

## TOWN OF RUSSELL BOARD APPROVED MINUTES

January 7, 2020

**Call to Order** at 7:00 p.m. by Supervisor Ausloos in absence of Chairman Winkel.

**Pledge of Allegiance** followed.

**Agenda Posted:** Confirmed. Clerk Mierzejewski mentioned the locks are not the same for all 3 places to post Town information. All present agreed to update locks to be keyed the same. Clerk Mierzejewski will take care of this.

**Attendance:** Board members present: Ausloos, Schmahl, Cobble, and Mierzejewski.  
Others present: Mike Willeford.

### **Approval of Meeting Minutes:**

Motion to approve the Town of Russell, December 3, 2019, meeting minutes made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried.

Motion to approve the Town of Russell, December 11, 2019, special meeting minutes made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report for December 2019. Motion to approve December 2019 treasurer's report made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried. Treasurer Cobble reported the first round of tax collection went well.

**Monthly Bills:** Clerk Mierzejewski presented the bills for January 2020. Discussed tax settlement to the schools will be made when the figures are received from the County. Motion made to pay bills made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Letter of Resignation dated December 3, 2019, effective January 7, 2020, received from Terry Winkel.
- ☐ Supervisor Schmahl introduced Mike Willeford who expressed interest in being the interim town chairman. State statutes were reviewed pertaining to appointing an interim town official, members found the town to be compliant with statutes. Supervisor Schmahl made a motion to appoint Michael Willeford interim town chairman effective January 8, 2020 until the spring 2021 election, seconded by Supervisor Ausloos. Motion carried.

### **Monthly Correspondence and/or E-mail:**

- ☐ Letter from DOT received regarding General Transportation Aid amount.
- ☐ Town of New Holstein will have referendum on April 2020 election.
- ☐ Email from Sheboygan County Planning Board with a link to the updated Comprehensive Plan.
- ☐ Grota Appraisals mailed a summary of work done in 2019.

**Building Permits:** None.

**Liquor/Operator License:** None.

**Recycling Center:** None.

**Constable Report:** Constable Ausloos reported dumping of garbage on personal property on Holstein Road. County Sheriff's department was contacted and they will follow up.

**Town Roads:**

- ☐ Treasurer Cobble stated the stop ahead sign on Holstein Road north of Sexton Road is leaning/almost down. Chairman Willeford will contact the county about this.
- ☐ Supervisors Schmahl and Ausloos will look into replacing road signs that are missing.
- ☐ Discussed condition of roads in township that need attention.

**Other Town Business:**

- ☐ WTA Sheboygan County Unit meeting January 17, 2020. Some board members are interested in attending.
- ☐ WTA District meeting. Board members will attend.
- ☐ Salt is needed for ramp/steps by Town Hall. This will be purchased.
- ☐ Treasurer Cobble brought in TriCounty newspaper clipping of Larry Kempf at the Marsh Tower by the brick purchased to honor his years of service to the township.
- ☐ Clerk Mierzejewski will attend clerk training on January 23<sup>rd</sup> in Waldo.
- ☐ Clerk Mierzejewski asked if town monthly meeting could be moved to a different night. Beginning February 2020 meetings will be held on the 1<sup>st</sup> Monday of the month.
- ☐ A discussion was held about the address sign for Lucy Mueller.

**Tabled issues:** Town Hall Roof Repair.

**Adjourn:** Motion to adjourn was made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried. Meeting adjourned 9:30 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule:**

Monday, February 3, 2020 at 7 p.m.

If you have an item for the agenda, please contact the Town Chairman Mike Willeford (920) 946-6778

## TOWN OF RUSSELL BOARD APPROVED MINUTES

February 3, 2020

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

**Pledge of Allegiance** followed.

**Agenda Posted:** Confirmed. Clerk Mierzejewski informed those present all locks are keyed the same for the 3 posting places.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.  
Others present: Treasurer Cobble, Clerk Mierzejewski

**Approval of Meeting Minutes:** Minutes from January 7, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read with the addition of "discussion was held for the address sign for Lucy Mueller". Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from January 2020. After questions were answered pertaining to the report, Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for February 2020. Discussed settlement to the schools will be made when figures are received from the County. Motion made to pay the bills as presented by Supervisor Schmahl, seconded by Supervisor Ausloos; motion carried.

### **Town Members/Special Topics:**

- ☐ Supervisor Schmahl reported contacting Lucy Mueller, informing her the address sign was ordered and he will deliver it when received.

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

- ☐ Interim Chairman Willeford received invitation to Wisconsin Asphalt Pavement Association seminar and Construction Business Group Winter Conference. No board members expressed interest in attending.
- ☐ Interim Chairman Willeford received map from US Department of Commerce. Town Clerk will file map.
- ☐ Clerk Mierzejewski received email from Laurie at JK Inspections introducing a new building inspector, Brian Witkowski. Interim Chairman Willeford will contact Mr. Witkowski and invite him to a town meeting.

