

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, January 3, 2022

Town Russell Hall 7:00 p.m.

**Call to Order** at 7:06 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski.

**Approval of Meeting Minutes:** Minutes from December 6, 2021, were read. Supervisor Schmahl motioned to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from December 2021. Supervisor Ausloos motioned to approve the treasurer's report with correction. Supervisor Schmahl seconded motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for January 2022. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried. Clerk to send invoice to Drake Dairy for cost sharing on Holstein Road at Sexton Road repair per Chairman Willeford.

**Town Members/Special Topics:**

- Town Hall Update: Board members have not received renovation quote from Tom Sabel. Supervisor Schmahl spoke with Aaron Brault at Sheboygan County about rental of space at Marsh county building for voting and annual meeting.
- Tom Mueller Conditional Use Permit (CUP): Board reviewed documents received from Tom Mueller's attorney. Clarification is needed on:
  - breed of animal listed on Appleton Medical Center of Wisconsin (veterinarian) paperwork
  - judge's ruling on case #2021FO000486
  - were quarterly reports filed since opening of Rustic Retreat Deer Park June 2020 prior to obtaining Captive Wild Animal License from DNR on 11/19/2021, and if no what actions were taken
  - why wolf/dog hybrids were not neutered, spayed by 6 months of age per DNR regulations

Chairman Willeford will obtain court records for case # 2021FO000486. Supervisor Schmahl will follow up with DNR contact. After information received and reviewed, Town Board potentially will grant conditional use permit, dangerous wild animal permit with stipulations as set forth by the Town Board.

**Monthly Correspondence and/or email:**

- Invitation received from WTA to Sheboygan County Unit Meeting January 21<sup>st</sup> hosted by Town of Mosel.
- LRIP Supplemental discussed. Clerk will contact county about application process.

**Building Permit:** None for December.

**Liquor/Operator Licenses:** None.

**Recycling Center:**

- Supervisor Ausloos is checking into a different building for caretaker at recycling center.
- Discussed obtaining fire number for recycling center in case there is a medical emergency, etc., at the center. Chairman Willeford will check into this.

**Constable Report:** Nothing new.

**Town Roads:** Supervisor Ausloos checked on deterioration of culvert on Sheboygan Road by Fireman's Park. The culvert is rusty and caving in. Will investigate repairing this.

**Other Town Business:** None.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 9:08 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, February 3, 2022, 7:00 p.m. Monthly Meeting

Tuesday, February 15, 2022 Spring Primary

Monday, March 3, 2022, 7:00 p.m. Monthly Meeting

Tuesday, April 5, 2022 Spring Election

Tuesday, August 9, 2022 Partisan Primary

If you have an item for the agenda, please contact Town Clerk

TOWN OF RUSSELL BOARD UNAPPROVED MINUTES

Monday, February 7, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:02 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Bethanie Gengler, Eilene Ribbons, Louise Hansen.

**Approval of Meeting Minutes:** Minutes from January 3, 2022, were read. Supervisor Schmahl motioned to approve the minutes as read; seconded by Supervisor Ausloos, motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from January 2022. Supervisor Ausloos motioned to approve the treasurer's report as read; seconded by Supervisor Schmahl, motion carried. Treasurer Cobble also handed out the December 2021 revised treasurer's report.

**Monthly Bills:** Town Clerk presented the bills for February 2022. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos, motion carried. Check written to Town of Greenbush for cost share on repair of River Lane to be held until Chairman Willeford verifies with Wade at Highway Department if the section repaired was in Town of Russell.

**Town Members/Special Topics:**

- Town Hall Update: Proposal for renovation of current town hall received from Tom Sabel. Board reviewed and discussed.
- Clerk Mierzejewski to contact Aaron Brault regarding holding elections at the Marsh Building, to have forms completed for Wisconsin Election Commission for approval of polling location change, and to reserve the Marsh Building for the annual meeting, 3<sup>rd</sup> Tuesday of April.
- Tom Mueller Conditional Use Permit (CUP):
  - Supervisor Schmahl contacted DNR about interactive sessions continuing with the wolves. DNR sent warden to Rustic Retreat Deer Park and issued citation. Tom Mueller told warden he will continue to do interactive sessions.
  - Peter Dunn from the DNR wanted to verify all definitions and gets facts prior to going forward.

- Supervisor Schmahl emailed Peter Dunn about the bison, if it has proper health papers if purchased out of state and brought across state lines because of diseases that can spread between bison and cattle.
- DATCP is investigating the wolfdogs being purchased out of state and brought across state lines.
- Bethanie Gengler spoke with DNR Warden Isaac Haack who indicated the DNR administration and DA's office is working on a resolution to the issues.
- Discussion held and board indicated Tom Mueller is in a zoning violation due to not having a CUP for Rustic Retreat Deer Park, and to approve the CUP the town's wild animal ordinance needs to be followed. Chairman Willeford will discuss with town's attorney.
- Chairman Willeford asked Bethanie Gengler if she knows of attorneys who deal with this type of situation.

