

TOWN OF RUSSELL BOARD APPROVED MINUTES

Wednesday, January 3, 2024

7:00 p.m. Town Hall

Call to Order at 7:13 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, Pete Geyer.

Approval of Meeting Minutes: Minutes from December 4, 2023, were read. Ausloos motioned to approve the minutes as read. Schmahl seconded motion. Motion carried.

Treasurer's Report: Cobble presented the December report. Schmahl motioned to approve the report as read. Ausloos seconded the motion. Motion carried.

Monthly Bills: Town Clerk presented the bills for January. Motion made by Ausloos to pay the bills as presented, seconded by Schmahl. Motion carried. Clerk to bill J. Maurer for sweeping Sheboygan County Highway Department did for manure spill in November.

Public Comments: None.

Town Members/Special Topics:

- Town Hall Update: Gary Kraus from the Town Hall Committee updated board on meeting with architect. Architect will create presentation drawing and email to clerk, and Kraus will work on obtaining ballpark estimates for new town hall. Willeford will fumigate to get rid of bees/wasps in town hall.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Court date scheduled for February 22, 2024, at 9:00 a.m. in Sheboygan.

Monthly Correspondence and/or email:

- Clerk received check from County for a tax payment with no taxpayer name on it. Clerk had emailed County for information and gave check to Cobble.
- County sent payment for 2023 dog listing for \$48.00.
- Clerk gave Ausloos information/application for creating ATV routes in township. Willeford obtained contact person information from Town Rhine chairperson for assistance in setting up ATV route.
- General Transportation Aid payment from State for \$13,717.84 was received.
- Special Assessment letter and payment received from Twohig, Rietbrock, Schneider & Halbach for Winkel's Highland Dairy LLC.

- Received recertification application from DATCP Farmland Preservation Zoning Ordinance. Board reviewed and requested clerk to contact zoning administrator to complete this form.

Building Permit:

- December building permit applications were received from Witkowski Inspection Agency; one for J. Ausloos and one for A. Zorn, both for window replacement. Board reviewed applications.
- Constable Ausloos stated E. Kurtz was notified he needs to obtain building permit for shingle roof replaced with steel, and A. Borisenko application for house renovation was received by Witkowski.

Liquor/Operator Licenses: None.

Recycling Center:

- Willeford will get fire extinguisher recharged for recycling center.
- Starting in March, Geyer will change traffic flow at recycling center to have residents enter the unloading area from the east, i.e. traffic will flow to right, enter the unloading area opposite of what is being done now, and then drive straight west to leave. This will assist when there are a lot of residents in line waiting to unload.

Constable Report: Two residents with delinquent dog licenses will have court dates in January.

Town Roads: Willeford will speak with Wade at County about brine being used on town roads.

Other Town Business:

- 2023 Audit will be conducted in February.
- Per request, clerk to schedule Dr. Engelbretson, administrator from Elkhart Lake Schools, to speak at next meeting.
- Board okayed clerk to order additional voting supplies.
- Cobble received information County could do mailing of the tax bills. Current price for this would be \$245; whereas Cobble's cost would be \$152.
- County informed Cobble they will be going to a cloud-based system for tax collection in two years.
- ATV ordinance is being worked on.

Adjourn: Motion made by Schmahl, seconded by Ausloos. Meeting adjourned 8:43 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, February 5, 2024

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: January minutes were read. Ausloos motioned to approve the minutes as read, Schmahl seconded motion; motion carried.

Treasurer's Report: January treasurer's report was read. Schmahl motioned to approve as read, Ausloos seconded the motion; motion carried. Also a revised December report was handed out.

Monthly Bills: Clerk presented the bills for February . Motion made by Ausloos to pay the bills as presented, seconded by Schmahl; motion carried.

Public Comments: None.

Town Members/Special Topics:

- Town Hall Update: The architect's preliminary drawing was reviewed. Gary Kraus, Schmahl, and Ausloos met with employee from Schwartz's Septic Service at proposed build site. They then met with Dick Kraus at Russell Church to review facilities. The entire board will meet on February 7th with Dick Kraus at the Russell Church for tour. Kraus should have cost estimates of building from preliminary drawing by the March meeting. The board is considering all options for a new town hall.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Court date is scheduled February 22, 2024, at 9:00 a.m.

Monthly Correspondence and/or email:

- Clerk discussed correspondence with zoning administrator regarding the Farmland Preservation recertification. Jeff Sanders from Community Planning and Consulting LLC will assist with completing recertification paperwork.
- Dr. Englebretson from Elkhart Lake-Glenbeulah School District will attend the next meeting to discuss upcoming referendum.
- Notice received that Elkhart Lake-Glenbeulah School District will have a school board election in April.

