

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

CALL TO ORDER

Present were Chairman Stefaniak, Supervisor Dean Anhalt, Treasurer Tammy Thielbar, Clerk Connie Tesarik, and Road Superintendent Jeff Chalupny. Supervisor DesJarlais was absent and excused.

GUESTS

Cormac McInnis, John P. Engeldinger, Erin Jansky, Pat Shebesta

PLEDGE OF ALLEGIANCE

Chairman Stefaniak led the board in the Pledge of Allegiance.

APPROVE MINUTES OF THE JUNE 5, 2023, BOARD MEETING

The minutes of the June 5, 2023, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the June 5, 2023, Board Meeting and also the minutes of the Board of Review Adjournment dated June 5, 2023, and the Special Meeting of the Town Board held on June 8, 2023. Chairperson Stefaniak seconded the motion. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

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

CORRESPONDENCE

The clerk noted at the last meeting that the town's ADA voting machine is going to become obsolete in the near future and that a grant has been offered to assist municipalities with funding. The clerk attended the demonstration of the ES&S Express Vote machine that was held at the County Board Meeting Room at the Heritage Center on Michigan Avenue on June 15, 2023. A representative of ES&S was present and showed those in attendance how the machine would work. The voter's votes will be printed on a blank thermal card and would still be read by the DS200 tabulator with the use of a small feeder tray. The cost of the new machine would be \$3,950.00, plus \$130.00 for an Annual Post-Warranty Hardware Maintenance and Support fee that would begin after the first year. There would also be a \$75 Annual Post-Warranty Firmware

and License fee also beginning after the first year warranty. ES&S would give a \$200 discount for the return of one old machine. There is also a WEC grant in the amount of \$750 that both the Town of Mishicot and the Village of Mishicot can apply for. This comes to an estimated cost of \$2,455.00, which can be shared by the town and village for a final estimated cost of \$1,227.50 for each municipality. It is hoped that the machine will be in place for the February 2024 primary. Many clerks are discussing the timing of the purchase since this is an unbudgeted expense for 2023. ES&S would work with the clerks so that the machines would be in place and billed for 2024.

PUBLIC INPUT

Pat Shebesta said there is a tree to be taken down on St. John's Cemetery on Saxonburg. Leon Schmidt will take out two stumps on the Benzinger Road cemetery. He also noted that the cemeteries are currently dried up due to the lack of rain.

MARILYN SCHLEIS – PARKING LINES IN TISCH MILLS BUSINESS DISTRICT

Ms. Schleis was not present due to a family event. The board will invite her to the August 7 board meeting. The board would like Ms. Schleis to talk to the mercantile owners from the west side of Tisch Mills Road to see if they know of any recent easements that might allow parking on the former store front area.

PAUL ENGELDINGER – DISCUSSION AND POSSIBLE ACTION RE: REQUEST FOR VARIANCE/ZONING CHANGE TO ALLOW RESIDENTIAL CONSTRUCTION ON STONEY ROAD

Cormac McInnis, of McInnis Land Surveying, LLC, and John Engeldinger, a Town of Mishicot resident and property owner on Stoney Road, came before the Mishicot Town Board at their monthly meeting on June 5, 2023, and returned to the July 3, 2023, after having discussed the possibility of a variance from the county. Mr. Engeldinger would like to divide his parcel into two lots by way of a CSM in order that his daughter, Erin Jansky, can build a residence on Lot 1 of the proposed CSM. Mr. McInnis explained that there is a road frontage shortage of about 15' from the required 150'. After speaking with Jason Bolz of Manitowoc County Planning and Parks, a variance would be needed to allow a deviation from the 150' road frontage requirement. Mr. McInnis shortened up the frontage along Stoney Road to 133 feet to pull the property line farther west of a septic vent. He also moved the property line so there would be 60 feet from the centerline of Stoney Road to give proper setback.

The Mishicot Town Board made the following motion at their July 3, 2023, Town Board Meeting: **Supervisor Anhalt moved to give recommendation for creation of Lot 1 and Lot 2 as the map shows and has no problem with Manitowoc County giving the variance for 133' rather than 150 feet of road frontage with Manitowoc County's approval. Motion seconded by Chairman Stefaniak. All votes in favor. Motion carried.**

It is further noted that the Mishicot Town Board is in favor of a zoning change for the purpose of building a home and creating Lots 1 and 2, if a zoning change is necessary according to the county's standards.

