

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

DATE: Monday, March 23, 2026
TIME: 7:00 pm
LOCATION: 1600 Breezewood Lane

The meeting will also be offered virtually via ZOOM.

Meeting ID : 816 3889 1315 Passcode: 409507 Phone (312) 626-6799

TOWN BOARD MEETING

1. CALL TO ORDER TOWN BOARD
2. APPROVE MINUTES
March 9, 2026 Town Board Meeting
3. PUBLIC FORUM
4. PUBLIC FORUM FOR RECOGNIZED MUNICIPAL AND COUNTY OFFICIALS
5. CORRESPONDENCES
 - a. 2025 2% Fire Dues Audit Report
6. DISCUSSION / ACTION
 - a. Approve Vouchers, Payroll and Bank Transactions March 23, 2026
 - b. Resolution 2026-11 – Variance Request
Applicant: Sunset Terrace HOA
Agent: Ben Hamblin – McMahan Engineers
Location of Premises Affected: 718 Milkweed Court
Tax Parcel No: 010-1976-02
Legal Description: Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in the SE1/4 of the SE1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin

Current Zoning: R-2 Suburban Low Density Residential
Description of propose use: Applicant is requesting a variance for a sub standard road right of way setback
 - c. Approve contract for 2026 Pavement Chip Sealing Services with Fahrner Asphalt Sealers LLC in the amount of \$182,503.00
 - d. Approve Agreement with property owners for the discontinuance of a portion of Stanford Drive.
7. FUTURE AGENDA TOPICS AND MEETINGS
 - a. Stormwater Utility District Meeting , Thursday March 26, 2026 at 8;00 a.m.
 - b. Public Test of Election Equipment, Tuesday March 31, 2026 at 1:00 p.m.
 - c. Fire Department Business Meeting, Wednesday April 1, 2026 at 6:00 p.m.
 - d. Wisconsin Towns Association Winnebago County Unit Meeting, Thursday April 2, 2026 6:30 p.m. at Town of Vinland
 - e. Parks and Trails Committee Meeting, Town Hall, Monday April 6, 2026 at 6:00 p.m.
 - f. Spring Election, Tuesday April 7, 2026 Polls Open 7:00 AM – 8:00 PM
 - g. Town Board Meeting, Monday, April 13, 2026 at 7:00 p.m.
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURN OPEN SESSION

Closed Session Contemplated: NO

Ellen Skerke, Administrator-Clerk-Treasurer
March 19, 2026

Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 920-725-0916. A quorum of other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on March 19, 2026 at www.townofneenah.com, Town of Neenah Municipal Building, 1600 Breezewood Lane.

TOWN OF NEENAH TOWN BOARD MEETING

March 9, 2026

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

Present: Supervisor David Bluma, Supervisor Brooke Cardoza, and Supervisor Thomas Wilde

Also in Attendance via Zoom: Chairman Robert Schmeichel and Supervisor James Weiss.

Also in Attendance: Jeremy Kwiatkowski, Deputy Clerk-Treasurer Cyndi Pleshek and Administrator-Clerk-Treasurer Ellen Skerke.

Also in Attendance via Zoom: Carrie Sturn and Christian Blanton.

Since R. Schmeichel attended the meeting via zoom, E. Skerke asked for a motion to appoint a Chair for

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

Motion: D. Bluma / T. Wilde to appoint B. Cardoza as chair for the meeting.

Motion carried by voice vote.

B. Cardoza called the meeting to order at 7:00 pm. Pledge of Allegiance was recited.

Approval of Minutes

Motion: D. Bluma / T. Wilde to approve February 23, 2026 Town Board Meeting Minutes.

Motion carried by voice vote.

Public Forum

- Christian Blanton, 507 E. Cecil St. Introduced herself as a parent in the Neenah Joint School District, she is running for School Board.

Public Forum for Recognized Municipal and County Officials

- None

Correspondences

- Building Permit Report – February 2026
- 2026 Budget Status Report as of February 28, 2026

Discussion/Action.

Vouchers Payroll and Bank Transactions

Approve Vouchers, Payroll and Bank Transactions February 23, 2026

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

- Discussion regarding two invoices related to fire truck related expenses.

Motion Carried by voice vote.

Resolutions

Resolution 2026-10 Resolution Supporting a Comprehensive and Sustainable Transportation Funding Solution

Motion: J. Weiss / D. Bluma to approve

Motion carried by voice vote.

Future Agenda Topics and Meetings

- Sanitary District #2 Commissioner Meeting Tuesday, March 11, 2026 at 7:00 p.m.
- Plan Commission Meeting, Monday March 16, 2026 at 7:00 p.m.
- Next Town Board Meeting, Monday, March 23, 2026 at 7:00 p.m.

Old Business

- T. Wilde requested an update on the LRIP Reimbursement. E. Skerke stated it has been submitted, the State responded with two items they needed additional information, follow up was submitted to the State on Monday 3-9-2026.

New Business

- None

Adjourn Meeting

Motion: T. Wilde / D. Bluma to adjourn. Motion carried. Meeting adjourned at 7:13 p.m.