- Open Book and Board of Review dates were discussed. Open Book will take place on Tuesday, May 7th from 9:00 to 11:00 a.m. and Board of Review is scheduled on Wednesday, June 5th at 6:00 to 8:00 p.m.; both held at the town hall.
- Wisconsin Town's Association District Meeting will be held Saturday, March 9th, in Manitowoc. Board members and clerk will attend meeting which includes Board of Review recertification class.
- Form received from WE Energies requesting road weight restrictions for spring. Discussion held. Holstein Road between County H and Sheboygan Road will be weight restricted from March 1st through April 15th. Clerk will complete form.

Building Permit: Permit applications received from Witkowski Inspection Agency. Board reviewed one for A. Borisenko for house remodel and the other for E. Kurtz for roof replacement from shingles to steel.

Liquor/Operator Licenses: None.

Recycling Center: None.

Constable Report:

- Constable working on ATV ordinance.
- A stray St. Bernard dog was found in a resident's garage and later reunited with owner.
- Two residents with delinquent dog licenses had their court date pushed back.

Town Roads: The 6-to-20-foot culvert inventory and assessment program was discussed. Schmahl and Ausloos watched webinar about this. One box culvert on Holstein Road was identified that could qualify for this program.

Other Town Business:

- 2023 Town Audit. Treasurer and clerk each presented an audit report. After reviewing the audit was balanced, and board members signed the audit report.
- Cobble discussed delinquent tax report.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 10:00 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, March 4, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

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

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

Treasurer's Report: Treasurer Cobble presented the treasurer's report from February.

Schmahl motioned to approve the treasurer's report as read. Ausloos seconded the motion.

Motion carried.

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

Public Comments: None.

Town Members/Special Topics:

- Dr. Engelbretson, Elkhart Lake School District Administrator, presented Power Point regarding upcoming referendum. Discussion held.
- Town Hall Update: Per Schmahl, Gary Kraus has preliminary numbers and is willing to help with the project. Another meeting to review numbers with Kraus scheduled for March 21st at 7:00 p.m. Willeford spoke with WTA about ways to finance project.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Ausloos spoke with DNR Warden Arndt about getting written record of the DNR's position on the wolf-dog hybrids. Ausloos spoke with Ashley at the DA's office to find status of DNR citation that was issued. Schmahl received a phone call from Mueller after court date; Schmahl informed him he is welcome to attend a board meeting to discuss concerns.

Monthly Correspondence and/or email: None.

Building Permit: Witkowski forwarded building permit application for D. Schmahl to replace roof and door on machine shed and a razing permit for Drake Dairy to remove barn and silos on property on Highway H.

Liquor/Operator Licenses: None.

Recycling Center: Geyer reported he changed the traffic pattern at the recycling center, and it is working out well with no issues.

Constable Report: Ausloos spoke with Ashley at DA's office on two delinquent dog licenses, both have court dates in March.

Town Roads:

- Ausloos working on ATV ordinance.
- Jim Drake suggested installation of stop signs on Sexton at Holstein intersection to improve safety. Discussion followed.

Other Town Business: None.

Adjourn: Motion to adjourn made by Ausloos, seconded by Schmahl. Meeting adjourned 9:50 p.m.

Respectfully Submitted:
Lynette Mierzejewski
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Thursday, March 21, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Gary Kraus, Pete Geyer, Michelle Geyer.

Public Comments: None.

New Town Hall: Kraus handed out rough estimate to remodel the Town Russell Church basement to be used as a town hall. Discussion followed. Kraus then handed out rough estimate to build a new town hall using the revised blueprint. Discussion followed. Willeford checked into ways to finance the project and up to 5% of the equalized value of the township could be borrowed. Town's equalized value is \$48,000,000.00 and therefore up to \$2.5 million could be borrowed. Discussion followed on what is not up to code, especially to use current building for voting, and what improvements a new building would provide.

Other Town Business:

- Rustic Retreat Deer Park. Willeford was informed the \$4000 fine Judge Persick issued to Tom Mueller was docketed (lien on property).
- Discussed if delinquent payment penalty for dog licenses could be docketed also.
- Check signed for tax software the treasurer uses.
- Willeford signed clerk's Board of Review meeting affidavit.
- Schmahl stated some town residents complained about a sign posted, on Sexton Road by the recycling center, to vote no on the Elkhart Lake School referendum due to it being on town property. Discussion followed.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 8:33 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES
Monday, April 1, 2024
Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Pete Geyer, Brian Olson.

Approval of Meeting Minutes: Minutes from March 4, 2024, were read. Schmahl motioned to approve the minutes as read, Ausloos seconded motion; motion carried. Minutes from March 21, 2024, new town hall meeting were read. Schmahl motioned to approve minutes as read, seconded by Ausloos; motion carried.