**Monthly Correspondence and/or email:**

- Clerk Mierzejewski received public record request from Kevin Sande, who requested WI Voter Registration Application and Application for Absentee Ballot on 7 residents. This was completed.
- Notice received from DNR on transfer of ownership on managed forest land. This will be filed.
- Email received from Pleasant View Realty asking if Town has short-term rental restrictions of homes (Airbnb, Vrbo). Clerk will check with other townships if they have ordinances pertaining to this and board will review.
- WE Energies requested list of road weight restrictions. Clerk will fill out form indicating Holstein Road between Sheboygan Rd and County H will be Class B from March until May 15<sup>th</sup>.
- Application received for Sheboygan County Stewardship Grant Program. This was put on hold this year.
- Fire signs were ordered for the Recycling Center and the Marsh Building.
- February 15, 2022, Spring Primary. Due to Kiel School District being the only contest on Town of Russell ballot, polling locations have been combined. Residents who live in Kiel School District are to vote at the Kiel Community Center.

**Building Permit:**

- No building permits were issued January 2022.
- Witkowski Inspection Agency contract ends May 31, 2022.
- Question raised if building permits were issued for accessory sheds being constructed. Clerk verified permit was obtained May 2021 for one resident. Supervisor Ausloos will check with the other resident.
- Nick Brownson Conditional Use Permit. Could have multiple zoning on one parcel. Need to get approximate size of each parcel. Then it goes to planning board, town board, then county and DATCP.

**Liquor/Operator Licenses:** Board reviewed three operator licenses received from Jovan's. Motion made by Supervisor Ausloos to approve all 3 operator licenses, seconded by Supervisor Schmahl. Motion carried.

**Recycling Center:** Supervisor Ausloos working on new building for caretaker.

**Constable Report:** Constable Ausloos reported things have been quiet.

**Town Roads:** Culvert on Sheboygan Road by Fireman's Park will be addressed in spring.

**Other Town Business:**

- Treasurer Cobble reviewed the delinquent property tax report with the board.
- WTA District Meeting is April 2, 2022, at Farm Wisconsin Discovery Center in Manitowoc. Board members will attend.
- Annual Board of Audit was conducted. Treasurer Cobble handed out his report and Clerk Mierzejewski handed out her Summary Report. Town Board reviewed. All numbers matched. Supervisor Ausloos motioned to accept Annual Town Audit, seconded by Supervisor Schmahl, motion carried.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 9:17 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, March 7, 2022, 7:00 p.m. Monthly Meeting  
Monday, April 4, 2022, 7:00 p.m. Monthly Meeting  
Tuesday, April 5, 2022, Spring Election  
Tuesday, April 19, 2022, 7:00 p.m. Annual Meeting  
Tuesday, August 9, 2022, Partisan Primary

If you have an item for the agenda, please contact Town Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, March 7, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Bethanie Gengler from Roadside Zoo News. Present via Teleconference: Attorney Oliver Bauer.

**Approval of Meeting Minutes:** February 7, 2022, minutes were read. Supervisor Schmahl moved to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from February 2022. Supervisor Ausloos motioned to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried. Treasurer Cobble handed out revised January report.

**Monthly Bills:** Town Clerk presented the bills for March. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update: The April election will be held at the current town hall. The Annual Town Meeting will be held at the Educational Center at the Sheboygan Marsh with discussion about new town hall options.
- Tom Mueller Conditional Use Permit (CUP):
  - Attorney Bauer discussed plan and options. Plan is to issue CUP with stipulations, if Mr. Mueller violates stipulation to then issue citation and take to court. Per DNR CWAFL permit not allowed to have interactive sessions with wolf-dog hybrids. First option would be to pressure DNR to act on any violations. Second option is to file a long-form complaint in circuit court for violation of zoning code. There would be a fine for each day in violation of zoning code. Then file injunction to stop business since operating in violation of the zoning code.
  - Supervisor Schmahl motioned to authorize the town's attorney to proceed with long-form complaint in Sheboygan County Circuit Court to start process to issue injunction against Tom Mueller dba Rustic Retreat Deer Park. Supervisor Ausloos seconded motion. Motion carried.

**Monthly Correspondence and/or email:**

- Fire Inspection Services inspected town hall. Everything was okay, just need to replace downstairs fire extinguisher.
- Chairman Willeford is working on completing a Bipartisan Infrastructure Law (BIL) grant application for repair of Holstein Road between Sheboygan Road and County H.

**Building Permit:** Town Board reviewed building permit application from Witkowski Inspection Agency for Jeremy Cobble.

**Liquor/Operator Licenses:** Operator License application received from Jovan's. Supervisor Schmahl moved to approve license, seconded by Supervisor Ausloos. Motion carried.

**Recycling Center:** Supervisor Ausloos is working on new shed for caretaker at Recycling Center. GFL is working on providing a 30-yard dumpster for recycling.

**Constable Report:** Nothing to report.

**Town Roads:**

- Sign on Sexton Road east of Marsh Court broke off.
- Discussed damage to shoulders from excess rain.
- Culvert Sheboygan Road: Discussed options.
- WISLR additional forms. WISLR provides form town can use to record when road work is done and what type of repair completed.