Respectfully submitted,



Ellen Skerke,
Administrator--Clerk-Treasurer

Approved: Draft – Pending Approval

Voucher List Authorization March 23, 2026

Bank Transfer (Transaction List)

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Reason</u>
3/23/2026	General MM	Checking	\$ 74,000.00	3-23-2026 Vouchers
Accounts Payable Vouchers			\$ 74,533.42	

Notification of New Vendors

Polzin Epoxy Designs	epoxy coating - Apparatus Bay
USA TODAY Media Group	Previously Gannet Media Group

Account Balances as of March 24, 2026 after requested transfers per this Voucher List

	<u>PROSPERA CU</u>	<u>Prospera CD</u>	<u>BNY Mellon - Pershing</u>	<u>Total</u>
Checking	\$ 10,329			
Membership account	\$ 5			
General MM	\$ 1,269,833		\$ 650,867	\$ 1,530,249
General MM-NAN Funds	\$ -			
Impact Fee	\$ 9,333			
Taxes Collected	\$ 52,304			
Tullar Rd Fund			\$ 45,579	
Storm Water	\$ 439,051	\$ 520,069	\$ 571,130	\$ 1,530,249
CFCU	\$ 530			
TOTAL	\$ 1,781,384	\$ 520,069	\$ 1,267,576	
		GRAND TOTAL	\$ 3,569,029	

_____ Schmeichel _____ Bluma _____ Cardoza _____ Weiss _____ Wilde

Accounts Payable
\$ 74,533.42

10:42 AM
03/20/26

Town of Neenah
Check Detail
March 24, 2026

Date	Num	Name	Memo	Account	Paid Amount
03/24/2026	29815	1st Choice Pest Solutions		11010-1 · Checking - Prospera (150)	
03/23/2026	89990		Rodent Monthly Service	51610-1 · Maintenance & Operations	-90.00
TOTAL					-90.00
03/24/2026	29816	Cedar Corporation		11010-1 · Checking - Prospera (150)	
03/23/2026	127945		Services through 2/14/26 Contract = \$53...	51520-1 · Comp Planning	-11,563.75
TOTAL					-11,563.75
03/24/2026	29817	CliftonLarsonAllen LLP	A239624	11010-1 · Checking - Prospera (150)	
03/23/2026	L281133240			51510-0 · Auditor	-1,260.00
TOTAL					-1,260.00
03/24/2026	29818	CR Fochs LLC		11010-1 · Checking - Prospera (150)	
03/23/2026	7660		3 ceiling fans in apparatus bay	51610-1 · Maintenance & Operations	-3,268.00
TOTAL					-3,268.00
03/24/2026	29819	Dempsey Law Firm, The		11010-1 · Checking - Prospera (150)	
03/23/2026	109		Homestead Acres Meeting	51300-0 · Legal Services	-100.50
03/23/2026	16		general Long Nuisance	51300-0 · Legal Services	-437.50
TOTAL					-770.50
					-1,218.98
					-2,527.48
03/24/2026	29820	Harters Fox Valley Disposal		11010-1 · Checking - Prospera (150)	
03/23/2026	1741239			53634-0 · Garbage Collection Expenses	-15,648.40
TOTAL					-4,898.88
					-20,547.28
03/24/2026	29821	Keepers Landscapers LLC		11010-1 · Checking - Prospera (150)	
03/23/2026	1624		January and Febuary plowing	55200-8 · Conservancy Park Expense	-330.00
TOTAL					-330.00
03/24/2026	29822	Krist Oil Company		11010-1 · Checking - Prospera (150)	
03/23/2026	2/28/26			52210-4 · Fire Dept. Fuel	-227.53
TOTAL					-227.53
03/24/2026	29823	NEWSC	51120-0	11010-1 · Checking - Prospera (150)	
03/23/2026	2026		2026 Dues	6-51400 · SW - NEWSC Membership	-685.00
TOTAL					-685.00
03/24/2026	29824	Oshkosh Fire and Police		11010-1 · Checking - Prospera (150)	
03/23/2026	199228			52210-9 · Fire Dept. New Equip.	-3,645.00
TOTAL					-3,645.00
03/24/2026	29825	Polzin Epoxy Designs		11010-1 · Checking - Prospera (150)	
03/23/2026	50% deposit		50% Deposit - fire station bay floor	51610-1 · Maintenance & Operations	-14,085.50
TOTAL					-14,085.50
03/24/2026	29826	Prospera- Visa		11010-1 · Checking - Prospera (150)	
03/23/2026	March 2026			51610-1 · Maintenance & Operations	-36.90
				51420-4 · Office Expenses	-232.84
				52210-3 · Fire Dept Supplies and Repairs	-233.51
				52210-1 · Fire Dept Seminar/Training Fees	-264.95
TOTAL					-788.20

