6

**BILL TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Ln  
Neenah, WI 54956-4410  
United States of America

**SHIP TO**

Town of Neenah  
Glenn Armstrong  
1600 Breezewood Lane  
Neenah, WI 54956  
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
TOWN OF NEENAH	Prepaid & Add	Net 30 DAYS	Cheryl Cieslewicz	2/6/2025

Item/Description	U/M	Quantity	Unit Price	Total Price
1237-00003 Camera Power Cable 3-C-16-B-26SJOOW 01342 Jacketed SJOOW Carolprene 1000' Rolls Only	Foot	1,000	0.72	720.00
153351 No Traffic Mast Mount	Each	2	264.00	528.00
153350 No Traffic Camera Mount	Each	1	104.00	104.00
373-77771 In House Cabinet Work & Turn On assist	Each	1	5,200.00	5,200.00
152048S Intersection Safety Insights, 5 Year Plan	Each	1	2,500.00	2,500.00
155143 Remote Front Panel Access, 5 Year Plan	Each	1		

**Subtotal:** 84114.00  
 Invoice Discount: 0.00  
 Total Sales Tax: ~~4205.70~~  
**Total:** ~~88,319.70~~

All prices are listed in US Dollar (USD)  
For terms and conditions, please visit <https://tapconet.com/terms-conditions>

# Terms & Conditions for Online Sales

THE INFORMATION CONTAINED HEREIN SETS FORTH YOUR RIGHTS AND OBLIGATIONS WITH RESPECT TO THE TRANSACTION(S) CONTEMPLATED FOR HEREBY. THESE TERMS REQUIRE THE USE OF ARBITRATION (ON AN INDIVIDUAL BASIS ONLY; I.E., CASE CONSOLIDATIONS AND CLASS-ACTIONS ARE NOT PERMITTED) IN ORDER TO RESOLVE DISPUTES. PLEASE REVIEW THIS DOCUMENT IN ITS ENTIRETY BEFORE ENTERING INTO ANY TRANSACTION HEREUNDER IN ORDER TO CONFIRM YOUR ACCEPTANCE HEREOF. YOU MAY NOT ORDER OR OBTAIN PRODUCTS OR SERVICES FROM THIS WEBSITE UNLESS AND UNTIL YOU: (A) AGREE TO THESE TERMS AND CONDITIONS IN THEIR ENTIRETY; (B) ARE AT LEAST 18 YEARS OLD; (C) HAVE THE LEGAL AUTHORITY TO BIND THE ORGANIZATION THAT YOU REPRESENT, IF ANY, TO THESE TERMS AND CONDITIONS; AND (D) ARE NOT PROHIBITED FROM ACCESSING OR USING THIS WEBSITE OR ANY OF THIS WEBSITE'S CONTENTS, GOODS, OR SERVICES BY ANY APPLICABLE LAW, RULE, OR REGULATION.

## Applicability of Terms and Conditions

These terms and conditions (these "Terms") shall apply to your purchase of products and related services through <https://www.tapconet.com> (the "Site"). These Terms are subject to change at any time without prior written notice by Traffic and Parking Control Co., Inc. (TAPCO "TAPCO"). The most recent version of these Terms shall be posted for your review at any time on the Site. Please review these Terms in their entirety prior to engaging in any transaction on the Site. Your continued use of the Site after any posting of updated Terms (which shall be dated as of their most recent update) shall constitute your acceptance of and agreement to any changes therein made.

## Online Orders

When placing an order on TAPCO's Site, you are effectively offering to purchase whatever products and services you select. TAPCO's reserve the right to accept or reject any order at TAPCO's discretion. TAPCO will only accept or reject an order in its entirety. Should TAPCO elect to accept your offer, you will receive a confirming email at the email address that you provide at such time. Notwithstanding, TAPCO reserves the right to cancel any order once accepted by us (as evidenced by a confirming email) at any time in TAPCO's sole discretion. Additionally, you have the option of cancelling your order (in its entirety only) at any time prior to TAPCO having sent to you the confirming email referenced herein.

## Payment Terms

All applicable prices are set forth alongside the goods and services offered on the Site. Such prices are subject to change at any time by us at TAPCO's discretion. All invoices are due and payable thirty (30) days from date of invoice. On orders of \$250,000 or larger, Buyer shall pay a 50% down payment. TAPCO may from time-to-time demand different terms of payment from those specified herein whenever it reasonably appears Buyer's financial condition requires such changes and may demand assurance of Buyer's ability to pay whenever it reasonably appears such ability is in doubt. Each shipment shall be considered a separate and independent transaction, and payment shall be made accordingly. Interest accrues on overdue invoices at the rate of 1.5% per month, but no more than the amount allowed by law, on the unpaid balance from the original due date of the invoice. A 3% fee is assessed on payments made via credit card at the end of payment terms. If a credit card is used at the time of order, no fee will be assessed.