**Other Town Business:** Treasurer Cobble discussed dog license payments thus far and he will do the spring newsletter.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl . Meeting adjourned 9:18 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, April 4, 2022 7:00 p.m., monthly meeting.

Tuesday, April 5, 2022 Spring Election Town Hall

Tuesday, April 19, 2022 7:00 p.m. Annual Meeting at Educational Center Sheboygan Marsh.

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, April 4, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:09 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Pat Zorn.

**Approval of Meeting Minutes:** Minutes from March 7, 2022, were read. Supervisor Schmahl motioned to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from March 2022. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for April 2022. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall update: Will discuss at annual meeting later this month.
- Tom Mueller Conditional Use Permit: Per Chairman Willeford Attorney Bauer did long-form complaint and filed with Sheboygan County Circuit Court per last month's discussion. Question raised if town could request certificate of insurance for business to verify coverage.
- A resident asked supervisor if the town had a jake braking ordinance; it does not. If the resident knows who is doing the jake braking, they should speak with them, if no resolution to then bring it to the town board.

**Monthly Correspondence and/or email:**

- Maintenance Agreement received from Sheboygan County Highway Department for January 1, 2022, through December 31, 2024. Contract reviewed and signed by Chairman and Clerk.
- Calumet County sent notice they amended their Farmland Preservation Plan 2020 to 2030. The full update is on Calumet County's website.
- Clerk presented information received from another municipality on form they use for short-term rental of property.



**Building Permit:**

- Board reviewed building permits received for R. Erickson for electrical permit and for S. Yoder for electrical permit.
- Contract with Witkowski Inspection Agency ends May 31, 2022. Clerk will contact Brian Witkowski to attend May meeting and to provide updated copies of certificates of insurance.

**Liquor/Operator Licenses:** None.

**Recycling Center:** All is going well.

**Constable Report:** Nothing to report.

**Town Roads:**

- Anderson Court washed out from heavy rains, discussed options.
- Discussed culvert on Sheboygan Road.
- Hunter's Court washed out by turnaround.

**Other Town Business:** Treasurer working on delinquent dog list.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos.  
Meeting adjourned 9:00 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, May 2, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:15 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Town Hall Committee Chairman Pat Zorn, Dick Kraus, Michelle Geyer, Building Inspector Brian Witkowski.

**Approval of Meeting Minutes:** Minutes from April 4, 2022, read. Supervisor Ausloos moved to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from April 2022. Supervisor Schmahl moved to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried. On a side note, last month the treasurer's computer broke and needed a new hard drive.

**Monthly Bills:** Town Clerk presented the bills for May 2022. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

**Town Members/Special Topics:**

- Brian Witkowski from Witkowski Inspection Agency attended meeting to discuss renewal of his contract with the town. He reviewed the process of issuing building permits and provided current certificate of liability insurance. Discussion followed. Supervisor Schmahl moved to renew Witkowski Inspection Agency as the town's building inspector. Supervisor Ausloos seconded motion. Motion carried.
- Town Hall Update: Dick Kraus spoke with Russell Church consistory about renting space for larger meetings and elections in their church hall. They are 100% on board with the idea and have a locked room the town could use for storage. The building is in the township and has ample parking. Other options discussed. Decided to present counteroffer to the County for long-term rental of the Marsh Educational building for approximately 20 dates (meetings/elections) a year at this time.
- Tom Mueller Conditional Use Permit: Information shared from the town's attorney about correspondence received from Mr. Mueller's attorney. Discussed Facebook posts showing 'photo shoots' with the wolfdogs.

**Monthly Correspondence and/or email:**

- Notice received from WI Department of Revenue for Personal Property Aid distribution of \$18.80.
- WI DNR sent notice of transfer of ownership of 20 acres of Managed Forest Land.
- Email received from Sheboygan County about spraying of wild parsnip in the right-of-way. Email was unclear on how this affects Town. Clerk to follow up on this.

**Building Permit:** No building permits issued for April 2022.

**Liquor/Operator Licenses:** Liquor license renewals will be sent to 3 Guys and a Grill and Jovan's along with renewal of operator licenses for the period of July 1, 2022, through June 30, 2023. Clerk discussed cost of publishing notices in newspaper, currently \$90.00 for this type of notice. Current notice fee charged to business for liquor license renewal is \$25.00. Board discussed and agreed to increase the notice fee to \$90.00.

**Recycling Center:** Everything is okay.

**Constable Report:** Resident contacted constable about adjoining property owner's pigs digging in his alfalfa field. Constable spoke with property owner, and they are working on a new enclosure for pigs.

**Town Roads:** Board members will do a visual inspection of the town roads on May 11<sup>th</sup> and complete report which clerk will file with Department of Transportation.

**Other Town Business:**

- ARPA: Clerk filed first quarter report. Need to determine where funds will be used.
- Treasurer Cobble gave constable the list of delinquent dog licenses; constable will contact owners.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 9:28 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, June 6, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:04 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:**

Board members present: Chairman Willeford, Supervisor Ausloos, Supervisor Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Dan Schirmer, Pete Geyer.