10:42 AM
03/20/26

Town of Neenah
Check Detail
March 24, 2026

Date	Num	Name	Memo	Account	Paid Amount
03/24/2026	29827	Secure Fire and Safety LLC		11010-1 · Checking - Prospera (150)	
03/23/2026	55344		Annual Monitoring	51420-8 · MB Utilities	-495.00
TOTAL					-495.00
03/24/2026	29828	USA TODAY Media Group	Account # 1012793 Invoice 0007561502	11010-1 · Checking - Prospera (150)	
03/23/2026	0007561502		to be reimbursed by San2	51121-0 · Public Notices	-178.98
TOTAL					-178.98
03/24/2026	29829	WE Energies		11010-1 · Checking - Prospera (150)	
03/23/2026	5848061910			55200-7 · Parks - WE Energies	-109.51
				53420-0 · Street Lighting - All Electric	-150.97
				53420-0 · Street Lighting - All Electric	-1,668.53
				55200-8 · Conservancy Park Expense	-16.62
				55300-8 · Franzol Park Expenses	-127.04
				51420-8 · MB Utilities	-917.84
				55300-9 · Keating Park Expenses	-37.41
TOTAL					-3,027.92
03/24/2026	29830	Winnebago Cty. Treasurer		11010-1 · Checking - Prospera (150)	
03/23/2026	33463			53311-2 · Hwy Exp - Maintenance (Winnebag	-1,717.72
				53311-4 · Hwy Exp-Plowing	-5,641.69
TOTAL					-7,359.41
03/24/2026	29831	Wisconsin DNR		11010-1 · Checking - Prospera (150)	
03/23/2026	370-0000045239		Wildfire Grant funds rcvd	52210-9 · Fire Dept. New Equip.	-4,356.39
TOTAL					-4,356.39
03/24/2026	29832	zz, Jenny West		11010-1 · Checking - Prospera (150)	
03/23/2026			cancelled reservation at Mahler Park	55300-7 · Mahler Park Expenses	-100.00
TOTAL					-100.00

RESOLUTION 2026-11

FOR TOWN USE ONLY

**TOWN ACTION FOR VARIANCE
TOWN OF NEENAH
WINNEBAGO COUNTY, WISCONSIN**

Owner(s): SUNSET TERRACE HOA

Agent: BEN HAMBLIN MCMAHON ENGINEERS

Parcel No.: 010-1976-02

Location of Premises Affected: 718 MILKWEED CT, NEENAH

Legal Description: Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in the SE1/4 of the SE1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

Current Zoning: R-2 Suburban Low Density Residential

Description of proposed use: Applicant is requesting a variance for a sub standard road right of way setback.

DESCRIPTION:	CODE REFERENCE:	REQUIRED:	PROPOSED:
The road right of way setback from the nearest point of any structure shall be at least 30' unless reduced under Chapter 23.8-65(d).	Chapter 23 Exhibit 8-2	Road right of way setback: 30'	Road right of way setback: 1.7'

The town may recommend approval, denial, approval with conditions, or approval not as requested. Please indicate the Town's recommendation for each request.

TOWN FINDINGS:

TOWN CONDITIONS:

DATED THIS _____ DAY OF _____, 20__

SIGNED: _____

TOWN OF NEENAH PUBLIC HEARING

Monday, September 15, 2025

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

Present for Public Hearing

Commissioner Andrea Madsen, Mark and Lisa James, and Administrator-Clerk-Treasurer Ellen Skerke.

Present Via Zoom: Plan Commission Chair Jody Andres, Commissioner Chris Anderson, Commissioner Jeremy Kwiatkowski, Commissioner Brandon Nielsen , Commissioner Russell Meerdink, and Commissioner Pere Weyenberg, Carrie Sturn, Town Board Supervisor James Weiss, Karen Tippens, Kathy Jaeger, Mike Cowen, Mike Tippens, Mark Broker, Ben Hamblin McMahon Engineering, and one guest.

J Andres called the Public Hearing to order at 7:00 pm.

Public Hearing for Variance Request

INFORMATION ON VARIANCE REQUEST

Applicant:	SUNSET TERRACE HOA
Agent:	BEN HAMBLIN MCMAHON ENGINEERS
Location of Premises Affected:	718 MILKWEED CT, NEENAH
Tax Parcel No:	010-1976-02
Legal Description:	Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in SE ¼ of the SE ¼ of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin
Explanation:	Applicant is requesting a variance for a sub standard road right of way setback.

The following comments were made in the Public Hearing:

- None

Having no one else interested in speaking, Chair Jody Andres closed the Public Hearing at 7:05 p.m.

Respectfully submitted,
Ellen Skerke
Administrator-Clerk-Treasurer

TOWN OF NEENAH PLAN COMMISSION MEETING

Monday, March 16, 2026

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

Present for Plan Commission: Commissioner Andrea Madsen,

Present Via Zoom: Plan Commission Chair Jody Andres, Commissioner Chris Anderson, Commissioner Jeremy Kwiatkowski, Commissioner Brandon Nielsen , Commissioner Russell Meerdink, and Commissioner Pere Weyenberg,

Also Present: Mark and Lisa James, and Administrator-Clerk-Treasurer Ellen Skerke.

