

TOWN OF MISHICOT MONTHLY MEETING MINUTES
MONDAY, APRIL 3, 2023, 7:00 P.M.
MISHICOT TOWN HALL
710 NORTH STATE STREET

CALL TO ORDER

Chairman Stefaniak called the meeting to order at 7:00 p.m. Present were Lee Stefaniak, Robert DesJarlais, Dean Anhalt, Tammy Thielbar, Jeff Chalupny and Connie Tesarik.

GUESTS

See attached.

PLEDGE OF ALLEGIANCE

Chairman Stefaniak led the board in the Pledge of Allegiance.

APPROVE MINUTES OF THE MARCH 6, 2023, BOARD MEETING

The minutes of the March 6, 2023, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the March 6, 2023, board meeting with an amendment to the minutes correcting the typographical error in the second sentence under Highway Projects Update in 2023 on the third page of the minutes. Supervisor DesJarlais seconded the motion to approve the March 6, 2023, minutes as amended. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

Supervisor DesJarlais moved to approve the April 3, 2023, monthly meeting agenda. Supervisor Anhalt seconded the motion. All votes in favor. Motion carried.

CORRESPONDENCE

The clerk presented the Manitowoc County Zoning Permit Inquiry Listing for March. Manitowoc County Compost Site hours changed on April 1. The Basswood Road Compost Site will be open Monday-Friday, 7am – 6pm and Saturdays from 8am until 6pm. The Woodland Drive Compost Site will be open Monday-Friday, 10am – 6pm and Saturdays from 8am until 6pm. Starting April 1, the Recycling Center Main Office will be open Monday-Friday 7am-4pm, and Saturdays from 8am to noon. The Manitowoc County Sheriffs/Constables Association will hold its next meeting Thursday, April 6, at 7:30 p.m. at the Manitowoc County Sheriff's Office. The WTA requested examples of bridges and culverts under 20 feet, meeting certain

specifications, in order to inventory and assess the condition of bridges/culverts under 20'. Mr. Chalupny said the town does not currently have culverts or bridges meeting the suggested specifications. The clerk stated that she received notice of Permission to Start letter for construction at St. Isidore the Farmer Catholic Church. The clerk and treasurer will be attending a clerk/treasurer meeting at Silver Creek arranged by the Manitowoc County clerks and treasurers. The clerk will also be attending the Wisconsin Municipal Clerk's Association District VII Meeting in Denmark, on April 13. These meetings are training opportunities. The next WUTA meeting will take place on April 26 at 11:00 via Zoom.

PUBLIC INPUT

Jerome Wotachek and Lee Engelbrecht presented public input. There is an ATV sign at Tannery and Nuclear Road that creates a blind spot when traveling south.

BIL GRANT SAMZ ROAD – DESIGN CONTRACTOR SELECTION AND SCOPING MEETING

Supervisor Anhalt reported that a JT Engineering is the design contractor that has been selected by the RFP Evaluation Committee and approved by WisDOT. There will be a scoping meeting on Tuesday, April 11 at 2:00 p.m., at the Mishicot Village Hall. The meeting will be between the Town of Mishicot, the Village of Mishicot, WisDOT, and JT Engineering. The next step will be to enter into a three-party contract between WisDOT, JT Engineering, and the Town of Mishicot. The Village of Mishicot is cost sharing with the Town, but the Town of Mishicot is the sponsor of the project.

HIGHWAY PROJECT UPDATES AND POSSIBLE ACTION: 2023 PROJECTS

Jeff Chalupny said he is expecting Scott Construction later this week. Jeff recommends wedging and chip sealing Buck Lane and Sunrise Lane.

ADOPT RESOLUTION 2023-3 DESIGNATING PUBLIC DEPOSITORY

Supervisor Anhalt moved to adopt Resolution 2023-3 designating Bank First as the depository for the Town of Mishicot. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried. This resolution was recommended by CLA during the town's 2022 annual audit.

ANNUAL MEETING APRIL 18, 2023 AT 7:00 PM

The Annual Meeting of the Town of Mishicot will be held on Tuesday, April 18, 2023, at 7:00 p.m. at the Mishicot Town Hall, 710 N. State Street, Mishicot.