**Approval of Meeting Minutes:** Minutes from May 2, 2022, were read. Schmahl moved to approve the minutes as read. Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer presented the transaction report from May 2022. Ausloos moved to approve the treasurer's report as read. Schmahl seconded motion. Motion carried. Treasurer also handed out revised April transaction report.

**Monthly Bills:** Town Clerk presented the bills for June. Motion made by Schmahl to pay the bills as presented, seconded by Ausloos. Motion carried.

**Town Members/Special Topics:**

- Dan Schirmer of SSFSB, property owner adjacent to the recycling center, discussed with board encroachment of recycling center on to SSFSB land. He obtained an aerial map from Sheboygan County showing this. He presented various options he had including moving the recycling dumpsters and access road off SSFSB land; or have Town of Russell compensate SSFSB annually the amount of taxes paid by SSFSB (about \$700) to be allowed an easement to recycling center. Discussion followed. Board will research this and contact Mr. Schirmer with decision.
- Town Hall Update: Discussed email Schmahl sent to Aaron Brault, Sheboygan County, about renting Marsh Educational Building for a certain number of days per year. Mr. Brault replied that he will share this with his leadership team and then would like to meet to discuss. Willeford will follow up with Mr. Brault.
- Tom Mueller Conditional Use Permit:
  - Ausloos spoke with Jenna at district attorney's office about delay in following up on DNR citations. Per Jenna this needs to be investigated before moving forward. Ausloos emphasized importance of public safety and need for prompt response from district attorney.
  - Received information that USDA issued citations to Rustic Retreat Deer Park.

- Willeford received email from town's attorney and, in response, Willeford stressed the safety factor of the ongoing situation to the attorney.

### **Monthly Correspondence and/or email:**

- Reviewed County Board of Canvassers Spring Election minutes. Town of Russell had no discrepancies noted.
- Recycling Grant amount notice received from DNR for \$833.77.
- Town of Marshfield snow plowing rates will be \$150/hour plus a \$5.00 surcharge per trip if their cost of diesel fuel is \$3.50 a gallon or higher; if price falls below \$3.50 a gallon surcharge fee will be dropped. Number of trips in 2021/2022 was 16.
- Follow up on email from county about spraying of wild parsnips; per county this was to determine if township wanted this done, not to let them know it was being performed without contacting township.
- Clerk to follow up with Town of Greenbush about bill for repair of River Lane. The section repaired was not part of Town of Russell.

### **Building Permit:**

- Schmahl inquired if a permit is needed for razing a building. Yes, there is a permit required; he will let property owner know to contact Witkowski Inspection Agency.
- Contract received from Witkowski Inspection Agency. This was reviewed and signed by Willeford and clerk, and clerk will send back to Brian Witkowski.
- Clerk to check with Brian Witkowski if permit is necessary for replacing a house roof if it is part of maintenance and putting on the same type of product. Historically the town's procedure was no permit is required if it is maintenance and no upgrade in product is done.
- Three building permit applications received from Witkowski Inspection Agency for K. Feltes new roof, R. Kraus new roof, and K. Mainer concrete patio. Board reviewed applications.

### **Liquor/Operator Licenses:**

- Yearly bar and operator license renewal applications and cigarette license renewal received from Jovan's. Board reviewed. Ausloos moved to approve bar license, cigarette license, and 13 operator licenses for July 1, 2022, through June 30, 2023, for Jovan's. Schmahl seconded motion. Motion carried.
- Yearly bar and operator license renewal applications received from 3 Guys and a Grill. Clerk informed board that 3 new operator license applications were missing the Responsible Beverage Server training course paperwork. Board reviewed. Schmahl moved to approve bar license, 5 renewal operator licenses, and 3 new operator licenses; with stipulation missing paperwork be sent to clerk, for 3 Guys and a Grill. Ausloos seconded motion. Motion carried.

**Recycling Center:** Recycling Center caretaker is having issues with GFL not always picking up the trash dumpster. Willeford will email Carrie at GFL to get this resolved.

**Constable Report:** Constable Ausloos discussed with treasurer he contacted owners on delinquent dog license report last month. Treasurer will turn 2 owners over to the district attorney for not obtaining dog licenses.

**Town Roads:**

- Board did visual inspection of town roads in May. Willeford emailed Bryan Olson at Sheboygan County for quotes on chip sealing for Hunter's Court and Irish Court. Road rating report completed, and clerk will file with Department of Transportation.
- Culvert on Sheboygan Road. Schmahl will contact Halbach Excavating for quote on repair.

**Other Town Business:**

- Clerk received email from Department of Revenue that 2<sup>nd</sup> payment of ARPA funds will be made in June for \$19,730.02.
- Clerk completed Special Assessment Letter for 2 parcels and check for \$20.00 given to treasurer.
- Treasurer completed Special Assessment Letter for 2 parcels, but only received payment for 1 parcel. Clerk to contact requestor for additional payment.
- Clerk to contact WTA on procedure for using ARPA funds, i.e. getting bids, etc.