Also Present Via Zoom: Carrie Sturn, Town Board Supervisor James Weiss, Karen Tippens, Kathy Jaeger, Mike Cowen, Mike Tippens, Mark Broker, Ben Hamblin McMahon Engineering, and one guest.

J. Andres called the meeting to order at 7:05 p.m. (following the Public Hearing)

Pledge of Allegiance was recited.

Public Forum

None

Approve February 16, 2026 Plan Commission Meeting Minutes

Motion: P. Weyenberg / J. Kwiatkowski to approve.

Motion carried by voice vote.

Input/Discussion/Action

Resolution 2026-11 – Variance Request

<i>Applicant:</i>	<i>Sunset Terrace HOA</i>
<i>Agent</i>	<i>Ben Hamblin – McMahon Engineers</i>
<i>Location of Premises Affected:</i>	<i>718 Milkweed Court</i>
<i>Tax Parcel No:</i>	<i>010-1976-02</i>
<i>Legal Description:</i>	<i>Being Outlot 2 CSM-7261 located in part of Outlot 1 Sunset Terrace in the SE1/4 of the SE1/4 of Section 30, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin</i>
<i>Current Zoning:</i>	<i>R-2 Suburban Low Density Residential</i>
<i>Description of proposed use:</i>	<i>Applicant is requesting a variance for a sub standard road right of way setback</i>

- B. Hamblin McMahon Engineering reviewed the application.
 - Sanitary District 32 is proposing to install a small generator enclosure next to Lift Station #8, which is adjacent to the large regional stormwater pond that serves Sunset Terrace.
 - When Lift Station 38 was installed, it was intended to serve the Sunset Terrace area, which has since grown to over 170 houses served by that lift station. the district would like to add a gas-powered generator enclosed in a building, similar to what they recently completed at Lift Station #3 on SouthPark Avenue.
 - Building will be split mason block, approximately 20'x10', they want to make it look nice, to enclose the generator, and existing control panel.
 - District is requesting a variance for the accessory building for the utility.

- B. Hamblin noted that after this Plan Commission meeting, the Town Board will take action, followed by Winnebago County Public Hearing and action by their Plan Commission.
- B. Nielsen stated that he sees this as an essential service and will approve.
- J. Kwiatkowski appreciates that the District wants it to look nice.
- Mike Cowen stated he is the neighbor immediately to the west of the proposed building. He appreciates that the generator will be sheltered. B. Hamblin requested that Mike Cowen reach out to the Town office to discuss the aesthetics of the building.

Motion: P. Weyenberg / B. Nielsen to recommend approval of Resolution 2026-11
Motion carried by voice vote.

Discussion and possible action regarding partial discontinuation of Stanford Drive.

- E. Skerke explained the request to vacate the portion of Stanford Drive between Radcliff Road and the southern end along Parcel 0101542
- Parcel 010-1542 referred to as "Bye" property was recently purchased by James, Harvey and Tippens families. They intend to combine the property they just purchased "Bye" property, with their existing home parcels on Terra Cotta Drive. There will no longer be a need for this portion of Stanford Drive to access the "Bye" property.
- E. Skerke further explained there are several steps involved:
 - Vacate portion of Stanford Drive
 - Certified survey Map
 - Zoning Map Amendment
 - Termination of an Easement on an adjacent property
 - The action to vacate a portion of Stanford Dr is the town of Neenah's responsibility to manage. The Certified Survey Map and Zoning Map Amendment are the property owners' responsibilities to submit to the County for approval and will filter through the Plan Commission and town Board or action. Termination of the Easement is between the properties named on the easement and recording at Register of Deeds.
 - These 4 items have different processes, timelines and responsibilities; however, they all need to work together simultaneously
 - Town will hire McMahan to manage the Vacate portion. We need a legal description to accompany the Resolution.
 - The process to vacate a road requires a Resolution, Public Hearing, a required 40 day waiting period and then final action by the Board to vacate the road, it will take a few months to complete.
- B. Hamblin summarized and noted that the 4 items work simultaneously, and that a=one action is contingent upon another action happening, for example, the Board can approve the CSM contingent upon the Stanford Road being vacated. He suggested the property owners speak with a Real Estate attorney to make sure everything is managed correctly. They would not want to terminate the Easement until the road is vacated and the CSM is approved. What if one of them did not go through, you would not want to lose the easement.
- E. Skerke noted the Plan Commission to determine if it is appropriate to vacate, and if so what portion of Stanford Drive to vacate between Radcliff Road and the southern edge by the "Bye" property.

Motion: P. Weyenberg / B. Nielsen to recommend vacating Stanford Drive from Radcliff Road to the southernmost point.

- Additional discussion regarding whether the road should be vacated regardless of the CSM happening. General consensus is that it should be vacated regardless, it would leave the "Bye" property with an ingress egress easement on the Deveraux property.

Motion carried by voice vote.