## Order Minimum Value Amount

TAPCO shall not be obligated to accept purchase orders that do not meet the minimum order value of \$249, before shipping costs. Custom products are excluded from any minimum order thresholds. TAPCO reserves the right to refuse any orders that do not meet the minimum value amount.

## Shipping Information

All sales are made F.O.B. point of shipment. TAPCO shall deliver all goods to a carrier for transportation to Buyer's place of business or another location specified by Buyer, but all costs of transportation shall be borne by Buyer and all risks of loss shall pass to Buyer when the goods are delivered to the carrier. Method and route of shipment are at TAPCO's discretion, unless Buyer supplies explicit instructions. Risk of loss will pass to Buyer upon delivery to the F.O.B. point. TAPCO will not insure shipment. Shipments will normally be made by Parcel Post, United Parcel Service (UPS), Air Express or Air Freight. While TAPCO agrees to use reasonable efforts to meet the shipping and delivery dates provided online, TAPCO shall not be responsible for any delays in shipments. Buyer shall notify TAPCO of any special shipping requirement(s) at time of ordering and additional services are required (e.g., lift gate, remote delivery, etc.). TAPCO reserves the right to invoice Buyer for any special shipping requirement(s) and additional services of which TAPCO has not received notice from Buyer at time of ordering. Further, Buyer agrees to accept responsibility for any invoices for fees related to special shipping requirements and additional services for which Buyer did not provide TAPCO notice at time of ordering.

## Delays; Interruption of Delivery or Service

Shipping and service dates are approximate and estimated. They are based upon prompt receipt from Buyer of all necessary information. TAPCO shall not be liable for any loss, damage, detention or delay resulting from causes beyond its reasonable control, including, without limitation: acts of God, loss of communications, acts of civil or military authority, priorities, fires, strikes, lockouts, slow-downs, shortages, factory or labor conditions, yield problems, and inability due to causes beyond TAPCO's reasonable control to obtain necessary labor, materials or manufacturing facilities. TAPCO shall not be required to furnish services or deliver equipment while and such interruption shall continue and shall have the right to apportion its services and production among its Buyers in such a manner as it may consider to be equitable.

#### **Nonconformities and Returns**

All products provided by TAPCO hereunder are to be inspected by Buyer on receipt. If, upon receipt of any products by Buyer, the products shall appear not to conform to the Statement of Work, the Buyer shall notify TAPCO within seven (7) days after receipt of the products, stating the full particulars in support of its claim and afford TAPCO a reasonable opportunity to inspect the equipment. Buyer's failure to present written notice of nonconforming products within seven (7) days after receipt of the products, shall constitute a waiver of all claims with respect to any such nonconforming products. No equipment shall be returned without the TAPCO's consent. Any returns accepted by TAPCO shall be subject to a reasonable restocking charge and TAPCO's and/or manufacturer's return merchandise authorization ("RMA") process and terms.

#### **Privacy Policy and Website Terms of Use**

Please review TAPCO's Privacy Policy and Website Terms of Use, which can be found at the following addresses respectively: <https://www.tapconet.com/privacy-policy> and <https://www.tapconet.com/terms-of-use>. The Privacy Policy governs TAPCO's processing of all personal information that TAPCO may collect from any person through the use of TAPCO's Site. The Website Terms of Use governs your use of TAPCO's Site in general.

#### **Representations & Warranties; Disclaimers; Limitations on Liability**

**(a) Buyer's Representations and Warranties.** You represent and warrant to us as follows: (i) that you have the right to enter any transaction contemplated for hereby without violating these Terms, any applicable law, rule, or regulation, and/or any agreement with, or rights of, any third party; (ii) that you will use the goods and services provided hereunder exactly as authorized and never in any way that would violate any applicable law or third party right of any kind; and (iii) that you are buying goods or services from the Site for solely your own use, and not for resale or export.

**(b) TAPCO's Limited Warranty.** All equipment supplied to the Buyer is warranted by the manufacturer's written warranty only. TAPCO does not make any independent or supplemental warranty with respect to any equipment supplied to the Buyer and shall not be responsible for repair, labor, shipping and/or handling costs associated with any manufacturer's warranty covering equipment supplied by it.

**(c) Limitation on Warranties.** SUBJECT TO APPLICABLE LAW AND THE TERMS HEREOF, TAPCO MAKES NO EXPRESS OR IMPLIED WARRANTY WHATSOEVER WITH RESPECT TO THE GOODS OR SERVICES PURCHASED THROUGH THE SITE, INCLUDING WITHOUT LIMITATION ANY: (I) WARRANTY OF MERCHANTABILITY; (II) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE (INCLUDING, IF APPLICABLE, FITNESS OR COMPLIANCE WITH THE PAYMENT CARD INDUSTRY DATA SECURITY STANDARD (PCI DSS) PROMULGATED BY THE PCI SECURITY STANDARDS COUNCIL); (III) WARRANTY OF TITLE; OR (IV) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OR TRADE, OR OTHERWISE.