Treasurer's Report: Treasurer Cobble presented the report for March 2024. Ausloos motioned to approve the treasurer's report as read, Schmahl seconded the motion; motion carried.

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

Public Comments: None.

Town Members/Special Topics:

- Town Hall Update: Willeford checked with Bank First and they do provide loans to municipalities.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning Noncompliance: Clerk received copies of emails from DNR Warden Peter Dunn to Mr. Mueller regarding DNR's position on exhibition of wolf-dogs which included a physical restrictive barrier between the wolf-dog and the viewing public; the exhibition provision defines exhibit as the "means to display for the purpose of public viewing, regardless of whether a fee is charged"; wolf dogs were legislatively assigned to the DNR to be regulated as a wild animal.

Monthly Correspondence and/or email:

- WE Energies is planning on rebuilding part of the electrical distribution system in the township and inquired if there were any road projects scheduled in the next 5 to 10 years in the areas of Clark Road, Highview Road, and part of Sexton Road.
- DNR sent info on land that will remain in Managed Forest Land after transfer of ownership.
- Kiel EMS requested to be on the annual meeting agenda to discuss service update and proposed increase in rate for 2025.
- Sheboygan County Planning and Conservation Department sent a guide for Erosion Control and Stormwater Management permitting requirements. If more than one acre of land is disturbed an Erosion Control permit will be needed from the County.
- Department of Revenue sent notice that Lottery Credit will be distributed by County to municipalities by April 15th.
- Rural Insurance sent Business and Work Compensation policies; both reviewed.
- WTA Sheboygan County Unit Meeting is scheduled for April 4th at Town of Wilson.
- Per State statutes if annual meeting held at same time and place as previously a notice does not need to be posted in newspaper. Clerk asked board if the notice should be posted in newspaper; discussion followed. Geyer said he could hand out a notice at the recycling center; clerk will give him 50 copies of the agenda to hand out. Notice will not be posted in newspaper.

Building Permit: Witkowski Inspection Agency sent building permit application for R. Risse for a home addition; board reviewed application.

Liquor/Operator Licenses: None.

Recycling Center: Geyer stated more regrind is needed by dumpsters; he will let board know when he is ready for it.

Constable Report: Nothing.

Town Roads: Brian Olson from Sheboygan County Highway Department discussed the 6-to-20-foot bridge inventory, completing grant application for road repair, and discussed repair options for various town roads. Question raised about applying brine prior to snowstorms. Olson explained brine keeps the snow from sticking to the roads and it is more efficient than applying salt.

Other Town Business:

- Cobble had listing of delinquent dog licenses for this year; list reviewed.
- Discussed political signs placed on town property. Clerk checked with WTA if there is a state statute regarding this; there is none; however, the town could adopt a policy that can be enforced uniformly. Discussion held.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos; meeting adjourned 9:24 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Thursday, May 2, 2024

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.

Roll Call: Chairman Willeford, Supervisor Ausloos, Supervisor Schmahl, Treasurer Cobble, Clerk Mierzejewski, Pete Geyer

Approval of Meeting Minutes: Minutes from April 1st were read. Schmahl motioned to approve the minutes with corrections, Ausloos seconded motion; motion carried.

Treasurer's Report: Cobble presented April report. Ausloos motioned to approve the report as read, Schmahl seconded motion; motion carried.

Monthly Bills: Clerk presented the bills for May. Motion made by Schmahl to pay the bills as presented, seconded by Ausloos; motion carried.

Public Comments: None.

Town Members/Special Topics:

- New Town Hall: Willeford stated Town's bank does municipal loans, spoke with Vinny, and sent him information about proposed town hall. Spoke with Town's attorney about having a private investor build town hall. Per attorney documentation would be needed to show investor does not have financial gain from the project. Discussed having a special meeting in June to discuss town hall plans.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning Noncompliance: Clerk received letter from Sheboygan County Planning Department indicating Mueller is in violation of County Sanitation Ordinance with having one septic system for house, but none for the guest house. County gave option of removing plumbing for guest house or installing a separate septic system for the guest house. Discussion held. Clerk will send letter to Mueller stating per Town Russell Zoning regulations, only one primary residence is allowed on a 40-acre parcel; therefore, only one septic system is allowed.

Monthly Correspondence and/or email:

- Open Book on May 7th from 9:00 to 11:00 a.m. Ausloos will open door for the assessor.
- Three-year notice received from Sheboygan County to have holding tank pumped at Town Hall. Ausloos will contact pumping service to have this done.

