

TOWN OF MISHICOT MONTHLY MEETING MINUTES
MONDAY, DECEMBER 2, 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 Robert DesJarlais, Dean Anhalt, Tammy Thielbar, Jeff Chalupny and Connie Tesarik.

GUESTS

Chuck Hoffman; Randy Mueller; Gary Novitski; and Jason Stutzman

PLEDGE OF ALLEGIANCE

Chairman Stefaniak led the board and those present in the Pledge of Allegiance.

APPROVE MINUTES OF THE NOVEMBER 4, 2024, BOARD MEETING

The minutes of the November 4, 2024, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the November 4, 2024, board meeting, with said minutes to include a correction and clarification to the Fox Hills Parcel #6 purchase for the Samz Road ROW. Supervisor DesJarlais seconded the motion as corrected. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

Supervisor DesJarlais moved to approve the December 2, 2024, monthly meeting agenda with the movement of Agenda Item 20 to Agenda Item 9. Supervisor Anhalt seconded the motion. All votes in favor. Motion carried.

CORRESPONDENCE

Ms. Tesarik presented the following: An email from Robert Kakuk suggesting the town incorporate a wheel tax to help fund road improvements; Manitowoc County Zoning Permit Inquiry report for the month of October; Manitowoc County Constable Association Meeting Notice for December 4

PUBLIC INPUT

None

JASON STUTZMAN - REQUEST FOR VARIANCE FOR 4X8 SIGN PLACEMENT AT 2629 E. COUNTY HIGHWAY BB

Mr. Stutzman addressed the board stating that he is requesting a sign variance for a 4x8 sign to be placed 60', rather than 100', from the centerline of CTH BB, on the west side of the driveway. The sign will be a colored sign with no lighting. Mr. Stutzman will be selling meat from his property. The meat is processed in a licensed facility elsewhere. Supervisor Anhalt asked if a CUP was necessary. Mr. Stutzman said it was not. He has been working with Reed Gaedtke from Manitowoc County Planning. The county is requesting the town's approval prior to the variance.

Supervisor Anhalt moved to agree putting a 4'x8' sign at 2629 E. County Road BB, unlighted, at least 60' off the centerline of County Road BB on the West side of the driveway. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.

A letter will be sent to Manitowoc County Planning and Parks informing them of the board's decision.

SAMZ ROAD BIL FUNDING PROJECT UPDATE

All rights of way have been acquired. Supervisor Anhalt will get an update from Rich Glen by the January 6 meeting.

MANITOWOC COUNTY PLANNING AND ZONING DECISION RE: CAMPER AT 11903 SAXONBURG ROAD

Mr. Mueller updated the board on the camper on Saxonburg Road without a septic system. A letter was received from Manitowoc County Planning stating that the camper resident has 30 days by which to vacate the camper. Mr. Mueller said the camper resident has found a place to stay. She isn't living there but isn't planning to move the camper off the site. Activity may be seen there as they are still storing their things there, and their pets are also there. Mr. Gaedtke agreed that the camper did not have to be moved if no one was living there. The owner does have a general contractor, but the home is pushed off until April due to the weather.

REPLACEMENT OR REPAIR OF THE RECYCLING BINS AT THE TRANSFER STATION

Chairman Stefaniak attended the Town of Two Creeks meeting. The Town of Mishicot plans to put a new floor in the old bin. Tisler will put a temporary bin there with no cover. Chairman Stefaniak suggested covering the bin with a tarp. There is no time frame on how long the temporary bin could be at the transfer station. The Town of Mishicot's bin would be for tin only.

UPDATE ON PHRAGMITES PROGRAM - REQUEST TO ATTEND FEBRUARY MEETING

Val O'Connor of Glacierland has asked if she may attend the town's February meeting and speak for 10-20 minutes about the 2024 spraying that was done for phragmites. She will bring spray maps along for the board to review. A plan for 2025 will be discussed.

POSSIBLE ADOPTION OF BUDGET RESOLUTION 2024-3 TO AMEND 2024 BUDGET

Supervisor DesJarlais moved to adopt Budget Resolution 2024-3 amending the 2024 Town of Mishicot Budget. Motion was seconded by Supervisor Anhalt. All Votes in favor. Motion carried.