**(d) Intellectual Property.** Buyer holds TAPCO harmless from, and releases and agrees not to make claim or suit against the TAPCO because of, any suits, claims, losses or other liability made against or suffered by Buyer arising from any claim of, or infringement of, patent, copyright, trademark or other proprietary right, at common law, or claim of unfair trade or of unfair competition, resulting from, or occasioned by, Buyer's use, possession, sale or delivery of the equipment or services covered by this order.

**(e) Sole and Exclusive Remedies/Liability Cap.** SUBJECT TO APPLICABLE LAW, THE REMEDIES SET FORTH ABOVE ARE YOUR SOLE AND EXCLUSIVE REMEDIES, AND TAPCO'S ENTIRE OBLIGATION AND LIABILITY, FOR ANY BREACH OF TAPCO'S LIMITED WARRANTY. SUBJECT TO APPLICABLE LAW, UNDER NO CIRCUMSTANCES WILL TAPCO'S OBLIGATION OR LIABILITY HEREUNDER EXCEED THE PURCHASE PRICE YOU PAID ON THE SITE FOR ANY GOODS OR SERVICES. ADDITIONALLY, SUBJECT TO APPLICABLE LAW, UNDER NO CIRCUMSTANCES WILL TAPCO BE LIABLE FOR ANY LOSS OF USE, DATA, BUSINESS, GOODWILL, REPUTATION, OR REVENUE, AND/OR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES OR OTHER DIRECT OR INDIRECT LOSSES OF ANY KIND.

#### **Maintenance Contracts; Maintenance by Buyer; Release**

**(a) Term and Renewal.** Maintenance contracts shall be for the term set forth on the maintenance contract and shall renew automatically for the same term unless terminated by either TAPCO or the Buyer within sixty (60) days prior to the expiration of the current term, with any changes to price and other terms as stated in writing by TAPCO.

**(b) Maintenance of Equipment by Buyer; Release.** The Buyer acknowledges that TAPCO is not in the position to maintain the general safety of the equipment on a daily basis and that the Buyer shall be responsible for daily maintenance and upkeep (routine or otherwise) and shall follow all safety precautions for the safe operation and use of the equipment. The Buyer shall notify TAPCO promptly of any problems with the scheduled and/or "per call" basis as set forth in its Maintenance Contract with the Buyer. Buyer agrees to indemnify, defend and hold TAPCO harmless from, and releases and agrees not to make claim or suit against TAPCO because of, any suits, claims, losses or other liability made against, or suffered by, Buyer arising from any injury to persons or property resulting from, or occasioned by,

Buyer's use, possession, sale, delivery, operation of the equipment or services covered by this order or any Maintenance Contract between TAPCO and the Buyer, for any reason, including, without limitation, the malfunctioning or non-functioning of any such equipment, non-performance or negligent performance or otherwise by TAPCO, or its noncompliance with the PCI DSS.

**(c) Items Not Covered.** Unless otherwise specified in its Maintenance Contract with the Buyer, services to be provided by TAPCO shall not include repair of damage or increase in service time caused by any of the following: (a) failure to continually provide a suitable operating environment in all facilities as prescribed by TAPCO and/or the equipment manufacturer, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; (b) use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended; (c) use of unauthorized supplies or equipment; (d) accident or disaster, which shall include, without limitation, fire, flood, water, wind, lightning, power problems and Acts of God; (e) transportation, neglect or misuse, and alterations, including, without limitation, any deviation from TAPCO's physical, mechanical or electrical design or attachment of equipment or devices not supplied by TAPCO. Unless otherwise specified in its Maintenance Contract with the Buyer, TAPCO shall not be obligated to maintain, repair, service, replace, operate or assure the operation of any device, system or property belonging to the Buyer or to any third party to which the systems or equipment installed or maintained by TAPCO are attached.

**(d) Access.** The Buyer shall provide TAPCO's technicians with full and free access to any equipment covered under any Maintenance Agreement between TAPCO and the Buyer.

