

TOWN OF MISHICOT MONTHLY MEETING MINUTES
MONDAY, APRIL 7, 2025, 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, and Connie Tesarik. Jeff Chalupny was absent and excused.

GUESTS

See attached sheet.

PLEDGE OF ALLEGIANCE

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

APPROVE MINUTES OF THE MARCH 3, 2025, BOARD MEETING

The minutes of the March 3, 2025, Board Meeting were reviewed by the board upon e-mailed receipt.

Supervisor Anhalt moved to approve the minutes of the March 3, 2025, board meeting. Supervisor DesJarlais seconded the motion. All votes in favor. Motion carried.

APPROVAL OF AGENDA AS PRINTED

Supervisor DesJarlais moved to approve the April 7, 2025, monthly meeting agenda. Supervisor Anhalt seconded the motion. All votes in favor. Motion carried.

CORRESPONDENCE

Ms. Tesarik presented the following: Manitowoc County Zoning Permit Reports for February and March, 2025; letter from the Manitowoc County Highway Department regarding how the county invoices for emergency-related services; packet from Ayres offering pavement rating services; public notices from Manitowoc County Recycling Center regarding compost site information (also posted on the Town of Mishicot website); notice received from Manitowoc County Emergency Government regarding sounding of the county's severe weather sirens on April 10; website comment from Robert Kakuk on E. Hillcrest Road. He stated that Petrie Road's northbound lane between the house and farmhouse needs repair. The plow had taken off 18" x 8' section of blacktop, down the dirt and rock; the Town Advocacy Council hosts the 2025 Capitol Day in Madison, Wednesday, April 30.

PUBLIC INPUT

Gary Novitzki of 1920 Sturm Road informed the board of a large pot hole on Steiners Corners Road. The board stated that the section of road in question is under the Village of Mishicot jurisdiction for maintenance.

JOHN & DONNA SPEVACEK, 132 BARTHEL'S ROAD, REQUESTING REZONING 10+ ACRES AND A POSSIBLE ROAD FRONTAGE VARIANCE

John Spevacek and his son Michael came before the Mishicot Town Board at their monthly meeting Monday evening, April 7. Mr. Spevacek is requesting a re-zone of 10 acres out of 31.91 acres, Parcel No. 013-008-015-002.00 from Exclusive Ag (EA) to General Ag (GA) with a possible road frontage variance from 150' if needed. This rezone is in order that John may sell the parcel with the house to his daughter. The remaining acres would stay Exclusive Ag. The EA land does have access off of County Highway B. General Ag would need a variance for a driveway because there is not 150' of road frontage.

The Mishicot Town Board made the following motion at their April 7, 2025, Town Board Meeting: **Supervisor Anhalt moved to approve sending a letter to Planning that the board has no problem with John and Donna Spevacek rezoning 10 acres with the house to General Agriculture (GA) and requesting a variance from the required 150' road frontage. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

TROY WORDELL REQUEST TO PLACE A MOBILE HOME ON A PERMANENT FOUNDATION AT 8940 FOX LANE

Supervisor Anhalt moved that a letter be sent to Manitowoc County Planning stating that the town board has no objection to the project. Mr. Wordell will need to contact the town's UDC inspector, Scott Beining, and he will need to pull the appropriate permit. The town does not allow holding tanks. Motion was seconded by Supervisor DesJarlais. All votes in favor. Motion carried.

Note: Inspector Scott Beining can be reached at 920-680-3376. Mr. Wordell was informed at the March 3 Board meeting that the mobile home will be taxed on the real estate parcel.