**Adjourn:** Motion to adjourn made by Ausloos, seconded by Schmahl. Meeting adjourned 9:20 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Tuesday, July 5, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:03 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Dan Schirmer.

**Approval of Meeting Minutes:** Minutes from June 2022 were read. Ausloos made a motion to approve the minutes as read. Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Cobble presented the treasurer's report from June 2022. Schmahl motioned to approve the treasurer's report as read. Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for July 2022. Motion made by Ausloos to pay the bills as presented, seconded by Schmahl. Motion carried.

**Town Members/Special Topics:**

- Recycling Center Encroachment: Willeford spoke with Town's attorney who suggested purchasing the land the recycling center is on; Mr. Schirmer is not interested in selling land, would prefer leasing the land. Attorney suggested doing a lease for a set number of years for an agreed upon amount with an escalator. Discussion followed. Motion made by Schmahl to have the attorney draw up a contract with SSFSB for leasing the land recycling center is on for 15 years at \$750.00 per year. This lease will be renegotiated if and when property tax amount goes up 10% (\$825.00). Term of lease is 15 years; the lease cannot be terminated prior to 15 years unless terminated by both parties. Lease retroactive to January 1, 2022, with first payment due December 1, 2022. Ausloos seconded motion, motion carried.
- Town Hall Update: Aaron Brault spoke with Schmahl. His leadership feels Town should pay an upfront cost for rental of the Marsh Educational Building. Aaron suggested a meeting to discuss further; Willeford will contact Aaron to schedule this meeting.
- Tom Mueller Conditional Use Permit: Discussed various posts made to Rustic Retreat Deer Park Facebook page including a bison bull calf obtained 7/4/2022. Ausloos will contact DA's office about the status of their investigation.

**Monthly Correspondence and/or email:**

- Alvina Reiter needs a replacement fire sign. Clerk has ordered this. Supervisors will install when received.
- WTA Sheboygan County Unit Meeting is July 15<sup>th</sup> hosted by Town of Plymouth.
- Contract from GFL was reviewed with change made to have trash dumpster removal every other week instead of an on-call basis. There have been issues with dumpsters not being emptied in a timely manner when caretaker would call. Board agreed to new contract and Willeford signed contract.
- Statement of Real Property Status was received and completed by Cobble for R. Kraus property.

**Building Permit:**

- Wrecking permit obtained by W. Theel for removal of house trailer.
- Building permit for 10 x 12-foot shed issued to D. Reitz.
- Board reviewed both permits applications received from Witkowski Inspection Agency.

**Liquor/Operator Licenses:** One operator license application received from Jovan's. Board reviewed application and Ausloos motioned to approve license, seconded by Schmahl. Motion carried.

**Recycling Center:** Everything going well.

**Constable Report:** Nothing new to report. Treasurer sent information to County for delinquent dog licenses.

**Town Roads:**

- Willeford received quote from County for chip sealing Hunter's Court and gave okay to proceed.
- Irish Road needs patching. Willeford will obtain quote from County for this repair.
- Discussed issues with intersection repair by Holstein and Sexton Roads. County checked into this and will repair it.
- Quote received from Halbach Excavating to repair culvert on Sheboygan Road by St. Anna Fire Department. Quote included price for steel and plastic culvert. Board discussed options. Ausloos motioned to install a plastic culvert on Sheboygan Road, seconded by Schmahl. Motion carried.

**Other Town Business:**

- ARPA. Clerk discussed information received from WTA on use of funds. If a project is under \$10,000 it is considered a Micro Purchase. Repair of Hunter's Court would fall in this category. Clerk will fill out reports for ARPA with this information.
- Schmahl reviewed minutes from Marsh meeting; they are working on a grant for a boardwalk.



- Clerk will contact Zoning Administrator Henschel about Nick Brownson CUP to verify splitting parcel into 2 parcels.

**Adjourn:** Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 9:15 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, August 1, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:03 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:**

Board members present: Chairman Willeford, Supervisor Ausloos, Supervisor Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Dan Schirmer.

**Approval of Meeting Minutes:** Minutes from July 2022 were read. Schmahl motioned to approve the minutes as read with correction that he did not attend the Marsh meeting; but did review minutes from the meeting. Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer presented the treasurer's report from July 2022. Ausloos motioned to approve report as read. Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for August 2022. Motion made by Schmahl to pay the bills as presented, seconded by Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update. Aaron Brault from Sheboygan County will get back to board about scheduling a meeting to discuss further rental of Marsh Educational Building.
- Tom Mueller Conditional Use Permit: Board members reviewed anonymous letter received from a non-township resident, who is a small business owner in Sheboygan County dated July 14, 2022, voicing concerns of the wolf and bison interaction with the public as documented on Rustic Retreat Deer Park Facebook page. The writer included documentation of 24 wolf dog hybrid attacks resulting in death to people from age 13 months to 73 years old.
- Recycling Center Encroachment: Further discussion held on lease agreement between township and SSFSB. Township to maintain driveway and provide insurance coverage for recycling center. SSFSB would be responsible for payment of property taxes. Township lease payment to be made out to Treasurer at SSFSB. Willeford will discuss with town's attorney about changes. To date the attorney has not completed the lease agreement; but is working on it.