**(e) Limitation of Liability Maintenance Contracts and Field Service.** The Buyer acknowledges that, in order for TAPCO to perform certain services for the Buyer, TAPCO requires access to the Buyer's computers, databases and other equipment and machinery. The Buyer shall be responsible for backing up any data or other systems which TAPCO may access. TAPCO SHALL NOT BE LIABLE TO THE BUYER FOR ANY DAMAGES RESULTING FROM OR RELATED TO THE SERVICES PERFORMED BY TAPCO HEREUNDER, INCLUDING, WITHOUT LIMITATION, ANY LOSS OF DATA OR SOFTWARE OR INABILITY OR DELAY OF TAPCO IN PERFORMING ANY SERVICES HEREUNDER. IN NO EVENT SHALL TAPCO BE LIABLE TO THE BUYER FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF OR RELATED TO THE EQUIPMENT OR SERVICES PROVIDED HEREUNDER, EVEN IF TAPCO WAS ADVISED OF THE POSSIBILITY THEREOF OR KNEW OR SHOULD HAVE KNOWN THEREOF. TAPCO'S LIABILITY HEREUNDER TO THE BUYER, IF ANY, SHALL IN NO EVENT EXCEED THE TOTAL FEES PAID TO TAPCO BY THE BUYER.

### **Third Party Beneficiaries**

These Terms are for your sole benefit and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms.

### **Force Majeure**

TAPCO shall not be held responsible for delays or non-performance caused by activities or factors beyond its reasonable control, including without limitation, war, weather, strikes, floods, lockouts, fires, pandemics, epidemics, local disease outbreaks, public health emergencies, acts of God, terrorism, and/or delivery, vendor, supplier, or other third party delays, non-performance, or failures of any kind.

### **Assignment**

TAPCO may assign or otherwise transfer any or all of its rights or obligations hereunder, in whole or in part, to any third party in its sole discretion. You may not assign any of your rights or delegate any of your duties hereunder at any time without TAPCO's prior written consent in each instance, and any attempt to do so shall be null and void.

### **Partial Invalidity**

In the event that any part or portion of these Terms is deemed to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

### **Governing Law/Binding Arbitration**

**(a) Governing Law.** These Terms shall be governed by the laws of the State of Wisconsin without regard to its conflict of laws principles.

**(b) Binding Arbitration.** Subject to subsection 1 below and all applicable laws, you are agreeing to give up: (i) your right to litigate any claims that may arise hereunder in court or before a jury; and (ii) your right to consolidate any claim and/or participate in any class-action claim that may arise hereunder in any manner or forum. Instead, any claim, dispute, or controversy of any kind or nature arising hereunder which cannot be amicably resolved by us shall be solely and finally settled by arbitration administered by the American Arbitration Association in accordance with its commercial arbitration rules. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration shall take place before a panel of 1 arbitrator(s) sitting in the Milwaukee County, State of Wisconsin. The language of the arbitration shall be English. The arbitrator will be bound to adjudicate all disputes in accordance with the laws of the State of Wisconsin. The decision of the arbitrator shall be in writing with written findings of fact and shall be final and binding on the parties. Each Party shall bear all of its own costs actually incurred in connection with any such arbitration proceedings; provided, however, that the prevailing Party shall be entitled to recover its costs, including reasonable attorney's fees from the non-prevailing Party. With respect to any arbitration hereunder, as stated above, you hereby expressly waive any right to consolidate any claim and/or



participate in any class-action claim of any kind or nature. This Section 15 provides your sole recourse for the settlement of any disputes arising out of, in connection with, or related to these Terms. If any provision of this clause is found unenforceable, such unenforceable provision will be removed and the remaining terms will be enforced.

### No Waivers

TAPCO's failure to enforce any of TAPCO's rights hereunder will not constitute a waiver of TAPCO's right to make such enforcement in the future, subject to applicable law.

### Notices

TAPCO may provide notices hereunder to you by: (i) email; (ii) regular mail; or (iii) posting them on the Site. You shall be responsible for ensuring that you have provided us with your current email and mailing addresses. You can contact us at any time by any of the following means: (i) facsimile, at: (800) 444-0331; or (ii) personal delivery, overnight courier, or registered or certified mail to: Traffic and Parking Control Co., Inc., 5100 W Brown Deer Rd, Brown Deer, Wisconsin 53223.

### Entire Agreement

These Terms, along with the confirmation email referenced in Section 2 above, any instructions that TAPCO provides you with relating to any product or service you obtain from us through the Site (including without limitation any license agreement), and TAPCO's Site's "Terms of Use" and "Privacy Policy," shall, collectively, be deemed a final and integrated agreement between you and TAPCO with respect to the subject matter hereof.

**PRODUCTS**



**SOLUTIONS**



**RESOURCES**



**CUSTOMER SERVICE**



### CONNECT WITH US



LinkedIn



Youtube



Facebook

### SUBSCRIBE TO UPDATES

Subscribe for industry news and traffic safety insights you'll actually use.