REQUEST REZONE, A ROAD FRONTAGE VARIANCE, AND A VARIANCE FOR THE SEPTIC DRAINAGE FIELD AT 15632 BUCK LANE, MISHICOT - KELLY & LORI GRETZ

Kelly Gretz came before the Mishicot Town Board at their monthly meeting Monday evening, April 7. Mr. and Mrs. Gretz purchased this 40-acre parcel and house in January of 2025. Mr. Gretz would like to sell the house with three acres of land. Since the road frontage is not sufficient, he would like to keep 50' of the land in order to own the driveway and give the new lot with the house an easement for road access. Currently, there is no road frontage, only a 60' driveway. There would be a certified survey done if his request is approved. Mr. Anhalt spoke with Planning. The three-acre parcel with the house would have to be re-zoned from Natural Area (NA) to Rural Residential (RR) or Small Estate (SE). A variance from the 150' road frontage would be necessary since there is currently no road frontage. It is noted that he may also need an easement for the septic drain field.

The Mishicot Town Board made the following motion at their April 7, 2025, Town Board Meeting: **Supervisor Anhalt moved to approve sending a letter to Planning that the town board is in favor of Kelly and Lori Gretz splitting off and rezoning three acres with the house at the end of Buck Lane, Parcel No. 013-118-014-000.00. The town board further approves a variance from the required 150' road frontage. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

REVIEW AND APPROVAL OF CERTIFIED SURVEY MAP FOR ANTLER LANE ROW - MICHAEL KOEPPEL

Michael Koepfel presented to the board a Certified Survey Map correcting the right of way on Antler Lane. The board understands that this map straightens the right of way and makes it more in line with where the actual road is located. Mr. Koepfel stated that the slight adjustments along the road will be added and subtracted from the existing parcels as shown on the map. The parcel descriptions will be updated.

The town board, at their monthly meeting, April 7, 2025, approved the CSM with the following motion: **Supervisor DesJarlais approved the Certified Survey Map for Antler Lane as presented by Michael Koepfel. Supervisor Anhalt seconded the motion. All votes in favor. Motion carried.**

TWO-ACRE PROPERTY SPLIT REQUEST FOR 2402 ZANDER ROAD - LYNN-CARUSO STUECK

Lynn Caruso-Stueck came before the Mishicot Town Board at their monthly meeting Monday evening, April 7. Ms. Caruso-Stueck would like to split off two 1.5-acre parcels from the 8.59 acres currently zoned General Agricultural (GA). The split-off parcels would be used for building a home on each. We understand that her request changed from her initial discussion with Andrea Raymakers. Supervisor Anhalt spoke to Andrea from County Planning. Andrea said she did not know they had changed their request to create two 1.5-acre parcels. Their original request was for one 2-acre parcel to be split off, and she told them they would need to rezone from GA to Small Estate (SE) or Rural Residential (RR), and that the remainder of the original parcel would have to be rezoned to Large Estate (LE). There would also have to be a certified survey after the rezones are approved. Each parcel would need at least 150' of road frontage. Ms. Stueck had changed her request to create two 1.5-acre parcels when she addressed the town board. The road frontage is available, but the parcels would have to use the existing driveway. Supervisor Anhalt is OK with the driveway, as long as the driveway is up to the town's driveway standards. If later a driveway is needed, the property owners would have to come to the town for a driveway permit.

The Mishicot Town Board made the following motion at their April 7, 2025, Town Board Meeting: **Supervisor Anhalt moved that the town board would allow Lynn Caruso-Stueck to split their 8.59 acres into one parcel with the existing house to be zoned Large Estate (LE), and two smaller parcels rezoned to Rural Residential (RR), with 150' of road frontage. Additionally it is noted that the town does not allow holding tanks. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

SAMZ ROAD BIL FUNDING PROJECT UPDATE

Supervisor Anhalt reported that the Samz Road construction contract was awarded to Vinton Construction. The construction bid is in the amount of \$913,296.17; the DOT hired Mead and Hunt for oversight of the contract in the amount of \$212,322.11; DOT oversight of the project will cost \$15,006.00, for a total cost of \$1,141,218.28. The cost will be split 80/20 between the Federal BIL grant and the municipalities of the Town of Mishicot and the Village of Mishicot. Construction will not begin until after the 4th of July. We will be notified of any pre-construction meetings. As the project currently stands, the original estimate of \$1,425,000 should be under bid. Utility poles have already been moved by WPS. Frontier still has some utility work in the area. Supervisor Anhalt will keep the village informed regarding any pre-construction meetings.

