

TOWN OF MISHICOT MONTHLY MEETING MINUTES
MONDAY, MARCH 4, 2024, 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

Malcolm Peroutka, Patrick Shebesta, Jerome Wotachek and Karl Rocheleau

PLEDGE OF ALLEGIANCE

Chairman Stefaniak led the board in the Pledge of Allegiance.

APPROVE MINUTES OF THE FEBRUARY 5, 2024, BOARD MEETING

The minutes of the February 5, 2024, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the February 5, 2024, board meeting. Supervisor DesJarlais seconded the motion. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

Supervisor DesJarlais moved to approve the March 4, 2024, monthly meeting agenda. Supervisor Anhalt seconded the motion. All votes in favor. Motion carried.

CORRESPONDENCE

Ms. Tesarik presented the letter of non-compliance from the Department of Revenue. This is the town's second and last year that the major classes of properties can be out of compliance before the DOR would conduct a revaluation of its own at the town's expense. The town assessor is conducting a revaluation this year. Compliance is defined as the major classes being between 90% and 110% of fair market value. The clerk also brought up the matter of her office copier/printer needing a new drum that would cost up to half of a new printer on sale at this time. She suggested that she felt that the printer was in otherwise good working condition and wondered if Jeff would like to use it at the hall if the maintenance was done. Jeff agreed. The board was open to whatever the clerk and Jeff resolved to do.

PUBLIC INPUT

Karl Rocheleau was present and wished to discuss the excessive noise on Highway BB regarding large truck jake braking. Supervisor DesJarlais will call Kewaunee County Highway to ask about jake braking signage in the Highway BB area and ask if signs could be moved closer to the residential area. It was noted that Manitowoc County issued citations to some drivers in the STH 42 and CTH BB area. Mr. Chalupny said he would look for the current sign location. He noted that the signage would be controlled by Kewaunee County. Supervisor DesJarlais suggested that red flags could be placed on the jake braking signs. This matter will be placed on the April 2 agenda.

SAMZ ROAD BIL FUNDING GRANT

Supervisor Anhalt contacted Rich Glen for an update. Mr. Glen stated that the environmental document was to be approved this week. The next step will be the Design Study Report. It will be submitted for the DOT's and for our review next week. This document will summarize the design of the entire project, and a signature will be needed before right-of-way acquisition can begin.

The plat will be complete and to us by March 15. A snag has delayed it some as the original title searches did not go back far enough to capture the establishments of the right of way. A title company is obtaining the necessary additional information. This should be wrapped up in two weeks.

Once these items are complete, the only major hurdle left in the design is the actual right-of-way acquisition which will be done by Randy Moss.

Mr. Glen expects to have an updated construction cost estimate to us next week. He expects it to be below the approved funding amount.

DISCUSSION AND POSSIBLE ACTION: USES FOR COUNTY ARPA FUNDS

Supervisor Anhalt discussed potential uses for the county ARPA funds allocated to the towns. He was informed that the money must be used for hard items, such as culverts. Repairing drainage issues in the ditches are not firm and sufficient projects. Mr. Chalupny said there is a culvert on Barthels Road near Cherney that is going to need replacement. He figures the project to be approximately \$9,000. Jeff and Connie will look back in the records to see the procedures we used for last year's ARPA culvert projects. We will need to let the county know of our plans by July 1. We will need to provide the name of the allowable project, Class 1 bid publication, bid packets, and the winning bidder selected for the project, along with the notification to the successful bidder. The county will prepare the necessary ARPA agreement between the county and the town. The project may not begin until the agreement is signed. A March 5 letter from County Executive Robert Ziegelbauer indicated that the town would have until December 31, 2026, to finish the project. Any funds not properly earmarked as shown above, will revert back to the county and will no longer be available for town use. The board plans to complete the Barthels Road culvert in 2024. The town will need to send a letter in June informing the county that after this year's project, the town will not be requesting any more county ARPA funds.

ACTION BY THE BOARD TO MOVE FROM ACCRUAL TO CASH BASIS ACCOUNTING

Supervisor Anhalt made a motion that the town move from accrual based accounting to cash basis accounting. Motion seconded by Supervisor DesJarlais. All votes in favor.

Motion carried. The clerk notes that this change will make end-of-year processes easier for the town and for the accountant. Less time spent will equate to a savings in accountant fees as well.