**SUBSCRIBE TODAY**

Call us at 1-800-236-0112 | © 2025 TAPCO - Traffic and Parking Control Co., LLC

**ZERO Fatalities**  
© 2025 Tapco Control Co. All Rights Reserved



## FIRST AMENDMENT TO REAL PROPERTY OPTION AND LEASE AGREEMENT

THIS FIRST AMENDMENT TO REAL PROPERTY OPTION AND LEASE AGREEMENT (this "**Amendment**"), dated as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "**Effective Date**"), by and between **Town of Neenah, a municipal corporation** (the "**Lessor**"), and **Nsight Tower Holdings, LLC** (the "**Lessee**"), recites and provides:

### RECITALS

WHEREAS, Lessor is the fee owner of certain real property located in Winnebago County, Wisconsin, as more particularly described on **Exhibit A** (the "**Property**").

WHEREAS, Lessee, by way of assignment, is the tenant under that certain Real Property Option And Lease Agreement by and between Lessor and Nsighttel Wireless, LLC d/b/a Cellcom , dated as of September 11, 2014 (as previously assigned and as further amended herein, the "**Lease**"). (the "**First Amendment**" and together with the Original Lease, as assigned and as further amended herein, collectively, the "**Lease**").

WHEREAS, Lessor leases to Lessee a portion of the Property, as more particularly described on **Exhibit B** (the "**Premises**").

WHEREAS, Lessee owns, operates, and maintains one or more wireless communications towers, equipment, shelters, and other associated improvements on the Premises ("**Improvements**").

WHEREAS, Lessor and Lessee now desire to amend the Lease as more particularly provided below.

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual agreements set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows.

1. Defined Terms; Recitals. Capitalized terms used but not defined herein shall have the meanings given to such terms in the Lease. The recitals set forth here and above are true and correct in all respects and are incorporated herein by reference.

2. Additional Renewal Terms and Rent Adjustments. Section 1(6) of the Lease is amended to add Five (5) additional Five (5) year renewal periods (each an "**Additional Renewal Term**"). Each such Additional Renewal Term shall be deemed automatically exercised by Lessee unless Lessee provides written notice to Lessor of non-renewal at least thirty (30) days prior to expiration of the then current term. Rent shall adjust as set forth in the Lease.

3. Termination. Lessee shall have the unilateral right to terminate the Lease at any time by giving thirty (30) days' written notice to Lessor.

4. Assignment. Lessee may assign this Lease to any person or entity, including Lessee's lender, at any time without the prior consent of Lessor. Upon such assignment, Lessee will be relieved of all liability hereunder. Lessor may assign this Lease only in its entirety and only to any person or entity who or which acquires fee title to the Property.

5. Exclusive Use. In addition to any other use rights granted by the Lease, Lessee shall have the exclusive right to use and sublease the Premises for purposes of constructing, maintaining, and operating wireless communication infrastructure. Lessor shall not grant any right to a third-party which would affect all or part of the Premises in any way that competes, interferes, or conflicts with this exclusive use by Lessee.

6. Lessor Mortgage. In the event the Property is encumbered by a mortgage or deed of trust or other security instrument of any kind (a "**Lessor Mortgage**"), Lessor, within fifteen (15) days following Lessee's request or immediately prior to the creation of any encumbrance created after the date this agreement is fully executed, will obtain from the holder of each such Lessor Mortgage a fully-executed subordination, non-disturbance and attornment agreement (a "**SNDA**") in recordable form, which shall be prepared or approved by Lessee. The holder of every such Lessor Mortgage shall, in the SNDA, agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Lessee's interest in the Premises, such Lessor Mortgage holder shall recognize and confirm the validity and existence of the Lease, as amended, and Lessee shall have the right to continue its use and occupancy of the Premises in accordance with the provisions of the Lease, as amended, provided Lessee is not in default of the Lease beyond applicable notice and cure periods.

7. Lessee Mortgage. Lessor consents to the granting by Lessee of a lien and security interest in Lessee's interest in this Lease and all of Lessee's personal property and fixtures attached to the Property, and furthermore consents to the exercise by Lessee's lender of its rights of foreclosure with respect to its lien and security interest. Lessor agrees to recognize Lessee's Lender as Lessee hereunder upon any such exercise by Lender of its rights of foreclosure.

8. Memorandum of Lease. Lessee shall be permitted to record a Memorandum of Lease, or Memorandum of Amendment of Lease, as applicable ("**MOL**"), in the form attached as **Exhibit C**, reflecting the terms of the Lease as modified by this Amendment, and Lessor shall promptly execute such MOL at Lessee's request.