New Business

- None

Old Business

- E. Skerke provided a brief update on Homestead Acres. The CSM between Homestead Acres LLC and We Energies is final, pending signatures.

Next regularly scheduled Plan Commission Meeting, Monday April 20, 2026 at 7:00 p.m.

Adjourn:

Motion: P. Weyenberg / C. Anderson to adjourn. Motion carried. Adjourned at 7:38 pm

Respectfully submitted,

Ellen Skerke
Administrator-Clerk-Treasurer

Draft Pending Approval

INITIAL STAFF REPORT

Sanitation: Existing; Municipal

Overlays: NONE

Current Zoning: R-2 Suburban Low Density Residential

Surrounding Zoning: North: R-2; South:R-2;R-1; East:R-2;R-1;B-3; West:R-2;

Code Reference: Chapter 23 Exhibit 8-2

Description of Proposed Use: Applicant is requesting a variance for a sub standard road right of way setback.

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE OWNER/APPLICANT

Describe your project, include the proposed dimensions and setbacks: SEE ATTACHED.

Describe how compliance with the requirement in question unreasonably prevents or restricts development of a permitted use on the property: SEE ATTACHED.

Describe the unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question: SEE ATTACHED.

Describe how the granting of the requested variance will not harm the public interest or have adverse affects on surrounding properties: SEE ATTACHED.

SECTION REFERENCE AND BASIS OF DECISION

Basis of Decision: Town/County Zoning Code: 23.7-234

When making its decision, the Board of Adjustment shall consider each of the following standards:

- (1) The requirement in question would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with such requirement unnecessarily burdensome and such circumstances were not self-created.
- (2) The subject property has unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question.
- (3) The granting of the variance will not be contrary to or harm the public interest given the general purposes of the zoning regulations and the specific purposes of the requirement in question.

The board shall grant a variance only if the board can make an affirmative finding for all of the criteria listed in this section.

Variance Application Questions

Paragraph #1

The project includes the construction of a new 12'x19' generator Accessory Structure to serve an existing Minor Utility Installation. The structure is intended to house a new emergency backup generator to serve the Town of Neenah Sanitary District's lift station #8. No generator currently exists. The lift station was originally constructed in 2005 to serve only Sunset Terrace Subdivision. Since then, its service area has grown to serve approximately 170 parcels in the Sunset Terrace, Whitetail Run and Rolling Heights Subdivisions. Given the significant service area of this lift station, the Town of Neenah Sanitary District determined that an emergency generator is required. To maintain appropriate appearances and aesthetics, the Sanitary District plans on enclosing the generator, and the lift station's control panel, within the building. The work is being completed as an Accessory to an existing Minor Utility Installation (sanitary sewer lift station) located on an outlot owned by Sunset Terrace Homeowners Association. Because the proposed structure includes a footing and foundation, it cannot be classified as an Accessory Utility Cabinet and thus must comply with building setbacks. The proposed structure's street yard setback from the road right of way varies from 1.7' to 14'. It is the front yard setback for which the District is requesting an Area Variance.

Paragraph #2

The restrictive setback requirement for the proposed project is the minimum 30' distance required from a front yard property line/right of way to an Accessory Structure.

The Town Sanitary District would normally comply with this requirement, as nothing about the setback would typically prevent the construction of the proposed generator building. However, due to the unique constrained project area where the existing lift station is located, and the requirement for the proposed structure to abut the existing lift station, it is requested that an Area Variance be granted for the typical setback requirement. See paragraph #3.

Paragraph #3

In this unique situation, the constrained project site is limiting the area available to install the generator building. Several underground utilities, the stormwater pond and the existing sanitary lift station structure all limit the allowable location for the proposed Accessory to an existing Minor Utility Installation. The proposed building has been designed as small as possible to fit within the restrictive site while still providing sufficient interior space to safely house the equipment. Despite these efforts, the identified setback requirement is still restricting the proposed project, thus triggering the request for the Area Variance.

Paragraph #4

The requested variance for the proposed generator structure will not cause detriment to the public's interest any more than what is currently caused by the existing lift station structure located on the site. Rather, it is the Sanitary District's opinion that granting the variance will positively impact the public. Installation of the new generator will allow the Town's Sanitary District to provide a higher level of reliable sewage collection service to hundreds of town residents. Including a generator building serves to enclose the generator and the lift station's control panel, two features that many could consider unsightly and visually conflicting with a residential setting. The building will also reduce operating noise. The setback from the road right of way will approximately match the current setbacks from the existing lift station.

Ultimately, the completed project will result in a compact, cleanly-designed site that includes an aesthetically pleasing building that houses the generator and lift station control panel. The project will cause little harm to the public's interest. In the short-term and long-term perspectives, an overall positive impact on surrounding properties is anticipated.