DOT SALT CONTRACT FOR 2024-2025

A motion was made by Supervisor DesJarlais to grant authority to Jeff Chalupny to enter into the DOT salt contract for 2024-2025. Motion was seconded by Supervisor Anhalt. All votes in favor. Motion carried. This authority was granted because the salt contract had not yet been received by the time of this meeting. It is expected that the contract will arrive within the next few weeks and will have a deadline before the board's April 2 meeting.

2024 ASSESSING & REVALUATION CONTRACTS WITH MELISSA DARON

Supervisor Anhalt moved to approve the assessor's maintenance contract for 2024 in the amount of \$7,500, as well as the 2024 revaluation contract in the amount of \$33,600 for assessment and revaluation for the Town of Mishicot in 2024. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried. The dollar amounts approved do not include expenses.

2024-2025 FIRE CONTRACT WITH TISCH MILLS FIRE DEPARTMENT

Supervisor Anhalt moved to approve the 2024-2025 contract with the Tisch Mills Fire Department in the amount of \$45,022.76, which 1 mil of equalized value of the area covered by the TMFD. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.

2024 MOWING CONTRACT WITH PAT SHEBESTA AND JEROME WOTACHEK

Supervisor DesJarlais moved to enter into a mowing contract with Pat Shebesta and Jerome Wotachek for 2024 mowing and equipment use. The hourly rate is \$13.00/hour and equipment use is \$1200 for each man. Motion was seconded by Supervisor Anhalt. All votes in favor. Motion carried.

DISCUSSION REGARDING OPEN CEMETERY PLOTS ON BENZINGER ROAD CEMETERY

Supervisor Anhalt talked with Brian Bohman concerning the purchase of two plots on the Saxonburg Cemetery on Benzinger Road. Supervisor Anhalt will stake out two plots for Mr. Bohman. Upon Mr. Bohman's approval of the plots, the clerk shall prepare a cemetery deed as drafted by Supervisor Anhalt.

HIGHWAY PROJECTS UPDATE FOR 2024

Mr. Chalupny said we will probably need the entire \$100,000 set aside for road projects. Sunrise Lane, Buck Lane, Barthels Road, Tapawingo Road and Nuclear Road, east of Saxonburg Road, will need chip sealing. It was noted that Barthels to Cherney is 1.94 miles. The board will review the budget at the April meeting. The board should be ready to make a decision. In the meantime, Mr. Chalupny will get prices.

WISCONSIN TOWNS ASSOCIATION DISTRICT MEETING – MARCH 9 AT FARM WISCONSIN DISCOVERY CENTER

There will be a Wisconsin Towns Association District Meeting held on Saturday, March 9, at the Farm Wisconsin Discovery Center. Chairman Stefaniak, Supervisor DesJarlais, Supervisor Anhalt, and the clerk are planning to attend.

TOWN OF MANITOWOC RAPIDS MEETING RE: FIRE/EMS SERVICES, MARCH 28 AT 6:30 P.M., BRANCH FIRE STATION, 8124 VILLAGE DRIVE, WHITE LAKE

The above-mentioned item is listed here as a reminder of the meeting. It is not likely the board members will be attending. Jeff Chalupny, who is also the Tisch Mills Fire Chief, explained that there are some municipalities that wish to consolidate, making a county-wide fire department. The board is confident in the current services of the local departments and their financial stability and has no plans to support consolidation.

PURSUING OPTIONS FOR THE VACANT CONSTABLE POSITION AND DISCUSSION ON INSURANCE COVERAGE

The Town of Mishicot currently has a vacant constable position. Chairman Stefaniak spoke with Chairman Steve Pohl of the Town of Two Rivers, and to Dan Liermann, the current elected constable of the Town of Two Rivers. Chairman Stefaniak asked if Mr. Liermann would want to also act as an employed constable with the Town of Mishicot. Mr. Liermann stated he would consider it. Chairman Stefaniak also requested that before offering the position to Mr. Liermann, he would want the approval of the Town of Two Rivers board members. Currently, Mr. Liermann receives \$85 per call. Mr. Liermann has four years of experience with the Town of Manitowoc Rapids. He lives in the area of Sunrise and CTH VV. The Town of Two Rivers meets next week. Mr. Liermann will speak to the board and get back to the Town of Mishicot. This matter will be placed on the April 2 agenda.