9. Survey of Premises. If an accurate, surveyed legal description of the Premises has not been incorporated into the Lease, Lessee may conduct an updated survey of the Premises, at Lessee's sole cost and expense, to be used to replace any such erroneous legal descriptions, drawings, depictions, or site plans, previously attached as attachments, exhibits, schedules, or other supplements to the Lease, upon reasonable approval of the Lessor, which approval shall not be unreasonably withheld, conditional, or delayed. Such surveyed legal descriptions shall serve as the "Premises" under the Lease, shall supersede any other descriptions of the Premises in the Lease, shall be attached by Lessee through an additional "Premises Addendum" to the Lease at a later time, and may be done within five (5) years of the Effective Date.

10. Notices. All notices under the Lease shall be delivered by Federal Express, or US certified mail return receipt requested, and addressed to:

If to Lessee:

Nsight Tower Holdings, LLC  
450 Security Boulevard  
Green Bay, WI 54313

-or-

PO Box 19079  
Green Bay, WI 54307

with a copy to:

VB-S1 Assets, LLC  
c/o Vertical Bridge REIT, LLC  
750 Park of Commerce Drive, Suite 200  
Boca Raton, Florida 33487  
Attention: General Counsel  
Ref: US-WI-5218

If to Lessor:

Town of Neenah, a municipal corporation  
1600 Breezewood Lane  
Neenah, WI 54956

11. Estoppels. The Lessor shall, within ten (10) business days of the request of the Lessee or any lender or prospective lender of Lessee, provide an estoppel certificate as to any matters reasonably requested by the Lessee or Lessee's lender.

12. Confidentiality. Lessor shall keep the terms of the Lease confidential, and shall not disclose any terms contained within the Lease to any third-party other than such terms as are set forth and recorded in an applicable memorandum of lease, other than in connection with a bona fide third-party sale of the fee interest in the Property or in connection with financing by a third-party institutional bank or required by law.

13. Representations of Lessor. Lessor warrants and represents that: (i) it is the owner in fee simple of the Premises; (ii) it alone has full right to lease the Premises on the terms of the Lease, as amended; and (iii) it has the full authorization and authority to execute this Amendment.

14. Counterparts/Digital Signatures. This Amendment may be executed in counterparts with the same effect as if both parties hereto had executed the same document. Both counterparts shall be construed together and shall constitute a single document. Delivery of a copy of this Amendment bearing an original signature by facsimile transmission, by electronic mail in

“portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature. For the purposes of this section, “original signature” means or refers to a signature that has not been mechanically or electronically reproduced.

15. Ratification. Except as amended and modified herein, the Lease is ratified and confirmed in all respects and shall continue in full force and effect. In the event of any dispute between the terms of the Lease and this Amendment, the terms of this Amendment shall govern and supersede those set forth in the Lease.

*[The remainder of this page is intentionally blank; signature page follows.]*

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment as of the Effective Date.

**LESSOR:**

**Town of Neenah, a municipal corporation**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*[Lessor's Signature Page to Amendment]*

**LESSEE:**

**Nsight Tower Holdings, LLC**

**By: VB-S1 Assets, LLC**

**Its: Attorney-in-Fact**

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

Name: Adam Ginder

Title: VP RE DEV

*[Lessee's Signature Page to Amendment]*

## Exhibit A

### Description of the Property (Parent Parcel)

An interest in land, said interest being over a portion of the following described parent parcel:

Part of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, more fully described as follows:

Commencing at the North one quarter corner of said Section 6; Thence South 89 degrees 55 minutes 30 seconds East, along the east-west 1/4 line of said section, 652.54 feet to the point of beginning; thence continuing along said line South 89 degrees 55 minutes 30 seconds East, 150.00 feet; thence South 00 degrees 24 minutes 48 seconds East, 483.00 feet; thence North 89 degrees 55 minutes 30 seconds West, 150.00 feet; thence North 00 degrees 24 minutes 48 seconds West, along the East 1/2 of the West 1/2 of the Northeast 1/4 of Section 6, a distance of 483.00 feet to the point of beginning. Reserving the North 33 feet for Town road purposes. Parcel is subject to all easements and restrictions of record. Total parcel contains 72,450 square feet, parcel less road is 67,500 square feet, more or less.

AND BEING the same property conveyed to The Town of Neenah from The "Fred T. Kampo, Sr., and Palmier B. Kampo Revocable Living Trust of 1992" by Fred T. Kampo, Sr. and Palmier B. Kampo as Co-Trustees by Warranty Deed dated December 08, 1995 and recorded December 27, 1995 in Instrument No. 922999.