- Sheboygan County Planning Department sent notice of M. Murray constructing a 40x40-foot garage and confirmed it will not increase wastewater loading and meets setbacks from existing septic system. No indoor plumbing allowed unless County issues a permit.
- Discussed Maintenance of Effort (MOE) report Department of Revenue (DOR) requires for increased money from Shared Revenue Program. Ausloos and Schmahl will speak with St. Anna Fire Department about completing their portion and Clerk will contact Kiel EMS to complete their portion. These are due to Clerk by mid-June, and Clerk will file final report with DOR by July 1st.

Building Permit: None.

Liquor/Operator Licenses: None.

Recycling Center: Nothing to report.

Constable Report:

- Sign fixed on Sexton Road.
- Apparently two of S. Lipps dogs were in Calumet County. Court dates scheduled for Lipps and Borisenko in April for delinquent payment of dog licenses from 2023.

Town Roads:

- Annual road inspection scheduled for May 15th at 5:00 p.m.
- Agricultural Road Improvement Program (ARIP) discussed. Plan is to have Holstein Road repaired, and a new bridge built. C. Schnell will help with completing grant application.
- Discussed having “Road Closed” signs made. Geyer stated he can have S. Geyer make two signs for town.

Other Town Business:

- Alternate Voting Location: Tabled.
- Ausloos gave update on recent District meeting he attended.
- Discussed policy on having signs placed on Town’s property. Willeford discussed with Town’s attorney if he, as chairperson, is allowed to second motions. Schmahl motioned to adopt a policy as follows: Any and all signs placed on town property indicating that the town is advocating a position on a candidate or issue will be removed from town property. Willeford seconded the motion. Vote taken, two in favor of motion, one against motion; motion carried.
- Clerk asked for recommendation on printers, as current printer uses a lot of ink. Willeford will check into other options.

Adjourn: Adjourn motion made by Schmahl, Ausloos seconded. Meeting adjourned 8:55 p.m.

Respectfully Submitted:

Lynette Mierzejewski Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, June 3, 2024

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, on town website and at town hall.

Attendance:

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

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

Approval of Meeting Minutes: Minutes from May 2, 2024, were read. Schmahl motioned to approve the minutes as read, Ausloos seconded motion; motion carried.

Treasurer's Report: Cobble presented the treasurer's report from May. Ausloos motioned to approve the report as read, Schmahl seconded the motion; motion carried.

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

Public Comments: None.

Town Members/Special Topics:

- New Town Hall Update: Willeford shared correspondence update from Vinnie at Bank First National. Meeting to discuss new town hall scheduled June 19th at 7:00 p.m. Geyer handing out meeting agenda at the recycling center.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Discussion held.

Monthly Correspondence and/or email:

- Notice from Wisconsin DNR that 19.82 acres are being withdrawn from Managed Forest Law program by current owner.
- UW-Madison Sheboygan County will hold a meeting on Generative Artificial Intelligence and how it applies to local governments. Meeting held during the day; board members unable to attend.
- Email from Village of St. Cloud board member gauging interest in creating a local community roundtable to meet other local leaders and learn about neighboring

communities. Discussion held and consensus was this is what the WTA county meetings are for.

Building Permit: None.

Liquor/Operator Licenses:

- Clerk presented operator, liquor, and cigarette license renewal applications for upcoming year. Background checks were done with no issues. Clerk is waiting on three operator licenses from Jovans. Ausloos motioned to approve all the applications pending receipt of the three operator licenses, seconded by Schmahl; motion carried.
- Currently cigarette license fee is \$5.00 for one year. Discussion held on increasing the fee after reviewing what other municipalities charge. Ausloos motioned to increase the cigarette license fee to \$50.00 for a one-year license beginning with the July 1, 2025 licensing period, seconded by Schmahl; motion carried.

Recycling Center: Geyer reported trash dumpster was not emptied. He contacted hauler who said the contract was cancelled, which it was not. In the interim they brought a 15-yard dumpster to use with no lid. Clerk to check upcoming invoice to verify tonnage was not increased due to no lid and the heavy recent rain.

Constable Report:

Failure to pay dog license report:

- Follow up from 2023 nonpayment of license: Lipps does have dogs; they have been seen on her property.
- For 2024 license year Manier owes a late fee of \$75.00 with the \$5.00 spayed license fee.

Town Roads:

- Town of Marshfield sent note indicating Olrich Court needs work; they are unable to do a decent job plowing, and River Lane is very rough over culvert at bottom of hill. Clerk to contact Town of Marshfield to let them know board is aware of Olrich Court road condition and the issue with River Lane culvert is in the Town of Greenbush half mile of the road.
- Road check was done. Discussed section from Grogan Road to Hwy J and the box culvert by Hwy J and Sheboygan Road needs repair. Also road signs throughout township are getting faded; discussed having them replaced.
- Schmahl spoke with Brian Olson at Sheboygan County Highway Department about ARIP grant and what roads town is interested in repairing. Discussed making the bridge wider on Holstein Road. A scope will be installed to monitor traffic patterns on Holstein and Sheboygan Road.