**Monthly Correspondence and/or email:**

- Payment received from DOT for General Transportation Aids for \$13,451.91.

- Payment received from Sheboygan County for half-percent sales tax shared revenue for \$3222.00.
- Clerk responded to email inquiry if there are dirt-bike trails in township, which currently there are no dirt-bike trails in township.
- Email received from County IT Director, Chris Lewinski, via County Clerk Jon Dolson questioning if municipalities have internet connectivity issues. Clerk responded yes; Town of Russell is in dire need of internet service.
- Shoreline/Floodplain zoning permit received from Sheboygan County for construction of a shed for existing well house at the Sheboygan County Marsh. Clerk to check with Brian Witkowski if township building permit application was received for this building.

**Building Permit:** Board reviewed building permit application received from Witkowski Inspection Agency for a 60 x 60 accessory shed for Sharon Klahn/Don Arndt.

**Liquor/Operator Licenses:** Two operator license applications received from Jovan's. Board reviewed. Ausloos motioned to approve applications, seconded by Schmahl. Motion carried.

**Recycling Center:** No issues.

**Constable Report:** No issues.

**Town Roads:**

- Resident questioned if township could do a double-width cut of ditches every 2 years, instead of a 3-year rotation, to keep brush from getting too large to cut with mower. Discussion held.
- Stop sign by Rusmar/Lefebber intersection blew over.
- Replacement fire sign installed for resident on Turba Court.

**Other Town Business:**

- ARPA. Clerk completing paperwork.
- AirBNB. Need to check with WTA about ordinance.
- Conditional Use Permit for N. Brownson. Need to review zoning administrator's recommendations and schedule Planning Board meeting.

**Adjourn:** Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 9:01 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Wednesday, September 7, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:07 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:**

Board members present: Chairman Willeford, Supervisor Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski. Excused: Supervisor Ausloos.

**Approval of Meeting Minutes:** Minutes from Monday, August 1, 2022, were read. Schmahl motioned to approve the minutes as read. Willeford seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from August 2022. Schmahl motioned to approve the report as read. Willeford seconded motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for September 2022. Motion made by Schmahl to pay the bills as presented, seconded by Willeford. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update: No updates because Aaron Brault from Sheboygan County Planning Department is on vacation.
- Tom Mueller Conditional Use Permit: Willeford relayed response from attorney. A scheduling hearing is in the process of being set.
- Recycling Center Encroachment: Willeford reviewed draft lease agreement from attorney. Discussion followed. Willeford will have attorney make changes to draft agreement and then send to Dan Schirmer.

**Monthly Correspondence and/or email:**

- Chris Henshue from Shue Consulting inquired if Town required permits for installation of fiber optic conduit in Town right of way; none is needed. Bug Tussel Wireless is designing a fiber optic network in Calumet County and there may be some bleeding into Town of Russell.
- Bay Lake Regional Planning Commission sent survey for information on any community projects being planned. Currently the Town does not have any projects that fall under the Commission's categories.

- DNR sent notice for Lands Applied for 2023 Entry into the Managed Forest Land (MFL) program. The proposed property was reviewed and does fall under the guidelines as outlined for MFL by the DNR. DNR will also do visual inspection to verify eligibility.
- Sheboygan County Shared Revenue Program Agreement was received. Clerk will complete form and return to Sheboygan County Finance Department.
- Sheboygan County Sales Tax Revenue Sharing preliminary budget was received. Town will receive \$7494 in 2023, up from \$6444 in 2022.
- WISLR Local Road Recertification Packet received by Willeford. Clerk will complete this.
- Population for Town is 383 per WI Department of Administration, and 290 residents are of voting age.
- DNR sent notice of transfer of ownership of lands enrolled under MFL program.

**Building Permit:** Members reviewed building permit application from Witkowski Inspection Agency for a shed at Broughton Marsh Park.

**Liquor/Operator Licenses:** None.

**Recycling Center:** No issues.

**Constable Report:** Constable had reported to Clerk there were no issues.

**Town Roads:**

- Quote was received for repair of Irish Court from County; will check when this will be completed.
- Will obtain quote from County for repair of Anderson Court.

**Other Town Business:**

- ARPA. No update.
- AirBNB. No update.
- Nick Brownson Conditional Use Permit: Schmahl and Bill Kraus from Planning Board are planning to meet with landowner to discuss CUP. Schmahl discussed CUP with County Planning Department and they are okay with proposed changes and no survey needs to be done because change is creating a separate zoning on property. Schmahl presented ArcGIS Web Map with proposed zoning changes.

**Adjourn:** Motion to adjourn made by Schmahl, seconded by Willeford. Meeting adjourned at 8:38 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, October 3, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:**

Board members present: Chairman Willeford, Supervisor Ausloos, Supervisor Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski.