Tax Parcel No. 010-0075



## Exhibit B

### Legal Description of the Premises

Said interest being over land more particularly described by the following description:

Being a part of Lot One (1), of Certified Survey Map No. 3395, Recorded in Volume 1, Page 3395, Winnebago County Registry, being a part of the Northwest Quarter (NW1/4), of Section Six (6), Township Nineteen (19) North, Range Seventeen (17) East, Town of Neenah, Winnebago County, Wisconsin containing 2,750 square feet (0.063 acres) of land and being described by:

Commencing at the North Quarter Corner of said Section 6; thence N89°-38'-10"E (Recorded as S89°-55'-30"E) 652.53 feet along the North line of the NE 1/4 of said Section 6; to the intersection of the West line of said Lot 1 Certified Survey Map Extended North; thence S00°-52'-20"E (Recorded as S00°-24'-48"E) 352.95 feet along said West line; thence N89°-07'-40"E 92.99 feet to the point of beginning; thence N89°-07'-40"E 50.00 feet; thence S00°-52'-20"E 55.00 feet; thence S89°-07'-40"W 50.00 feet; thence N00°-52'-20"W 55.00 feet to the point of beginning, being subject to any and all easements and restrictions recorded.

Subject to and together with:

#### 30 FOOT WIDE UTILITY AND INGRESS/EGRESS EASEMENT:

Being a part of Lot One (1), of Certified Survey Map No. 3395, Recorded in Volume 1, Page 3395, Winnebago County Registry, being a part of the Northwest Quarter (NW1/4), Section Six (6), Township Nineteen (19) North, Range Seventeen (17) East, Town of Neenah, Winnebago County, Wisconsin containing 10,520 square feet (0.241 acres) of land and being Fifteen (15) feet each side of and parallel to the following described line:

Commencing at the North Quarter Corner of said Section 6; thence N89°-38'-10"E (Recorded as S89°-55'-30"E) 652.53 feet along the North line of the NE 1/4 of said Section 6; to the intersection of the West line of said Lot 1 Certified Survey Map Extended North; thence S00°-52'-20"E (Recorded as S00°-24'-48"E) 352.95 feet along said West line; thence N89°-07'-40"E 92.99 feet; thence N00°-52'-20"W 15.00 feet to the point of beginning; thence N89°-07'-40"E 42.00 feet to a point herein after referred to as Point "A"; thence N00°-52'-20"W 303.68 feet to a point on the South line of Breezewood Lane and the point of termination; Also beginning at said Point "A" thence N89°-07'-40"E 15.00 feet to the point of termination. The side lot lines of said easement shall be shortened or lengthened to terminate on the North line of Breezewood Lane.

**Exhibit C**

**Form of Memorandum of Lease**

**[SEE ATTACHED]**

(Above 3" Space for Recorder's Use Only)

**Upon Recording Return to:**

Vertical Bridge REIT, LLC  
750 Park of Commerce Drive, Suite 200  
Boca Raton, Florida 33487  
Attn: General Counsel

**Site Name: Neenah Breezewood**  
**Site Number: US-WI-5218**

**FIRST MEMORANDUM OF AMENDMENT TO REAL PROPERTY OPTION AND LEASE**  
**AGREEMENT**

This First Memorandum of Amendment to Real Property Option And Lease Agreement ("Memorandum") evidences a Real Property Option And Lease Agreement , dated September 11, 2014 (the "Lease") by and between **Town of Neenah, a municipal corporation** , whose address is 1600 Breezewood Lane, Neenah, WI 54956 ("**Landlord**"), and **Nsight Tower Holdings, LLC**, by its attorney-in-fact **VB-S1 Assets, LLC**, a Delaware limited liability company, whose mailing address is 750 Park of Commerce Drive, Suite 200, Boca Raton, Florida 33487 ("**Tenant**").

WHEREAS, Landlord owns certain real property (the "**Property**") described on Exhibit A-1 attached hereto.

WHEREAS, pursuant to the Lease, Landlord leases to Tenant a portion of the Property (the "**Premises**") described on Exhibit A-2 (and together with Exhibit A-1, collectively, Exhibit A).

WHEREAS, the Lease commenced on December 1, 2014, for an initial term of Five (5) years, with Four (4) renewal terms of Five (5) years each, and the Lease was amended to add Five (5) additional Five (5) year renewal terms.

WHEREAS, the Lease, as amended, further provides as follows:

1. The Premises may be used exclusively by Tenant for certain purposes, including without limitation, erecting, installing, operating, reconstructing, and maintaining certain radio and communications towers, buildings, and equipment.

2. Tenant is entitled to sublease and/or sublicense the Premises, including any communications tower located thereon.

Site Name: Neenah Breezewood  
Site Number: US-WI-5218

3. Landlord may assign the Lease only in its entirety and only to a purchaser of the fee interest of the Property.

4. This Memorandum is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease. In the event of a conflict between the provisions of this Memorandum and the provisions of the Lease, the provisions of the Lease shall control. The Lease shall be binding upon and inure to the benefit of Landlord and Tenant and shall inure to the benefit of their respective heirs, successors, and assigns, subject to the provisions of the Lease.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK, SIGNATURES BEGIN  
ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this MEMORANDUM as of the date last signed by a party hereto.