BOARD APPROVAL OF THE 2024 TAX LEVY AS GRANTED BY THE CITIZENS AT THE 2024 ANNUAL MEETING OF THE ELECTORS

At the April 16, 2024, annual meeting of the electors, the electors granted the town board the authority to adopt the 2024 tax levy for the Town of Mishicot. Under this authority, **Supervisor Anhalt moved to adopt the Town of Mishicot 2024 levy to be paid in 2025, in the amount of \$343,936. The motion was seconded by Supervisor DesJarlais. All votes in favor. Motion carried.** The clerk notes that the town mill rate is expected to be \$2.03 and represents a 0.75% increase in the dollars collected in the town tax levy. The allowed increase is mainly due to net new construction as computed by the State of Wisconsin.

TOWN BOARD ADOPTION OF THE 2025 SUMMARY BUDGET WITHOUT THE \$200,000 REQUESTED LEVY EXCEEDANCE

Supervisor DesJarlais moved to adopt the 2025 Summary Budget without the \$200,000 requested levy exceedance. Motion was seconded by Supervisor Anhalt. All votes in favor. Motion carried. The 2025 Summary Budget includes \$753,148 in revenues, with no cash balance applied. The 2025 Summary Budget further includes \$753,148 in expenditures.

REVIEW TAX BILL INSERT LETTER

With the tax letter approved, the treasurer will have copies made in anticipation of the receipt of the printed tax bills from Manitowoc County.

DISCUSS ORDINANCE TO MAKE THE TREASURER A BOARD OF REVIEW MEMBER

The clerk noted that the town board may, by ordinance, appoint any other members to the Board of Review. The clerk asked the board if they would consider appointing the treasurer a member of the Board of Review since she is always in attendance, and her vote would create an odd number of members, removing the chances of a tie vote. However, the clerk has not been able to locate a sample ordinance that could be used for this purpose. The matter is tabled until a sample ordinance can be located.

RENEW JOINT POWERS AGREEMENT BETWEEN MANITOWOC COUNTY DISPATCH AND THE TOWN OF MISHICOT

Supervisor Anhalt moved to renew the Joint Powers Agreement between Manitowoc County Dispatch and the Town of Mishicot. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried. Since the desired location of the chairman's signature was

not clear, the clerk will check the signature lines on previous years' documents and bring the document back in January for signature. The agreement is not due until March.

DISTRIBUTION OF TOWN BOARD CAMPAIGN/NOMINATION PACKETS FOR THE TOWN OF MISHICOT - APRIL 1, 2025 SPRING ELECTION

The clerk distributed the nomination papers for the town chairman, town supervisors, town treasurer and the town clerk for re-election in April 2025. The deadline for submission of completed nomination papers is Tuesday, January 7, 2025, at 5:00 p.m. Filing is done through the town clerk.

EMAIL CYBER SECURITY PACKAGE FROM SPRINTER (FORMERLY KERBER/ROSE)

The town's internet security provider Kerber/Rose has been purchased by Sprinter. The renewal package offers additional security and backup services at an additional monthly charge for each email address (3). It was decided that the additional services offered are not necessary and that current coverage is sufficient.

SUNDOWN LANE UTILITY PROJECT RIGHT OF WAY RESTORATION

Mr. Peter Mader, on behalf of himself and the nearby residents of the Frontier utility right of way project this fall, presented the clerk with a packet of photos and a letter to the contractor. The clerk will forward the documents to the contractor, United Electric of Clyman, Wisconsin, as requested.

ZONING ISSUES: DISCUSSION AND POSSIBLE ACTION REGARDING JUNK ON NORTH SUNSET

No action at this time.

SET 2024/2025 SAND AND SALT PRICES FOR THE VILLAGE

One ton of mixed sand and salt is \$37.70, which includes \$10 handling charge per ton. This is for an 80% sand and 20% salt mixture. One ton of Morton salt is currently \$86.90 delivered. One ton of sand is \$12.90 (sand and trucking cost) same as last year. Prices include mixing and loading. The clerk will prepare a letter and an invoice to the village for 25 tons of salt at \$86.90.