CEMETERY RULES, BURIAL PERMIT APPLICATION AND APPROVAL

The Burial Permit Application and Grave Opening Rules were reviewed and approved by the board. Supervisor DesJarlais requested that a document creation date be placed at the bottom of the form. Notices and rules are on the town's website and are entered here:

NOTICE

FUNERAL HOME DIRECTORS, GRAVE DIGGERS, AND MONUMENT PROVIDERS TOWN OF MISHICOT CEMETERIES GRAVE OPENING AND MONUMENT PLACEMENT RULES

No one's remains shall be buried in a Town cemetery until a completed burial permit (found on the Town's website (www.townofmishicot.org) and a copy of the cemetery plot deed showing ownership is filed with the Town of Mishicot Clerk at: clerk@tn.mishicot.wi.gov This includes cremated remains.

As time may be of the essence to get this process done funeral home directors, grave diggers, and monument providers need to do due diligence to notify the Town Board before any digging or monument placement starts. As the Town of Mishicot does not keep an office and regular business hours, it is necessary to talk in person to one board member or the clerk for approval before digging begins. If you cannot reach one person, try the next. The clerk and board members' phone numbers are listed on the Town of Mishicot website. A voice message or e-mail is not adequate. We need to confirm lot ownership and proper placement of graves and markers.

Contractors working in the Town's cemeteries need to provide proof of insurance with the Town Clerk before work begins.

CEMETERY MOWING AND EQUIPMENT USE CONTRACT - PAT SHEBESTA AND JEROME WOTACHEK

At the time of the 2025 Budget preparation, the town board increased the hourly wages for cemetery mowing from \$13 to \$15 per hour. Since the equipment usage reimbursement was not increased in a long while, the board increased the equipment usage charge to \$1500 for each man. **Supervisor Anhalt moved that the town will pay \$15.00 per hour, and in addition,**

each man shall get \$1,500 annually for the use of their personal equipment. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.

ASH TREES OVERHANGING RIGHTS OF WAY DISCUSSION AND POSSIBLE ACTION

Supervisor Anhalt said there are lots of dead ash trees overhanging the rights of way. Various suggestions were made as to how to eliminate the hazard. David Schmidt said he would put in a bid for bobbing the trees. It was noted that the property owner is liable for trees that hang into the rights of way. Supervisor Anhalt would like to see what Mr. Schmidt comes up with. Mr. Anhalt would also like to do more looking at where the trees might be and suggested doing this by taking it road by road. It was further noted by Jerome Wotachek that the schoolhouse on the corner of Saxonburg and Tapawingo Road has a tree that could fall. The board may discuss this with the schoolhouse owner.

2025-2026 TISCH MILLS FIRE CONTRACT

The board reviewed the 2025-2026 Tisch Mills Fire Department contract. **Supervisor Anhalt moved to approve the Tisch Mills Fire contract for the period April 2025 to April 2026 in the amount of \$48,666.61, which is 1 mill of the equalized value of property covered by the Tisch Mills Fire Department. Motion seconded by Supervisor DesJarlais. All votes in favor. Motion carried.**

DOT 2025-2026 SALT CONTRACT

Mr. Chalupny was not present at this meeting of the board; however, Mr. Chalupny did respond to the initial request from the DOT regarding the 2025-2026 salt contract. His response was due by March 24.

REVIEW OF WEBSITE CONTENT

The board briefly discussed website content with regard to the Building Construction information. One request was to include dates of creation when new documents are added. This would provide points of reference. The New Building Construction informational documents will be examined at the May 5 meeting. Copies were given to the board members at the Annual Meeting.