Other Town Business:

- Town residents are encouraged to contact farmers with concerns about mud on the roads from farm equipment.
- Resident on Hwy H contacted Ausloos about a blocked culvert on their property; informed resident they are responsible for maintaining this.
- Clerk has not received Maintenance of Effort form from St. Anna Fire Depart. Schmahl will contact Todd Witt about this.

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

Respectfully Submitted
Lynette Mierzejewski
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, July 1, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Brian Witkowski/Witkowski Inspection Agency.

Approval of Meeting Minutes: June minutes were read. Schmahl motioned to approve the minutes as read, Ausloos seconded; motion carried.

Treasurer's Report: Cobble presented June report. Ausloos motioned to approve as read, Schmahl seconded; motion carried.

Monthly Bills: Clerk presented July bills. Discussed County Highway bill which included noxious weed control and a culvert for J. Maurer. Schmahl motioned to pay the bills, seconded by Ausloos; motion carried. Clerk will invoice Maurer for culvert.

Public Comments: None.

Town Members/Special Topics:

- Witkowski Inspection Agency Contract renewal: Discussion held with emphasis on property owner's safety being protected when Brian does final inspection. Certificate of Liability Insurance received from Brian. Contract was reviewed. Schmahl motioned to approve contract with Witkowski Inspection Agency as the town's building inspector from July 1, 2024, through June 30, 2026, seconded by Ausloos; motion carried and contract signed by Willeford, Witkowski, and clerk.
- Town Hall Update: Vinnie from Bank First had questions and discussion was held.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Discussed pursuing cease and desist order due to posting on social media of continued interaction with wolf dogs.

Monthly Correspondence and/or email:

- Notice received for upcoming WTA county meeting.
- Clerk to complete Tax-Exempt Property form for state. No form was received from Town Russell church; discussed who to contact to get this form.
- Fire sign ordered for property on Grogan Road west of Hwy J.

Building Permit: Witkowski Inspection Agency sent permit application for D. Buechel to change existing overhead electrical to underground. Application reviewed by board.

Liquor/Operator Licenses: None. Jovan's has a \$30.00 credit due to two applicants deciding not to renew operator license.

Recycling Center: Nothing to report.

Constable Report:

- Delinquent dog license paid by Manier.
- Delinquent 2023 dog license for S. Lipps has upcoming court date.
- In June road signs were stolen from Town of New Holstein, Calumet and Manitowoc Counties, and Town of Russell. Person responsible for this was found via posting of stolen signs on Facebook. Signs were returned.

Town Roads:

- Willeford is getting estimates from County Highway Department for road repairs; from there will decide which roads to do.
- Ditches need to be cut. Half the roads in township will be double cut, remainder will be single cut. County will start on July 8th.
- Schmahl discussed process for Agricultural Road Improvement Program grant. He has been in contact with the county for estimates for repairs of Holstein Road, portion of Sexton Road, and portion of Grogan Road. Board agrees to pursue. Board reached out to Cookie Schnell to assist in completing grant paperwork, since she has previous experience with doing this. Application for grant will be available late summer.

Other Town Business: None.

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

Respectfully submitted,
Lynette Mierzejewski
Town of Russell clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, August 5, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

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

Approval of Meeting Minutes: July minutes were read. Ausloos motioned to approve the minutes as read, Schmahl seconded; motion carried.

Treasurer's Report: Cobble presented July report. Schmahl motioned to approve as read, Ausloos seconded; motion carried.

Monthly Bills: Clerk presented August bills. Ausloos motioned to pay bills as presented, seconded by Schmahl; motion carried. Discussed mowing of ditches. Clerk to compare mowing costs from last year with this year's cost.

Public Comments: None.

Town Members/Special Topics:

- Town Hall Update: Discussed process going forward with building plans.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Discussion held. Will go ahead with cease and desist order due to continued posts on social media of interactions with wolf dogs.

Monthly Correspondence and/or email:

- Clerk discussed increase in Department of Revenue Shared Revenue payment.
- Clerk received notice Town's assessor contract expires this year; new contract will be forthcoming from Catalis.
- Notice received from Brett Zemba at Sheboygan County Planning Department on new procedure for reporting zoning map updates due to retirement of Kevin Struck.
- Clerk responded to Division of Alcohol Beverage survey regarding new statewide operators' permit and municipal implementation of full-service retail sales for producers.
- Permit request received from WE Energies for J. Maurer electrical work was reviewed and signed.