**WITNESSES:**

**LANDLORD:**

**Town of Neenah, a municipal corporation**

\_\_\_\_\_  
Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_ (name of signatory), as \_\_\_\_\_  
\_\_\_\_\_ (title of signatory) of Town of Neenah, a municipal corporation .

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

[Tenant's Signature Page to Memorandum]

**WITNESSES:**

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

**TENANT:**

**Nsight Tower Holdings, LLC**  
**By: VB-S1 Assets, LLC,**  
a Delaware limited liability company  
**Its: Attorney-in-Fact**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF PALM BEACH

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_ (name of signatory), as \_\_\_\_\_  
\_\_\_\_\_ (title of signatory) of VB-S1 Assets, LLC.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

EXHIBIT A  
(TO MEMORANDUM OF LEASE)

EXHIBIT A-1  
The Property

An interest in land, said interest being over a portion of the following described parent parcel:

Part of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 19 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin, more fully described as follows:

Commencing at the North one quarter corner of said Section 6; Thence South 89 degrees 55 minutes 30 seconds East, along the east-west 1/4 line of said section, 652.54 feet to the point of beginning; thence continuing along said line South 89 degrees 55 minutes 30 seconds East, 150.00 feet; thence South 00 degrees 24 minutes 48 seconds East, 483.00 feet; thence North 89 degrees 55 minutes 30 seconds West, 150.00 feet; thence North 00 degrees 24 minutes 48 seconds West, along the East 1/2 of the West 1/2 of the Northeast 1/4 of Section 6, a distance of 483.00 feet to the point of beginning. Reserving the North 33 feet for Town road purposes. Parcel is subject to all easements and restrictions of record. Total parcel contains 72,450 square feet, parcel less road is 67,500 square feet, more or less.

AND BEING the same property conveyed to The Town of Neenah from The "Fred T. Kampo, Sr., and Palmier B. Kampo Revocable Living Trust of 1992" by Fred T. Kampo, Sr. and Palmier B. Kampo as Co-Trustees by Warranty Deed dated December 08, 1995 and recorded December 27, 1995 in Instrument No. 922999.

Tax Parcel No. 010-0075

EXHIBIT A-2  
The Premises

Said interest being over land more particularly described by the following description:

Being a part of Lot One (1), of Certified Survey Map No. 3395, Recorded in Volume 1, Page 3395, Winnebago County Registry, being a part of the Northwest Quarter (NW1/4), of Section Six (6), Township Nineteen (19) North, Range Seventeen (17) East, Town of Neenah, Winnebago County, Wisconsin containing 2,750 square feet (0.063 acres) of land and being described by:

Commencing at the North Quarter Corner of said Section 6; thence N89°-38'-10"E (Recorded as S89°-55'-30"E) 652.53 feet along the North line of the NE 1/4 of said Section 6; to the intersection of the West line of said Lot 1 Certified Survey Map Extended North; thence S00°-52'-20"E (Recorded as S00°-24'-48"E) 352.95 feet along said West line; thence N89°-07'-40"E 92.99 feet to the point of beginning; thence N89°-07'-40"E 50.00 feet; thence S00°-52'-20"E 55.00 feet; thence S89°-07'-40"W 50.00 feet; thence N00°-52'-20"W 55.00 feet to the point of beginning, being subject to any and all easements and restrictions recorded.

Subject to and together with:

**30 FOOT WIDE UTILITY AND INGRESS/EGRESS EASEMENT:**

Being a part of Lot One (1), of Certified Survey Map No. 3395, Recorded in Volume 1, Page 3395, Winnebago County Registry, being a part of the Northwest Quarter (NW1/4), Section Six (6), Township Nineteen (19) North, Range Seventeen (17) East, Town of Neenah, Winnebago County, Wisconsin containing 10,520 square feet (0.241 acres) of land and being Fifteen (15) feet each side of and parallel to the following described line:

Commencing at the North Quarter Corner of said Section 6; thence N89°-38'-10"E (Recorded as S89°-55'-30"E) 652.53 feet along the North line of the NE 1/4 of said Section 6; to the intersection of the West line of said Lot 1 Certified Survey Map Extended North; thence S00°-52'-20"E (Recorded as S00°-24'-48"E) 352.95 feet along said West line; thence N89°-07'-40"E 92.99 feet; thence N00°-52'-20"W 15.00 feet to the point of beginning; thence N89°-07'-40"E 42.00 feet to a point herein after referred to as Point "A"; thence N00°-52'-20"W 303.68 feet to a point on the South line of Breezewood Lane and the point of termination; Also beginning at said Point "A" thence N89°-07'-40"E 15.00 feet to the point of termination. The side lot lines of said easement shall be shortened or lengthened to terminate on the North line of Breezewood Lane.