The clerk notes that there would be no insurance issue with hiring Mr. Liermann as constable. The arrangement would be similar to the arrangement with the former constable, Richard Franz.

REVIEW OF TOWN WEED AND NUISANCE ORDINANCES

Supervisor DesJarlais has been working on the weed and nuisance ordinances currently in place in the town. He read the weed ordinance section to the board. He said he found nothing in the county ordinances that would be helpful to the town. Supervisor DesJarlais will take what we have started with and tweak it for our future use. We would need a notice to control nuisance

weeds. We would need to appoint a weed commissioner or designee who would have the authority to go onto property to destroy nuisance weeds. Supervisor DesJarlais will continue to work on the ordinance. We do have a loud and unnecessary noise ordinance. The county does also, but it refers to specific decibels during certain hours. Current town ordinance states that loud and unnecessary noises are prohibited. Mr. DesJarlais added that our Code is dated 1985 and is typewritten and not accessible.

UPDATE ON PHONE AND INTERNET SERVICE TO THE TOWN HALL

The town is in the process of installing Charter internet and phone at the Town Hall. We are still awaiting connection. Supervisor Anhalt will be contacting Charter.

MAINTENANCE ISSUES

Mr. Chalupny mentioned that the county will not be putting up weight limits this spring. The board said they did not think there was any frost in the ground and that the town may not have to put up weight limit signs.

Truck 352 needs cab mounts. The county is coming tomorrow to help repair the mounts.

Mr. Chalupny has been pursuing the purchase of a computer for the town hall and shop. He spoke with the village and found out that the village bought three computers from Cyberworks in Manitowoc, and they were happy with them.

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

Mr. Chalupny said the county had run out of patching materials. They received another truckload today. Mr. Chalupny will also be on vacation later this month.

The clerk reported that within the last few days, the new website is up. The web address is www.townofmishicot.org. The appearance is good. She noted, though, that there are a few things that are not correct or could be improved upon. She will do her best to correct the most important items; but with the election coming, there is not a lot of extra time to work on adjustments and improvements. The clerk asked that the town be patient since the website is a work in progress. She hopes to make many improvements and additions over the coming months. In the meantime, if anything needs urgent fixing, please contact the clerk to let her know.

Treasurer Thielbar mentioned the issue she had with a tax payment that came from property owners that live outside of the United States. There were issues regarding exchange rates and bank fees. These items have been passed on to the property owners. In the meantime, the treasurer and clerk put together journal entries in order to balance the banks accounts for February. When the property owners pay the charges, the journal entries will be reversed.

Supervisor Anhalt asked Mr. Chalupny how brush cutting was going. Mr. Chalupny said all of Two Creeks is finished. He has Tapawingo Road, Nuclear Road, Barthels Road, Steiners Corners Road, Assman Road, and Sturm Road to do yet.

Supervisor DesJarlais said there are tires on Zander and Tisch Mills Road.

Chairman Stefaniak reported that the new ambulance arrival date has been pushed out to August. The board members have some concern about the ARPA funds that have been earmarked for the town's share of the ambulance, and the deadlines for allocation and expending that money. The money is to be allocated by December 31, 2024, and expended by December 31, 2026.

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 progress – April 4 online meeting; Dwight Brubaker Conditional Use Permit request for the Samz property on W. Samz Road; Jake braking issue on CTH BB; VanDriel Certified Survey Map STH 147; Cemetery Deed to Brian and Naomi Bohman; County ARPA funds and 2024 culvert replacements; an address for the outbuilding at 16607 CTH B (Good Times property); 2024 road work; constable position; Annual Meeting date (April 16); Road Inspection date; 2024 Budget Review; Nuisance Ordinance Review

ADJOURN

Supervisor Anhalt moved to adjourn the meeting at 8:53 p.m. Motion was seconded by Supervisor DesJarlais. All votes were in favor. Motion carried.

The next regular meeting of the Town board will be on Monday, April 1, 2024, at 7:00 p.m.

These minutes were taken at the March 4, 2024, monthly Town board meeting and recorded here on March 23, 2024. These minutes will be board approved at the April 1, 2024, town board meeting.

Connie Tesarik – Clerk