ARPA/CORONAVIRUS GRANTS - ANNUAL REPORT DUE APRIL 30, 2025

The clerk noted that the ARPA/Coronavirus Annual Report of Obligations and Expenditures is due April 30. She will be listening at a virtual meeting regarding this subject and will file the report by April 30.

DISCUSSION AND POSSIBLE ACTION REGARDING NEW SHOP LIGHTS

A quote was received by Koeppel Electric to retrofit 20 shop light fixtures. The cost estimated is \$4,386.33, with Koeppel Electric handling the recycling costs for the old lights. The cost estimated with Koeppel Electric replacing the fixtures but without the recycling fees would be \$3,864.33.

Supervisor DesJarlais moved to accept the quote from Koeppel Electric in the amount of \$4,386.33, including recycling charges, to retrofit 20 shop lights at the town shop. Motion seconded by Supervisor Anhalt. All votes in favor. Motion carried.

REVIEW OF MARCH 31 ROAD INSPECTION - 2025 ROAD PROJECT DISCUSSION

Supervisor Anhalt reported on the road inspection findings. Wedging will be done on Saxonburg Road between Two Creeks Road and Zander Road, wedging on Barthels Road, spot repairs on Division Drive, and culvert patches on Tapawingo Road (2) and Barthels (1), and Steiners Corners was also mentioned. The town needs to obtain prices. The clerk will publish a request for bids to be opened at the May 5, 2025, meeting.

ANNUAL MEETING DATE REMINDER AND PLANNING

The 2025 Annual Meeting of the Town Electors will be held on Tuesday, April 15, 2025, at 7:00 p.m., at the Mishicot Town Hall, 710 N. State Street, Mishicot. The board members will arrange for refreshments.

MAINTENANCE ISSUES

Jeff Chalupny was not present, but he had provided a written report for the chairman. The report included a quote from Koepfel Electric for new shop lights. See above. Sixty percent of the total will need to be paid up front if approved.

He has been filling potholes and has started to pick garbage in the ditches.

If the board approves road work, bids will need to be put out in the newspaper and opened at the May meeting. Anticipated road work is also listed above under Road Inspection.

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

Danny Liermann sent an email stating that he did not have constable activity in the town in March, only a few phone calls with no response.

Chairperson Stefaniak reported to the board and attendees that Jeff Chalupny had given his two-week notice on April 7 and that his last day of work will be April 18, 2025. The board will be holding meetings to set a wage scale and to revise the job description. Gordon Augustine said he would assist the part-time help with the road work until a replacement is found. The board will meet on April 9, at 6:00 p.m., at the Town Hall, to discuss plans to hire a new road supervisor.

The clerk reported that the April 1 election went fine.

Treasurer Thielbar renewed a 7-month CD in the amount of \$10,379.90 at 4.14%, maturing on October 25, 2025. She also reported four late dog licenses. The dog owners will be getting late notices.

Chairperson Stefaniak discussed the culvert on private property on Sunrise Lane. The culvert belongs to the property owner and the other residents have an easement. The constable will not go there without assistance. The culvert is getting bad and the end is partially broken through.

Supervisor Anhalt stated it is time to update the Plan Commission membership list. He may have to find two people. He asked that this matter be placed on the May 5 agenda. He would also like to discuss better utilization of the Plan Commission.

Supervisor Anhalt also asked Treasurer Thielbar about the State Street address at the former Samz woods property. He stated that this should be a County Highway B address, as State Street

is a Village street address.

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 update; 2025 road projects bid opening, review bid documents, and possible award of bid; road supervisor position; set Board of Review date; install newly appointed Plan Commission members and discussion regarding Plan Commission procedures; dying ash tree safety near rights of way

ADJOURN

Supervisor Anhalt moved to adjourn the meeting at 8:27 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, May 5, 2025, at 7:00 p.m. These minutes were taken at the April 7, 2025, monthly town board meeting and recorded here on April 29, 2025. These minutes will be board approved at the next town board meeting.

Connie Tesarik – Clerk