

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

CALL TO ORDER

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

GUESTS

Tyler Mecha and Pat Shebesta

PLEDGE OF ALLEGIANCE

Chairman Stefaniak led the board in the Pledge of Allegiance.

APPROVE MINUTES OF THE JULY 3, 2023, BOARD MEETING

The minutes of the July 3, 2023, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the July 3, 2023, Board Meeting. Supervisor DesJarlais seconded the motion. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

Supervisor DesJarlais moved to approve the August 7, 2023 monthly meeting agenda. Chairperson Stefaniak seconded the motion. All votes in favor. Motion carried.

CORRESPONDENCE

The clerk presented zoning set back permit reports from the county and Notice of Hearing for Justin Morris' zoning and variance requests. The county sent a letter to give notice of 2024 Intake holiday dates indicating no intake being held on the listed dates. An email had also been received from Glacierland giving notice that they will be in the area beginning treatments on phragmites. A letter from Manitowoc County was also received with regard to Bridge Aid Reimbursement. The letter also gave notice that "due to an opinion by the Wisconsin Attorney General dated June 22, the blending or use of County Aid is not permitted by a town to receive reimbursement from costs incurred utilizing State Local Bridge Program (80%/20% cost share program)."

PUBLIC INPUT

No public input.

MARILYN SCHLEIS – PARKING LINES IN TISCH MILLS BUSINESS DISTRICT

Ms. Schleis was not present. The board tabled the matter once more until the September 5 meeting.

RIGHT OF WAY AGREEMENT – TYLER MECHA

Discussion followed with regard to a right of way agreement with Tyler Mecha on Circle Drive to install drainage tile and catch basin. The basin will be in the ditch on the west side of Circle Drive near Mecha's south property line. Further details are outlined in a Right of Way Use Agreement. Mr. Mecha said that the problem there seemed to be made worse after the repaving of Circle Drive last year. He said the ditch is deeper now and cannot mow the grass in the ditch the way he had prior to the repaving. It cost \$380 for gravel to raise the driveway to match the road after the paving was done last year. And now he would have to spend at least \$800 more in expenses to fix this drainage issue. Mr. Mecha suggested putting in a flex tile with a sock on and a basin at the very south property line. The cost of a 40-foot culvert and 1-2 loads of top soil could be \$1,000 to \$1200.

Mr. Mecha suggested the town pay for one load of soil and he would pay for the rest, including installation. **Supervisor Anhalt made a motion to modify the Right of Way agreement that had been presented to Mr. Mecha and have the town pay 50% of the dirt costs. Mr. Mecha will coordinate it, get the work done and pay for the catch basin and tile. The motion was seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

When the Right of Way agreement modifications are complete, Supervisor Anhalt will obtain Mr. Mecha's signature. Supervisor Anhalt added that he would like Mr. Mecha to have either Jeff Chalupny or himself look at the tile when putting it in.

VALENTA – 18869 CTH B NON-METALLIC MINING

The board briefly discussed the letter from Manitowoc County Planning and Parks indicating that the owner of 18869 CTH B would need to obtain a Conditional Use Permit for the non-metallic mining taking place on the property. Nothing has been requested of the town board at this time.

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

Supervisor Anhalt said there was nothing new to report at this time. He had talked with Rich Glen regarding a schedule of payments, which has since been provided.

MISHICOT FIRE CONTRACT 2023-2024

Supervisor DesJarlais moved to approve the 2023-2024 fire contract with the Mishicot Fire Department in the amount of \$94,854.15. Motion seconded by Supervisor Anhalt. All votes in favor. Motion carried.

DISCUSS 2023 BUDGET AND REMAINING PROJECTS FOR 2023

The 2023 budget will need to be adjusted to cover a \$4,468 shortage. There should be enough excess from other accounts to cover the shortage. There is a tile on Tapawingo Road west of Robert Wuellner, west of Saxonburg, on the south side, there is a hole causing issues. The tile should be fixed and the hole filled in. The cost would be approximately \$2,000. Rip rap is also needed on Stangel Road, at a cost of \$5,000, which may qualify for County Bridge Aid. It was decided not to do any further road expenditures from the 2023 budget and keep any excesses as a budget cushion for the remainder of the year. A budget resolution will be prepared for the September 5 meeting.

OPEN RECORDS REQUEST FOR ELECTION RECORDS

The clerk, and several other Manitowoc County clerks, had received an open records request for election records. The clerk responded to the request. Nothing more has been heard from the requestor.

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.