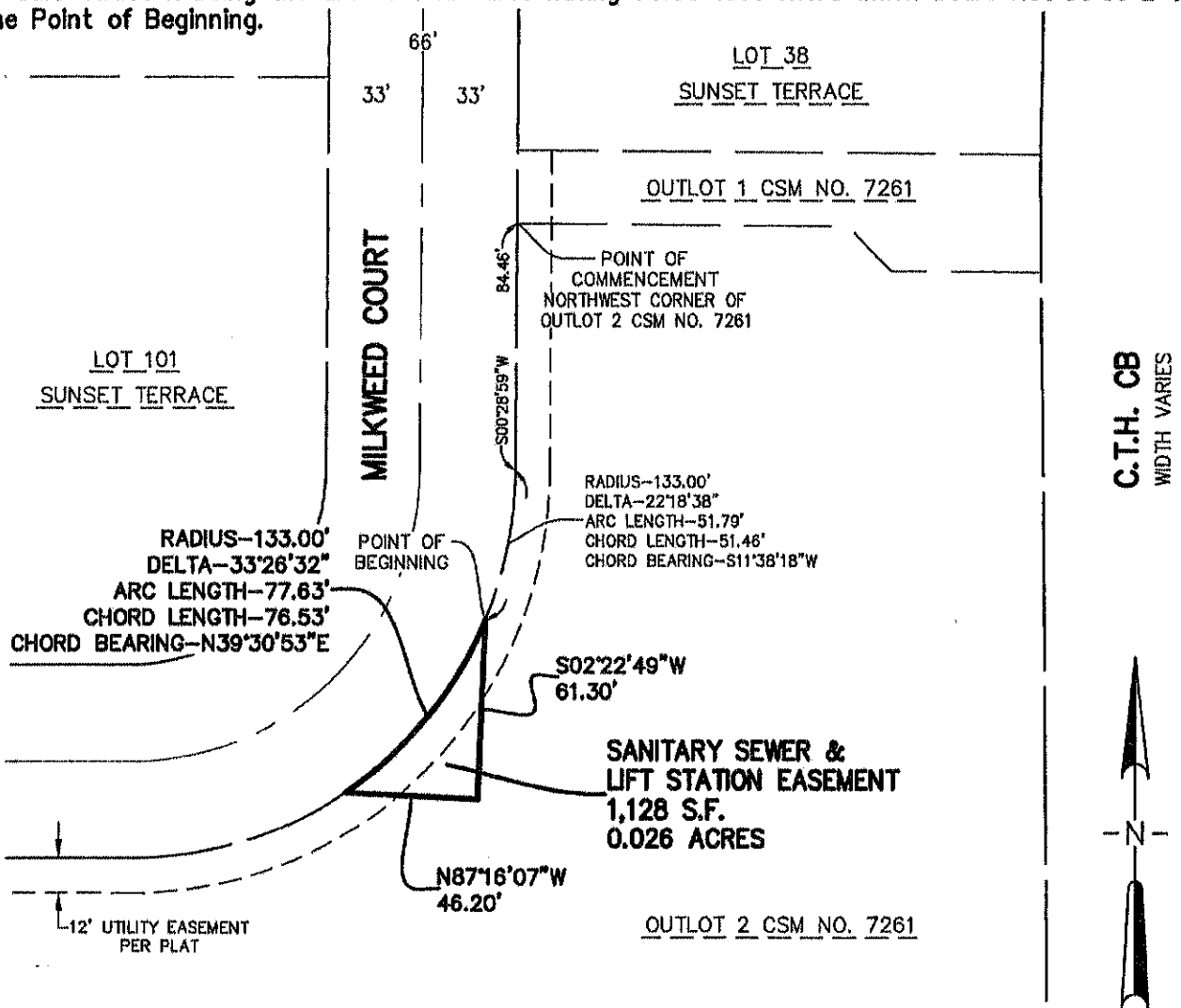
Should the variance be denied, the public will be significantly harmed. The Town of Neenah Sanitary District will not be able to enclose the new generator and the control panel. The generator will be installed outside next to the lift station, which would visually and audially conflict with the aesthetic appeal of the residential neighborhood.

EXHIBIT A

MAP AND LEGAL DESCRIPTION OF A SANITARY SEWER & LIFT STATION EASEMENT

PART OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 7261, RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 7261 AS DOCUMENT NO. 1750099, LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 30, TOWNSHIP 20 NORTH, RANGE 17 EAST, TOWN OF NEENAH, WINNEBAGO COUNTY, WISCONSIN, CONTAINING 1,128 SQUARE FEET (0.026 ACRES) OF LAND, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Commencing at the Northwest corner of said Outlot 2 of Certified Survey Map No. 7261; Thence $S00^{\circ}28'59''W$, 84.46 feet along the West line of said Outlot 2 being the Easterly right-of-way line of Milkweed Court to the start of a 133.00 foot radius curve to the right; Thence 51.79 feet along said West line of said Outlot 2 being the arc of said curve having 51.46 foot chord which bears $S11^{\circ}38'18''W$ to the Point of Beginning; Thence $S02^{\circ}22'49''W$, 61.30 feet; Thence $N87^{\circ}16'07''W$, 46.20 feet to the Westerly line of said Outlot 2 being the Easterly right-of-way line of Milkweed Court and the start of a 133.00 foot radius curve to the left; Thence 77.63 feet along said Westerly line of said Outlot 2 being the arc of said curve having 76.53 foot chord which bears $N39^{\circ}30'53''E$ to the Point of Beginning.