DIFFERING OPINION BETWEEN THE TOWN ASSESSOR AND THE COUNTY: DISPOSITION OF PERSONAL PROPERTY AND ITS RELATIONSHIP TO REAL PROPERTY - DISCUSSION AND POSSIBLE ACTION

2024 ACT 12 dissolved the existence of personal property, except for personal property situated on leased land. The law does allow creation of separate real property parcels for the former personal property; however, the Town Board, the assessor, Manitowoc County Property Lister and the Manitowoc Corporation Counsel had reached an impasse regarding property descriptions for three of the former personal property parcels. Without an agreement reached, the tax bills will not be printed by the county. With a tax bill issue date set in the statutes for the third

Monday of December, a decision must be reached soon. The board will continue consulting the town's attorney to seek a resolution to the issue. NOTE: At the time of the printing of these minutes, the town followed the town's attorney's advice to move the three former personal property parcels to the real property parcels under Wis. Stats. 70.73(1m) "Corrections to the Assessment Roll after Board of Review." A special meeting of the town board was held on December 11 to order the change. Tax bills were printed on December 16 and mailed thereafter.

DISCUSSION AND POSSIBLE ACTION - ORDINANCE REGARDING MANUFACTURED & MOBILE HOME COMMUNITY LICENSE, CAMPGROUND LICENSE, AND TEMPORARY SEASONAL RESIDENCE PERMIT

Discussion took place with the assessor present suggesting some options to resolve the personal property to real property parcel creation. One suggestion was to create a manufactured and mobile home permit ordinance where a permit fee would be collected, rather than real estate taxes. However, it was determined that if the town went this route, it would only resolve the issue with one of the three parcels in question.

MAINTENANCE ISSUES

Mr. Chalupny said three new batteries are needed in the 2005 truck. He is also working on the lights.

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

Mr. Chalupny reported that the trucks are ready to go for the snow season. He will be mounting equipment on the grader next week. The county has new material for potholes.

Tammy contacted Matt Randerson regarding the address on GIS mapping for Benzinger.

The clerk reported that the election equipment audit done by her and five poll workers was completed on November 25. The audit was long but successful. No issues were revealed with the election machinery.

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 grant project update; signing of the Joint Dispatch Agreement between the town and Manitowoc County; Resolution 2025-01 Employee Compensation; Joe Neuser re: bore under Nuclear road for field drainage; discussion and possible action regarding ordinance to make the treasurer a Board of Review member

CLOSED SESSION FOR EMPLOYEE WAGES, UNDER WIS. STATUTES 19.85(1)(c)

At 9:07 p.m. Chairperson Stefaniak called for a motion to go into closed session pursuant to Section 19.85(1)(c) of Wisconsin Statutes for employee wages. Supervisor DesJarlais moved to go into closed session. The motion was seconded by Supervisor Anhalt. All votes were in favor. Motion carried. Roll Call Vote: Stefaniak, Anhalt, and DesJarlais – Ayes 3, Nays 0.

RECONVENE INTO OPEN SESSION UNDER WIS. STATUTES 19.85(2)

At 9:37 p.m. Chairperson Stefaniak called for a motion to reconvene in open session pursuant to Sections 19.83 and 19.85(2) of Wisconsin Statutes. Supervisor DesJarlais moved to reconvene in open session. The motion was seconded by Supervisor Anhalt. All votes were in favor. Motion carried. Roll Call Vote: Stefaniak, Anhalt, and DesJarlais – Ayes 3, Nays 0.

MOTION FOR ACTION FOR EMPLOYEE(S)

Supervisor Anhalt moved to grant Mr. Chalupny, road superintendent, an 85-cent per hour increase toward his hourly wage effective the first full pay period of January 2025, making Mr. Chalupny's hourly wage \$29.00/\$43.50. Insurance compensation of \$0.60 per hour will remain the same. Part-time snowplow drivers shall receive \$22.00 per hour, which is an additional \$1.00 per hour, and part-time snowplow drivers shall receive overtime pay of \$33.00 per hour. Part-time seasonal, including the cemetery workers, shall be increased to \$15.00 per hour. The election inspectors shall receive \$10.50 per hour. The chief election inspectors shall receive \$12.50. Supervisor DesJarlais seconded the motion. All votes were in favor. Motion carried.

ADJOURN

Supervisor DesJarlais moved to adjourn the meeting at 9:37 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, January 6, 2025, at 7:00 p.m. These minutes were taken at the December 2, 2024, monthly town board meeting and recorded here on December 28, 2024. These minutes will be board approved at the next town board meeting.