UTILITY PERMIT – JSI FOR FRONTIER – STURM ROAD

An application was received from JSI on behalf of Frontier to place fiber optic in the Sturm Road ROW from the tower on Sturm to STH 147. **Supervisor Anhalt moved to allow the utility permit application on Sturm from the tower to STH 147. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

DRIVEWAY ACCESS ON ASSMAN ROAD

Jim Bohman is requesting a driveway access off of Assman Road. He owns a wooded area there, but he does not have access off of Assman. There is a driveway there, but it is owned by another property owner. He also said he would like to put a shed there sometime near the wooded area. Mr. Chalupny noted that a driveway there should have a 24” x 60’ culvert.

SEPTEMBER MEETING DATE

Due to the Labor Day holiday, the September meeting date will be on Tuesday, September 5, 2023, at 7:00 p.m

WEC WI.GOV GRANT – MEMORANDUM OF UNDERSTANDING

Chairman Stefaniak signed the WEC Memorandum of Understanding for requesting reimbursement for the transition to a wi.gov email. The amount of the grant to be received is not to exceed \$600.00. Actual expenses from KerberRose total \$521. This includes the cost of the transition and Microsoft Exchange Online subscription for two years.

DISCUSS BUILDING INSPECTOR VACANCY

Supervisor Anhalt reached out to Scott Beining, the town's present building inspector, to discuss his contract but has not yet gotten a response. Mr. Beining had said at the beginning of the year that this would be his last year with us. Mr. Anhalt requested that the building inspector vacancy be on the next agenda.

DISCUSS CONSTABLE VACANCY

Supervisor DesJarlais said he spoke with the sheriff. The Sheriff said that more and more municipalities are not hiring a constable because of the requirements needed. Supervisor DesJarlais said the town does have an ordinance regarding the constable duties, Ordinance 1-1991, "Ordinance Establishing Jurisdiction and Duties of the Constable." Superintendent DesJarlais reviewed the ordinance. He feels we should refer any calls to the sheriff for a year and see how that goes. He also suggested we could see what the Town of Two Creeks' results have been as well. Supervisor Anhalt agreed that from this date forward, if there is an issue, it should be handled by the sheriff. Supervisor DesJarlais reported on the Sunrise Lane noise complaint. The complaining resident has called the sheriff. The noise continues and is worse now than it had been.

ORDINANCE ORGANIZATION

Supervisor DesJarlais put the ordinances in a new binder and reorganized the first part up to Chapter 12. Tab 2 runs 1991 through the present and is organized by year. Discussion followed concerning how the ordinances will appear on the new website.

MAINTENANCE ISSUES

Mr. Chalupny reported that chip sealing is done and looks good. The county fixed the hoist on Truck 352 and is back from the county. He is having an issue with the back rollers on the mower. They cost \$450 each. He will check to see what it would cost to replace the ground roller and bearings. Also, the valve is stuck on the side mower. Mr. Chalupny would like to get rid of the rear flail mower and keep the side mower. He would like a pull-behind bat wing mower. Mr. Chalupny suggested going 50/50 with the Town of Two Creeks.

Jeff reported there is still crackfilling to do. He has over one pallet left of materials.

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

Mr. Chalupny reported that he is back on 8's. Crackfilling should be finished the end of this month. There are trees to be trimmed and ongoing work filling pot holes. Mr. Chalupny wondered if the county could shoulder for us. He said it is hard doing it alone. Jeff will check with the county on the cost of them using their shouldering machine.

The clerk has a meeting set with JB Systems to view the mockup of the town's new website.

Supervisor Anhalt reported on people living in RVs while building a house. He also talked with Rich Glen about getting money to possibly design our next project. He said that we would absolutely have to be doing a project in order to get grant money for design.

A mobile home was removed from Fox Lane.

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 Project Operational Planning Meeting September 12; Tisch Mills Business District Parking; 2023 Budget Resolution; Building Inspection; Annual Recycling Cooperative Agreement with Manitowoc County; WTA Fall Workshop

ADJOURN

Supervisor DesJarlais moved to adjourn the meeting at 9:03 p.m. Motion was seconded by Supervisor Anhalt. All votes were in favor. Motion carried.

Due to the Labor Day Holiday, the next regular meeting of the Town board will be on Tuesday, September 5, 2023, at 7:00 p.m.

These minutes were taken at the August 7, 2023, monthly Town board meeting and recorded here on August 27, 2023. These minutes will be board approved at the next town board meeting.

Connie Tesarik – Clerk