caseid: W:\PROJECTS\N0004\99250022\10_LSB-Pumphouse Improvements\CADD\Civil3D\Survey Documents\Easement\Sanitary Sewer & Lift Station Easement.dwg, 8.5x11portrait, Plot Date: 1/29/2026 10:09 AM

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4264

BEARINGS ARE REFERENCED TO MATCH
CERTIFIED SURVEY MAP NO. 7261

Project No. N0004 09-25-00224
Drawn By AMS Date Jan. 2026

To: Town Board
From: Ellen Skerke, Administrator-Clerk-Treasurer
Date: March 19, 2026
Memo: Fahrner Asphalt 2026 Contract

2026 Crack Fill and Chip Seal work.

2026 roads to be covered include the Sunset Terrace and White tail Run areas, per attached map.

2026 Budget \$216,827.00

Town received two bids for the proposed 2026 work:

Fahrner Asphalt and Chip Sealers LLC \$182,503.00

Scott Construction \$195,122.00

Roads Superintendent Glenn Armstrong recommends accepting Fahrner Asphalt and Sealers bid at a cost of \$182,503.00.

Historical crack fill and chip seal work

2024 actual cost \$191,211.00

2025 actual cost \$169,060.00

ROAD DISCONTINUATION AGREEMENT

This Road Discontinuation Agreement ("Agreement") is entered into by and between the Town of Neenah ("Town") and Mark and Lisa James ("Owners").

Recitals

WHEREAS, Owners are owners of property in the Town that is adjacent to a public right-of-way; and

WHEREAS, Owners have asked the Town to discontinue a portion of the right-of-way; and

WHEREAS, Owners are willing to reimburse the Town for its legal and other costs incurred in completing the discontinuation process; and

WHEREAS, the Town is willing to perform the discontinuation on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, and for other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

1. Initiation of Discontinuation. Subject to Section 3 below, the Town will initiate and complete the discontinuation of the above-described right-of-way under Wis. Stat., § 66.1003.
2. Reimbursement. The Town will incur various costs in connection with the discontinuation. These costs may include, but are not necessarily limited to, legal fees, surveying fees, Town officials' per diems, costs of legal notices, costs of serving documents, and meeting fees. Owners shall reimburse the Town for all such costs.
3. Inability to Complete. If a legal challenge to the discontinuation is brought by a third party, including claims for damages under Chapter 32 of the Wisconsin Statutes, or if any third party engages in any action or inaction or makes a determination that prevents the discontinuation from occurring, the Town's obligation to complete the discontinuation shall cease and the Town shall have no further obligation with respect to the discontinuation. In that event, Owners shall pay to the Town an amount equal to all costs incurred by the Town in connection with the discontinuation prior to the time the Town ceases performance. Payment shall be made in accordance with Section 2. It is a condition of the Town's completion of the discontinuation that no legal challenge be brought against the discontinuation, including claims

for damages under Chapter 32 of the Wisconsin Statutes. Owners hereby waive the remedy of specific performance.

4. Effect of Discontinuation. The parties acknowledge that, upon discontinuation, ownership of the discontinued public way shall revert in accordance with Wisconsin law.

5. No Warranties. The Town makes no warranties regarding the suitability of the discontinued area for Owners' intended uses. The Town also makes no warranties with respect to the presence or absence of any conditions affecting the property, including (1) planned or commenced public improvements that may result in special assessments or otherwise materially affect the property; (2) completed or pending reassessments of the property for tax purposes; (3) government agency or court orders requiring repair, alteration, or correction of any existing condition; (4) construction or remodeling on the property for which required state or local permits had not been obtained; (5) any land division involving the property for which required state or local approvals had not been obtained; (6) any portion of the property being in a 100 year floodplain or a wetland or shoreland zoning area; (7) conditions constituting significant health or safety hazards for occupants of the property; (8) underground or aboveground storage tanks on the property; (9) material violations of environmental laws or other agreements regulating the use of the property; or (10) any claims, liens, or encumbrances against the property.

6. Entire Agreement. This Agreement sets forth the entire understanding of the parties that may not be changed except by written document executed by both parties.

TOWN OF NEENAH

By: _____
Robert Schmeichel, Chairperson

Date

Attest:

Ellen Skerke, Administrator-Clerk-Treasurer

Date

OWNERS

Mark James

Date

Lisa James

Date



Urban Living in a Rural Setting

MEMORANDUM

To: Plan Commission and Town Board
 From: Ellen Skerke, Administrator-Clerk-Treasurer
 Date: March 13, 2026
 Memo: Stanford Dr. Discontinue a portion of Stanford Dr

Attached is a map of the area for discussion of Stanford Drive. It involves numerous parcels and several possible future actions

- Parcel 0101545 = Franzoi Park
- Parcel 0101542 = "Bye" property – (blue)
- Parcel 010154501 = Stanford Dr (one portion of the parcel) (yellow)
- Parcel 0101970 = James (Orange)
- Parcel 0101969 = Harvey (Orange)
- Parcel 0101967 = Tippens (Orange)
- Parcel 0100319 = Devereaux, small portion colored green, and a small portion with black hashtags

The "Bye" property was recently purchased by three families , James, Harvey and Tippens. For ease of discussion in this memo, I will continue to refer to this parcel as the Bye property.