**Approval of Meeting Minutes:** Minutes from September 7, 2022, were read. Schmahl motioned to approve the minutes as read. Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from September 2022. Ausloos motioned to approve the treasurer's report as read. Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for October. Motion made by Schmahl to pay the bills as presented, seconded by Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update: Aaron Brault at Sheboygan County Planning Department is in process of meeting with County Administrator about suggestions made by town board for rental of Marsh Educational Building.
- Tom Mueller Conditional Use Permit: Court date is set for November 28, 2022.
- Recycling Center Encroachment: Willeford sent draft copy of lease agreement to Dan Schirmer; he is waiting to hear back from Mr. Schirmer.

**Monthly Correspondence and/or email:**

- Payment of \$3222 received from Sheboygan County Sales Tax Revenue.
- Payment received for special assessment from NEW Title.
- Notice of Shared Revenue estimate from State of Wisconsin received for 2023 in the amount of \$22, 364.39.
- Notice of Exempt Computer Aid 2023 estimate received in the amount of \$3.11.
- Minutes of County Board of Canvassers for August 11, 2022, election received with town having one discrepancy of missing seal number on the Inspector Statement.
- Willeford received Sheboygan County Timber Cutting Notice/Permit for intent to harvest forest products on Birkholz Hereford Farm LLC.

**Building Permit:**

- Board reviewed permit application from Witkowski Inspection Agency for R. Meyer to replace siding on house.
- Neighbor questioned if the correct setback was followed for building on D. Arndt property.
- Ausloos will speak with property owner on Sexton Road about obtaining a building permit for work being done on the house.

**Liquor/Operator Licenses:** One operator license application received for Jovan's. Board reviewed application. Schmahl moved to approve the operator license application, seconded by Ausloos; motion carried.

**Recycling Center:**

- Someone is dropping off garbage during off hours at the recycling center which is trespassing.
- Discussed condition/damage of driveway into recycling center, from the trash removal trucks, and ways to resolve this.

**Constable Report:** Nothing to report.

**Town Roads:**

- Discussed if gravel settled enough where culvert was replaced on Sheboygan Road for it to be blacktopped. Schmahl will check with Halbach who replaced culvert.
- Willeford is in contact with Wade at county about patching Irish Court.
- Residents have complained about big farm trucks using jake brakes when doing field work. Constable will speak with the farmers.

**Other Town Business:** Schmahl will discuss with Nick Brownson about status of Conditional Use Permit.

**Adjourn:** Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 8:28 p.m.

Respectfully Submitted:

Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, November 7, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:08 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Chairman Willeford, Supervisor Ausloos, Supervisor Schmahl. Others present: Treasurer Cobble, Clerk Mierzejewski, Dan Schirmer, Pete Geyer.

**Approval of Meeting Minutes:** Minutes from October 2022 were read. Ausloos motioned to approve the minutes as read. Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Cobble presented the report from October 2022. Schmahl motioned to approve the treasurer's report as read. Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Clerk presented the bills for November 2022. Motion made by Schmahl to pay the bills as presented, with Willeford checking with Sheboygan County Highway Department about bill, seconded by Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update: No update from Aaron Brault on rental of Marsh Educational Building.
- Tom Mueller Conditional Use Permit: Willeford has a conference call with Attorney Bauer on Thursday. Trial date set for November 28, 2022. DNR has a legal battle with Rustic Retreat Deer Park.
- Recycling Center Encroachment: Dan Schirmer from SSFSB reviewed lease agreement. Both parties agree on sections 1, 2, 4, 5, 6, 7, and 8. Mr. Schirmer requested section 3 include a restorative clause, that after termination of the lease the property should be returned to its prior state, i.e. removal of concrete, etc. from waste/recycling area. Willeford will contact Attorney Bauer about making changes.

**Monthly Correspondence and/or email:**

- Contract from Sheboygan County Sheriff's Department for Joint Powers Agreement received. Agreement reviewed and signed by Willeford. Clerk will email Agreement to Sheriff Roeseler.
- WI Department of Safety and Professional Services sent a copy of the Compliance Statement regarding the status of the Marsh Educational Building. The status of the project is satisfactorily completed.



- Payment received from NEW Title Services for title search.

**Building Permit:** No building activity for October.

**Liquor/Operator Licenses:** None.

**Recycling Center:** Pete Geyer, recycling center caretaker, requested board check with people at Sheboygan transfer station to have them put the recycling dumpster closer to the retaining wall. Also residents have asked about e-cycling; discussion followed. Also discussed repair of potholes/ruts in driveway by entrance caused by the trucks hauling the dumpsters away.

**Constable Report:** None.

**Town Roads:**

- Discussed creating an ordinance for ATV use on town road. This will be addressed in 2023.
- Intersection sign on Sexton Road by Holstein Road is loose; this will be repaired.
- Tom Perl approached Ausloos about a batch of box elders in the ditch on Sheboygan Road across from his house that cause problems with blowing snow and not able to see deer crossing road. Perl offered to cut trees and remove stumps with a backhoe. Discussion followed. Schmahl motioned to pay up to \$500 for a backhoe to remove stumps in the right of way by Tom Perl. Ausloos seconded motion. Motion carried.

**Other Town Business:**

- Nick Brownson Conditional Use Permit. Board working on this.
- Town will host Wisconsin Towns Association County meeting in January. Clerk checked with Aaron Brault about renting the Marsh Educational Building for the meeting. The board can use the building at no charge because it is a county meeting.