Building Permit: Witkowski Inspection Agency sent permit application for M Murray for a shed. Application reviewed by board.

Liquor/Operator Licenses: None.

Recycling Center: Nothing to report.

Constable Report:

- Ausloos working on implementing ATV use on town roads.
- A. Borisenko dog is scheduled for rabies vaccination in October.

Town Roads:

- Quote received from County Highway Department for blacktop repair to 1345 feet on Grogen Road east of CTH J with estimated cost of \$40,429.00. Okay was given to go ahead with project.
- Culvert on Sheboygan Road by CTH J needs repair.

Other Town Business:

- Schmahl reported on Agricultural Road Improvement Program (ARIP) grant.
 - He has been working with Dean at the County Highway Department.
 - Town of Morrison received grant in first round; Schmahl spoke with their town board about the process.
 - Schmahl met with Town of New Holstein chairperson and the engineer they hired to assist with grant writing process. Engineer is from Ayres and he also wrote Town of Morrison grant. Engineer will do scope for mile section of Sheboygan Road in Town of New Holstein and assist them with application.
- Schmahl motioned to enter into a contract with Ayres to provide engineering expertise in writing ARIP grant application for Town of Russell. Motion seconded by Ausloos and motion carried.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 8:50 p.m.

Respectfully submitted,
Lynette Mierzejewski
Town of Russell clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Tuesday, September 3, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Pete Geyer, Sarah Lipps.

Approval of Meeting Minutes: August minutes were read. Schmahl motioned to approve the minutes as read, Ausloos seconded; motion carried.

Treasurer's Report: Cobble presented August report mentioning entry for August tax settlement was not included (\$18,944.04); he will revise the report. Ausloos motioned to approve as read with the revision to include missing deposit, Schmahl seconded; motion carried.

Monthly Bills: Clerk presented September bills. Schmahl motioned to pay the bills, seconded by Ausloos; motion carried.

Public Comments: Sarah Lipps wanted to discuss incident at St. Ann Park. Board informed her to contact St. Ann Sportsmen, since this does not involved the Town. She also brought up that she no longer has dogs, that she dog sits for other people. Board informed her to make sure dogs are licensed in their respective municipality.

Town Members/Special Topics:

- Town Hall Update: Willeford working on this project.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Discussion held.

Monthly Correspondence and/or email:

- Payment received for two special assessment letters, one for Burrell, the other for Mueller. Treasurer has completed the forms.
- WI Demographic Service Center population estimate for town is 376 for 2024. Of these 376 people, 285 are of voting age. Clerk stated registered voters for August election was 245.
- Email received from Adam Multer, Glenbeulah Fire Department, wanting to meet to discuss providing first responder services for township. Clerk will contact Mr. Multer to attend November meeting.

- Notice of Local Municipal Roundtable is scheduled for October 15th in St. Cloud. Board feels the WTA county meetings provide an opportunity to meet leaders of other townships and discuss concerns.
- Elkhart Lake School Superintendent scheduled for October meeting to discuss referendum on November ballot. Clerk will print notice of meeting to be handed out at recycling center.
- Permits received from WE Energies for their Retirement Phase 3 projects. Board reviewed. Work will be done on sections of Clark, Highview, and Sexton Roads, as well as CR-J, MM, and SR. Clerk to sign permits and email to WE Energies.
- WI DOT Local Road Certification form received and signed by Willeford. Clerk will mail form to the DOT.

Building Permit: None.

Liquor/Operator Licenses: None.

Recycling Center: Nothing to report.

Constable Report: Ausloos gave update on progress of new ATV ordinance.

Town Roads:

- Paving on Grogan Road done.
- Culvert by Sheboygan Road and County J will get repaired. County agreed to pay for half of culvert per Willeford.

Other Town Business:

- ARIP
 - Willeford gave clerk signed copy of contract with Ayres for engineering services.
 - Cookie Schnell working on narrative for grant which is due September 30th. Engineer will meet with Cookie and Dan mid-September to assist with application. Grant application will be for repair of the majority of Holstein Road.
- Cobble to send letter to S. Lipps requesting proof of whose dogs she is taking care of and their current dog license.

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

Monday, October 7, 2024

Town of Russell Hall 7:00 p.m.

Call to Order at 7:00 p.m. by Chairperson Willeford followed by the pledge of allegiance. Clerk confirmed agenda was posted.

Attendance:

Board members present: Chairperson Willeford, Supervisor Ausloos, Supervisor Schmahl. Others present: Treasurer Cobble, Clerk Mierzejewski, Marc Bond, William Brede, Terry Winkel, June Winkel, Sue Watry, Donald Arndt, Jackie Ausloos, Ashley Lammers, Josh Lammers, Gary Bieck, John Kiehna, and from Elkhart Lake School District Amanda Gebert, Sarah Tegen, and Adam Englebretson, district administrator.