The Devereaux property has an ingress-egress easement across the northern portion of their property (black hashtags) giving the Bye property access to Dartmouth Dr. I do not have a copy of the easement and do not know the specific language. I am not sure if the specific details are necessary for this discussion.

When the Bye property went up for sale, these 4 property owners discussed it and decided that in order to ensure that the property was not developed, they would purchase the property. Their intention is to split the Bye property into three sections and combine with their existing properties on Terra Cotta Drive and the Devereaux's wanted to get the easement removed from their parcel. They have asked the Town to vacate or discontinue the portion of Stanford Drive that abuts the Bye property.

There are numerous steps required to reach their goal:

- 1 – Vacate a portion of Stanford Drive - Town responsibility
- 2 – Certified Survey Map – Property Owner responsibility
- 3 – Zoning Map Amendment, Bye and Devereaux property – Property Owner responsibility
- 4 – Terminate the Easement - Property Owner responsibility

Each of these actions is independent of one another and have specific steps to complete; however , each of these actions is dependent on each other to allow it to happen. They need to work together simultaneously.

For example, we cannot vacate Stanford Drive as long as the Bye property exists. James, Harvey and Tippens cannot complete their CSM without vacating Stanford Drive and without the zoning map amendment. And so on.....

The Plan Commission's responsibility on March 16th is to review the request to vacate a portion of Stanford Drive and make a recommendation to the Town Board. The CSM and Zoning Map amendment will come before the Plan commission at a later date.

Stanford Drive – parcel 010154501 was originally platted with the Rolling Heights subdivision, it is 30 feet wide and originally extended from the south end of the Bye property north to Oakridge Road. In 2006, the Town vacated a portion of Stanford Drive between Radcliff Road and Dartmouth Drive. Today, Stanford Drive has two segments, the segment that runs from the Bye property to Radcliff Road and the segment that runs from Dartmouth Drive to Oakridge Road.

The current discussion is related only to the portion of Stanford Drive from the Bye property to Radcliff Road, and how much of this to vacate.

The process to vacate a road right-of-way is multiple steps, requires a Public Hearing with a waiting period so it will be several months before the process could be completed. Before we can get to the Public Hearing piece, we need a legal description of what is to be vacated. We will need the help of our Engineers and Attorney to complete the documents . Since this request has come from the property owners, our Attorney advised that these costs should be the responsibility of the property owners making the request. I have a draft agreement which I will review with the Town Board and Property Owners before the process actually gets started.

Vacate a portion of Stanford Drive

My understanding is that Stanford Drive exists to give access to the Bye property, if the new owners want to combine the Bye property with their existing lots on Terra Cotta Drive, they need this portion of Stanford Drive to be vacated.

The Town needs to decide if they want to vacate Stanford Drive and if so what portion. My suggestion is we consider the entire portion highlighted in yellow on the attached map.

I spoke with Winnebago County Property lister, and if the Town vacates, the 30 feet width of Stanford Drive, it will revert back to where it originally came from which is the Rolling Heights plat, so it will revert to the two properties to the west – Franzoi Park and Bye Property.

Once vacated, the four owners James, Harvey, Tippens and Devereaux can complete the CSM to reconfigure their lots.

CSM / Zoning / Easement

In order for the Tippens property to attach a portion of the Bye property to theirs; they need a portion of the adjacent Devereux property.

Bye property is currently dual zoned at R-2 and A-2, will need to be rezoned to R-2 to match the zoning of their current properties.

Devereaux property is zoned A-2, the portion that will attach to the Tippens will have to be rezoned to R-2

All property owners involved in the easement that runs across the Devereaux property must agree to terminate the easement. I do not know the specific process to do this,

It is my understanding that all four property owners are in agreement, in exchange for land from Devereaux to Tippens, they agree to terminate the Easement on the Devereaux property. I do not have the specific details nor is the Town involved in this particular transaction, nor does the existence or non-existence have any impact on the Town's decision regarding Stanford Drive.



Franzoi Park
0101545

0100319
Deveraux

0101542

010154501

TERRA-COTTA DR

DARTMOUTH ST



300.00'

450.00'

0101542

150.00'

010154501

97.40'

98.70'

96.70'

135.84'

190.25'

181.76'

140.26'

0101971

0101970

0101969

0101968

0101967

0101966

0101972

745

751

757

765

773

791

147.61'

143.38'

198.54'

50.62'

52.82'

23.25'

TERRA COTTA DR

NT

113.15'

31.13'

323.78'

177.50'

177.50'