SET ROAD INSPECTION DATE

The Town Board chairperson and supervisors, and Jeff Chalupny will be conducting road inspection at 6:30 a.m. on April 7. Note that the inspection actually occurred on Monday, April 17 at 9:00 a.m.

SET THE MAY TOWN BOARD MEETING DATE

The May meeting of the Mishicot Town Board is set for Tuesday, May 2, 2023, at 7:00 p.m. due to Board of Review training. NOTE: The meeting has been moved back to Monday, May 1, 2023, at 7:00 p.m.

SET DATE AND TIME FOR BOARD OF REVIEW AND OPEN BOOK

Assessor Melissa Daron has informed the clerk that the assessment roll is not yet complete. It is expected that the first meeting of the Board of Review will be held either at 6:45 p.m. before the Town Board May meeting or at 6:45 p.m. on Monday, June 5, just prior to the Town Board June meeting. The meeting will be called to order and adjourned to a later date. The clerk noted that proper notices will be given.

MAINTENANCE ISSUES

Mr. Chalupny noted that there is a hydraulic hose leak on Truck #352 body (box). He has talked with Manitowoc County Highway. They may be able to replace the seal. He further reported that the culvert on CTH V and Saxonburg is in bad condition. Supervisor Anhalt noted that perhaps county ARPA money could be used for its repair. The Zander Road Bridge expansion joint is beginning to pop. The County will cut out a 2' section and then pave and crack seal. The repairs should qualify for bridge aid. The bridge deck of the bridge should also be epoxied.

REPORTS TO THE BOARD RICHARD, JEFF, CONNIE, TAMMY, DEAN, ROBERT AND LEE

Chairman Stefaniak said that Richard Franz will no longer be the constable in the Town of Two Rivers. He noted that the position is an elected position in the Town of Two Rivers. In the Town of Mishicot it is an appointed position. We could possibly have someone with limited duties. Jeff Chalupny noted that he entered the town into the state contract for salt. He also jointly purchased crack filling materials, which are now at the Town of Franklin. He will be cleaning ditches when the snow is gone and patching is done.

Treasurer Thielbar reported on dog licensing and unpaid accounts. She also received a list from the county of the top 50 taxpayers in the county. She said there will be a new deputy treasurer at the county. The board also discussed the Cemetery CD and possibly moving it to a CD with better interest, but with a penalty. Supervisor Anhalt will speak with the bank about a transfer.

Supervisor DesJarlais will contact Bug Tussel regarding the removal of the orange flags left behind in the rights of way last fall.

Chairman Stefaniak said he would like to look into making the clerk position appointed rather than elected. His reason is that the job has gotten so technical that it could be hard for a randomly elected clerk to perform the duties as necessary.

Treasurer Thielbar said the Town of Two Rivers sent a check in the amount of \$6,983.88 for 50% of the Bridge Aid received for Hillcrest Bridge for 2022. The town also finally received the County 50% share of the ARPA grant for the Mishicot Fire radios.

APPROVE FINANCIAL REPORT

Supervisor Anhalt moved to approve the financial report. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.

MOTION TO PAY THE BILLS

Supervisor DesJarlais moved to pay claims as presented by the clerk. Motion seconded by Supervisor Anhalt. All votes in favor. Motion carried. Claims were approved as presented and checks were signed.

ITEMS FOR NEXT BOARD MEETING

Samz Road BIL Funding project update; highway projects for 2023; CLA 2022 Annual Audit; Board of Review Date

ADJOURN

Supervisor DesJarlais moved to adjourn the meeting at 8:27 p.m. Motion was seconded by Supervisor Anhalt. All votes were in favor. Motion carried.

The next regular meeting of the Town board will be on Monday, May 1, 2023, at 7:00 p.m., **NOT** Tuesday, May 2.

These minutes were taken at the April 3, 2023, monthly Town board meeting and recorded here on April 25, 2023. These minutes will be board approved at the May 1 town board meeting.

Connie Tesarik – Clerk