Approval of Meeting Minutes: September minutes were read. Willeford stated under Town Roads should read, "County agreed to pay for half 'of culvert'. Schmahl motioned to approve the minutes with correction, Ausloos seconded; motion carried.

Treasurer's Report: Cobble presented September report. Ausloos motioned to approve as read, Schmahl seconded; motion carried.

Monthly Bills: Clerk presented October bills. Schmahl motioned to pay the bills, seconded by Ausloos; motion carried.

Public Comments: Jackie Ausloos questioned if board investigated another polling place for November election as current building is subpar for election with furnace blowing mold and wasp problem, should take more pride in polling place, and need more workers for elections.

Town Members/Special Topics:

- Elkhart Lake School District November Referendum: Dr. Englebretson gave a power point presentation on reasons/need to consolidate middle and high school. Discussion held and questions were answered.
- Town Hall Update: Willeford stated architect needs to draw plans yet. Gary Kraus has also been in contact with the architect. Schmahl will attend WTA State Convention to attend seminars about grants and capital expenditures.
- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Mueller has sold his property in Town of Russell and purchased new property in Marinette County for his business.

Monthly Correspondence and/or email:

- Sheboygan County sales tax payment received.

- Notice from WE Energies informing town that work will start on Retirement Project #4955047, which is the section west of Hwy J on Sexton Road.
- WI legislature amended supermajority requirements for zoning amendments. Information received from town attorney's office about this. Willeford requested this be forwarded to zoning administrator. Clerk will email this to Jerrod Henschel.

Building Permit: Witkowski Inspection Agency sent permit applications for D. Schneider pole shed and driveway and J. Maurer for electrical work. Applications reviewed by board.

Liquor/Operator Licenses: None.

Recycling Center: Geyer stated brush pile is large enough to be burned. St. Ann Fire Department will be contacted for this.

Constable Report:

- Ausloos handed out information on ATV ordinance that he has been working on.
- S. Lipps was told by Schmahl that she needs to pay fine for delinquent dog license.

Town Roads: Grogan Road has been repaired and culvert on Sheboygan Road has been replaced.

Other Town Business:

- ARIP – Grant application was submitted. Per Schmahl committee reviewing applications had an additional question/clarification on application. Schmahl requested clerk send him invoices from Sheboygan County Highway Department pertaining to the surveying/scoping done for this project which included Sheboygan Road (Town of New Holstein portion). Town of New Holstein will be invoiced for portion of work that was done. Schmahl discussed compensating Cookie Schnell for her help with the grant application.
- Contracts reviewed and signed by board and clerk for the following: Kiel EMS Contract Renewal for 1 year, Sheboygan County Highway Department Agreement 1/1/2025 to 12/31/2027, Shared Revenue Agreement for 1 year, and Catalis Appraisals 1/1/2025 to 12/31/2027.
- Cobble needs a new computer and county treasurer is changing their tax bill system.

Adjourn: Motion to adjourn made by Ausloos, seconded by Schmahl. Meeting adjourned 9:24 p.m.

Respectfully submitted,
Lynette Mierzejewski
Town of Russell clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, November 4, 2024

Town of Russell Hall

Budget Meeting 6:30 p.m.

Budget meeting called to order at 6:30 p.m. by Chairperson Willeford, followed by the pledge of allegiance. Clerk confirmed agenda was posted.

Attendance:

Board Members present: Chairperson Willeford, Supervisor Ausloos, Supervisor Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Julie Kraus, Bill Kraus, Pete Geyer.

Clerk presented the proposed 2025 budget and reviewed line items. Discussion held and questions answered. Schmahl moved to approve the budget as presented, seconded by Ausloos; motion carried.

Monthly Meeting

Willeford called monthly meeting to order at 7:00 p.m. Clerk confirmed agenda was posted. In attendance at this meeting were Gary Kraus and Howard Floeter from Cadre, as well as those listed above.

Approval of Meeting Minutes: October minutes were read. Ausloos motioned to approve the minutes as read, Schmahl seconded; motion carried.

Treasurer's Report: Cobble presented October report. Schmahl motioned to approve as read, Ausloos seconded; motion carried.

Monthly Bills: Clerk presented November bills. Ausloos motioned to approve monthly bills, Schmahl seconded; motion carried.

Public Comments: None.