**Adjourn:** Motion to adjourn made by Ausloos, seconded by Schmahl. Meeting adjourned 8:38 p.m.

**BUDGET MEETING:**

Willeford called the meeting to order at 8:39 p.m.

Clerk presented the proposed budget for 2023. Discussion held. Schmahl motioned to approve the budget as prepared, Ausloos seconded motion, motion carried.

Ausloos motioned to adjourn the budget meeting, Schmahl seconded motion. Motion carried. Meeting adjourned at 8:52 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, December 5, 2022

Town of Russell Hall 7:00 p.m.

**Call to Order** at 7:20 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:**

Board members present: Chairman Willeford, Supervisor Schmahl, Supervisor Ausloos.

Others present: Treasurer Cobble, Clerk Mierzejewski, Dan Schirmer, Pete Geyer.

**Approval of Meeting Minutes:** Minutes from November 7, 2022, were read. Schmahl motioned to approve the minutes as read. Ausloos seconded motion: motion carried. Minutes from the Budget Meeting held November 7, 2022, were read. Schmahl motioned to approve minutes, seconded by Ausloos; motion carried.

**Treasurer's Report:** Cobble presented the treasurer's report from November 2022. Motion made by Ausloos to approve report as read. Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Clerk presented the bills for December 2022. Motion made by Schmahl to pay the bills as presented, seconded by Ausloos. Motion carried.

**Town Members/Special Topics:**

- Town Hall Update: No new update.
- Tom Mueller Pending Conditional Use Permit: Court trial was November 28, 2022. Judge Persick ruled in town's favor; that to obtain a CUP the town has right to get documentation from property owner, and to require property owner comply with law set forth in documentation from other agencies.

Per Judge Persick, Thomas Mueller, dba Rustic Retreat Deer Park LLC, cannot have public interactive sessions with the wolfdogs; if Mr. Mueller does have public interactive sessions with the wolfdogs, she will fine him \$500 a day retroactive to 11/28/2022.

CUP application received from Attorney Voeklner on behalf of Rustic Retreat Deer Park LLC. Board reviewed document and deemed it insufficient due to missing previously requested information; and portions of the application were clearly in violation of Judge Persick's ruling.

- Recycling Center Encroachment/Lease Agreement: Board and Dan Schirmer reviewed current draft of lease agreement. Schmahl motioned to agree to the current draft of the lease as written unless other party has further revisions/questions. Ausloos seconded motion. Motion carried.
- Clerk indicated date needs to be set for the Caucus. Board set date for Monday, January 16, 2023, at 7:00 p.m. at the town hall. Notice will be posted in newspaper, at town hall, and on town website by January 5, 2023.
- Clerk brought to the board's attention an error made on the 2023 proposed budget. Town levy amount was figured incorrectly; the new amount is an increase of \$1385.00. Board reviewed. Schmahl motioned to approve corrected 2023 budget, Ausloos seconded motion; motion carried.

**Monthly Correspondence and/or email:**

- Payment received from Sheboygan County for dog listing for \$48.00
- Year in Review received from Grota Appraisals.
- County Board of Canvass minutes for November 8, 2022, general election was reviewed. Town of Russell had no discrepancies. There were 195 voters of which 16 were absentee voters and 15 were election day registrations. Town had 77% voter turnout; state-wide turnout was 58%.
- Also 2 residents expressed interest in being poll workers, board will speak with them.

**Building Permit:** No permits for November.

**Liquor/Operator Licenses:** No applications for November.

**Recycling Center:**

- Pete Geyer indicated he will have the recycling center open on Christmas Eve and New Year's Eve.
- Pete Geyer talked with GFL about placement of the recycling dumpsters closer to the retaining wall when they drop off the dumpsters.
- After discussion, decision made to post a sign by the dumpsters for residents to call Pete to schedule a drop-off date for larger items and/or loads; reason being it is easier to fit these items in the dumpster when the dumpster is empty.
- Need to address the potholes left by trucks dropping off the dumpsters.

**Constable Report:** Nothing to report.

**Town Roads:** Complaint received about mud and manure being all over roads from farmer hauling manure with a tractor to the fields. Schmahl spoke with the farmer; farmer understood issue, was cooperative, and agreed to pay attention to this issue in the future.

**Other Town Business:** Resident in town wants to put a 30x40 foot shed 5 feet from lot line. Would need to speak with Zoning Administrator, Jerrod Henschel, about zoning regulations.

**Adjourn:** Motion to adjourn made by Ausloos, seconded by Schmahl. Meeting adjourned 9:37 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Schedule**

Caucus Meeting, January 16, 2023, 7:00 p.m.  
Monthly Meeting Monday, February 6, 2023, 7:00 p.m.  
Monthly Meeting Monday, March 6, 2023, 7:00 p.m.  
Monthly Meeting Monday, April 3, 2023, 7:00 p.m.  
Spring Election Tuesday, April 4, 2023

If you have an item for the agenda, please contact Town Clerk

Meeting dates and time will be finalized the month prior