BIL GRANT PROJECT – SAMZ ROAD UPDATE AND ACTION ON DESIGN CONTRACT

Supervisor Anhalt spoke with Rich Glen. The next items will be surveying and road boring. He also discussed the 20% municipal portion of the expenses with 10% each shared between the Village and the Town. Chairperson Stefaniak suggests a hook on Cherney Road and keeping the curve on Samz in order to slow traffic past the mink ranch. The board will wait to see what design the engineering contractor will come up with.

UTILITY PERMIT – WISCONSIN PUBLIC SERVICE

A Utility Permit application was received from WPS for connecting electricity to 11518 Division Drive. Mr. Chalupny reviewed and approved the application. Upon payment, the clerk issued the utility permit to WPS.

DISCUSS REMAINING PROJECTS FOR 2023 INCLUDING ARPA FUNDING

The clerk distributed a list of the 2023 road projects. The ARPA agreement with Manitowoc County is being signed and will be returned to the town upon signatures being completed.

Mr. Chalupny said the wedging is done and turned out good. Chip sealing may begin on the 17th. Gravel is down and looks good. Supervisor Anhalt spoke with Mark Rahmlow about working with the town in order to keep the road protected from heavy hauling. They would like to haul in about mid-August. Mr. Chalupny said that the road should sit for two weeks before they should run on it and that they should avoid the edges. Damage to the road will be charged to those responsible.

RECAP OF THE JUNE 8 SPECIAL MEETING TO OPEN ROAD REPAIR BIDS

The June 8, 2023, meeting minutes cover this subject.

OPEN BOOK AND BOARD OF REVIEW DATES

Due to the fact the assessment roll is not complete at this time, the Board of Review will be adjourned until Thursday, September 7, 2023, at 6:00 p.m. The assessor will hold Open Book on Thursday, August 31, 2023, from 6:00 p.m. to 8:00 p.m. Board of Review and Open Book will both be held at the Mishicot Town Hall, 710 N. State Street, Mishicot.

ORDINANCE ORGANIZATION

Tabled to August 7, 2023, board meeting.

DISCUSSION AND POSSIBLE ACTION REGARDING THE VACANT CONSTABLE POSITION

The town attorney said we would have to create an ordinance that gives one or any of the board constable powers. The matter is tabled to the August 7 board meeting.

MAINTENANCE ISSUES

Mr. Chalupny reported that the county fixed the hoist on Truck 352. .

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

Mr. Chalupny said he expects to finish grass cutting this week. He also has 2.5 pallets of crack filling material left. He started with four pallets.

The clerk will contact JB Systems and Kerber Rose after the holiday concerning the town website and the move to a wi.gov email and transfer of domain name.

Ms. Thielbar reported that she continues to have an unpaid bill for a sign post. She also reported that the personal property tax bill for Advance Disposal Services remains unpaid. The last known address she has for them is 2905 Paine Avenue, Sheboygan.

Supervisor Anhalt asked the clerk about document retention and storage of certified survey maps. Currently, they are kept in paper copy in the clerk's office. They are saved electronically if provided that way. Mr. Anhalt also said he had talked with the phragmites people. They will be coming, and they have asked that the town not cut it when cutting grass.

Chairperson Stefaniak wants the address sign for the old Kettle Range schoolhouse on CTH B put back up.

Mr. Anhalt will talk to the building inspector about future inspection in the town.

Chairman Stefaniak said the new ambulance is still on the calendar for April of 2024. He further noted that the old ambulance did pass inspection, and the inspection is good for two years.

APPROVE FINANCIAL REPORT

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

MOTION TO PAY THE BILLS

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

ITEMS FOR NEXT BOARD MEETING

Samz Road Project; Tisch Mills Parking; Reformatting Ordinances; Discussion and Possible Action Regarding Vacant Constable Position; 2023 Budget Review; Building Inspection Contract Possible Future Vacancy

ADJOURN

Supervisor Anhalt moved to adjourn the meeting at 8:05 p.m. Motion was seconded by Chairperson Stefaniak. All votes were in favor. Motion carried.

The next regular meeting of the Town board will be on Monday, August 7, 2023, at 7:00 p.m.

These minutes were taken at the July 3, 2023, monthly Town board meeting and recorded here on July 18, 2023. These minutes will be board approved at the next town board meeting.

Connie Tesarik – Clerk