Town Members/Special Topics:

- New Town Hall update: Gary Kraus and Howard Floeter presented updates on plans and walked through the steps in obtaining bids. Town needs to obtain a site survey, have a storm water evaluation/sanitary permit, land use permit to go forward. Floeter explained difference between having a general contractor versus a construction manager; he also has a specification book that has the bid forms in it. A newspaper notice for bids will need to be done. Bids can be broken down into 'packages' as follows:

1. Excavation/backfill/gravel
2. Concrete/rebar/anchor bolts
3. Lumber, plywood, headers
4. Drywall
5. Doors/hardware
6. Windows
7. Outside finishers
8. Floor covering
9. Well/septic

When reviewing the bids you need to have just cause to refuse a bid. Discussed construction loan, lien waiver. Plans do not need to be state certified since size is 19,000 cubic feet, which falls under size limit for state certified plans; town has option to submit plans to state if desired.

After discussion Schmahl motioned to have Town of Russell hire Gary Kraus and his company as construction manager for new town hall at a rate of \$65.00/hour, maximum 100 hours. If over 100 hours rate will need to be renegotiated. Ausloos seconded motion; motion carried.

- Tom Mueller dba Rustic Retreat Deer Park Cease/Desist/Zoning noncompliance: Mr. Mueller has sold his property in township. Town received check for \$4000.00 which was the amount the judge had docketed at February 2024 court case for violations.

Monthly Correspondence and/or email:

- Information on Special Resolution Process to Exceed Levy Limit received from WI Department of Revenue.
- WI DNR sent notice of 23 acres being withdrawn from Managed Forest Land by current owner.

Building Permit: Witkowski Inspection Agency sent permit application for J. Jensen to replace windows. Application reviewed by board.

Liquor/Operator Licenses: Jovan's requested approval of one operator's license. Board reviewed application. Schmahl moved to approve the application, seconded by Ausloos; motion carried. Jovan's has \$30.00 credit for operator licenses; \$15.00 will be put towards this license.

Recycling Center: Nothing to report.

Constable Report:

- Moving forward on ATV ordinance; looking for resources to assist with purchasing signage for ATV routes.
- Cobble stated no money was received from county for S. Lipps late dog license violation; Ausloos will check with DA. A. Borisenko late dog license violation has not been settled yet.

Town Roads: Nothing.

Other Town Business:

- ARIP: Schmahl sent bill to Town of New Holstein for half of the survey/scoping work that was done. Engineer contacted Schmahl indicating that municipalities receiving grants will be notified by end of December. Town would like to acknowledge Cookie Schnell for her assistance with grant; a gift card will be purchased.
- Schmahl gave update on what he learned at WTA State Convention.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 9:10 p.m.

Respectfully submitted,
Lynette Mierzejewski
Town of Russell clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, December 2, 2024

Town of Russell Hall 7:00 p.m.

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

Pledge of Allegiance followed.

Agenda Posted: Yes.

Attendance:

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

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

Approval of Meeting Minutes: November minutes were read. Ausloos motioned to approve the minutes as read, Schmahl seconded; motion carried.

Treasurer's Report: Cobble presented November report. Schmahl motioned to approve as read, Ausloos seconded; motion carried.

Monthly Bills: Clerk presented December bills; Ausloos moved to approve, seconded by Schmahl; motion carried.

Public Comments: None.

Town Members/Special Topics:

- New Town Hall: Schmahl checked with Ayers to see if grants are available for municipal buildings. Zoning change for proposed building site discussed; zoning Administrator Jerrod Henschel was contacted and advised Willeford to check with town attorney.
- Henschel also advised having town attorney review the 'supermajority' issue requirements for zoning changes.

Monthly Correspondence and/or email:

- Payment received from County for 2024 dog reimbursement.
- Service agreement received from Sprinter (formerly KerberRose Technology). Agreement reviewed and no changes will be made.
- 911 Joint Agreement with County was reviewed and signed by Willeford and Mierzejewski.
- Permit from WE Energies for D. Arndt, new underground electrical service, reviewed and signed.

Building Permit: Witkowski Inspection Agency sent permit application for Drake Dairy for direct load bays for milk transfer to semi-trucks. Application reviewed by board.

Liquor/Operator Licenses: None.

Recycling Center:

- Geyer will contact St. Ann Fire Department to burn brush pile by recycling center.
- Also residents are bringing excessive trash from home improvement projects to the center. Board reiterated residents who have excess trash from home projects need to get their own dumpster and not bring it to the recycling center.

Constable Report: Nothing to report.

Town Roads:

- ATV Ordinance: Ausloos handed out information on ATV ordinance he has been working on.
- ARIP. Waiting to hear from state if grant application was approved for upgrading Holstein Road.

Other Town Business: None.

Adjourn: Motion to adjourn made by Schmahl, seconded by Ausloos. Meeting adjourned 8:46 p.m.

Respectfully submitted,
Lynette Mierzejewski
Town of Russell clerk