### **Building Permit:**

- Supervisor Ausloos followed up on a building permit from fall of 2019 for William Braun. Supervisor Ausloos contacted Mr. Braun, explained why a building permit is required, and Mr. Braun agreed to obtain the permit. Town Clerk will send necessary documents to Mr. Braun and issue the building permit.

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

- Clerk Mierzejewski indicated Jovan's requested a license for bartender Cheri Schad. Appropriate paperwork, payment was received; and background check was obtained. After discussion, Supervisor Ausloos made a motion to approve the license. Supervisor Schmahl seconded. Motion carried.

**Recycling Center:** Nothing to report.

**Constable Report:** Nothing to report.

#### **Town Roads:**

- Estimate received from Struck and Irwin Paving for patching of 5 miles of town roads. A check on the condition of the roads will be done by the Town Board in March.
- Interim Chairman Willeford contacted Wade, at the County Highway Department, to introduce himself as Interim Town Chairman and discuss town roads.
- Supervisor Ausloos explained some town residents are interested in allowing ATVs to be on town roads. He indicated residents who want this need to get a copy of ordinance/proposal to present to Town Board. Supervisor Ausloos will check with other townships that have this ordinance.

#### **Board of Audit:**

- Treasurer Cobble presented the totals for the Town of Russell Board of Audit 2019. Clerk Mierzejewski presented the totals from the clerk's recordkeeping for 2019. The totals matched. Supervisor Schmahl made a motion to accept the audit numbers match. Supervisor Ausloos seconded motion. Motion carried. The Board of Audit form dated February 3, 2020, was signed by the Town Board.

#### **Other Town Business:**

- Discussed condition of Town Hall roof. When the weather warms up a visual inspection will be done, and further discussion held.
- Treasurer Cobble requested approval to upgrade Quicken Program. Request granted. Also, US Postal Service not happy when property tax payments are placed in treasurer's mailbox without a stamp; should go through proper mailing channels. Treasurer is reviewing delinquent personal property and real estate tax report.
- Clerk Mierzejewski requested approval of the following poll workers for 2020 elections: Rosemarie and Herb Dickman, Judy Schmitz, Janet Seiler, Mark Novotovic, Jackie Ausloos, Larry Kempf, and Lori Braun. Board approved all poll workers.

- Clerk Mierzejewski requested purchase of printer for exclusive use for town clerk activities. Supervisor Schmahl made motion for purchase of a printer for town clerk with \$100.00 limit. Supervisor Ausloos seconded motion. Motion carried.
- Clerk Mierzejewski raised question on rate for mileage reimbursement. Currently Town reimbursement rate is \$0.45/mile. IRS rate for 2020 is \$ 0.575/mile. Board suggested adding this to the annual meeting agenda for discussion.
- Clerk Mierzejewski informed Town Board of a Clerk Training Institute held for a week in Green Bay. Discussion was held. Town Clerk with check with other municipal clerks to see if they have attended this training and if they felt it was beneficial.

**Adjourn:** Motion to adjourn was made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried. Meeting adjourned 9:12 p.m.

Respectfully submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule:**

Monday, March 2, 2020 at 7 p.m.

If you have an item for the agenda, please contact Interim Town Chairman:  
Mike Willeford (920)-946-6778

# TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, March 2, 2020

**Call to Order** at 7:02 p.m. by Interim 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 February 3, 2020, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from February 2020. Supervisor Schmahl 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 March 2020. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

## **Town Members/Special Topics:**

- ☐ Address sign was not received for Lucy Mueller.
- ☐ Supervisor Ausloos will follow up on obtaining an ATV ordinance for the town roads.
- ☐ Interim Chairman Willeford will contact Brian Witkowski, a prospective new building inspector for the town, and invite him to an upcoming meeting.
- ☐ Interim Chairman Willeford informed those present the County Highway Department had filled in some potholes that were extremely bad.
- ☐ Fire Inspector will follow up on a violation at the town hall of an exit sign bulb burnt out at the basement exit.
- ☐ Supervisor Ausloos will check the condition of the roof, as well as some loose siding at the town hall.
- ☐ Interim Chairman Willeford will check with the Friends of the Marsh about the new building and possible rental of space for the town.

**Monthly Correspondence and/or email:**

- ☐ WE Energies sent correspondence to clerk about electrical improvements on the Marshfield Retirement project. This will include updates on County H from Hwy J to Sexton Road, north on Sexton Road, then west on Sheboygan Road to Irish Road.
- ☐ Correspondence received from Kenny Krell regarding Elkhart Lake Triathlon's route through township on June 6, 2020.
- ☐ Discussed information received from UW-Madison education series on Managing Local Land Use, Planning and Zoning; and Pipeline Emergency Response Training and if any active pipelines are in the township.

**Building Permit:** None.

**Liquor/Operator Licenses:** Clerk Mierzejewski sent a letter to Jovan's and 3 Guys and a Grill regarding procedure for obtaining operator license through township.

**Recycling Center:** No concerns.

**Constable Report:** Nothing to report.

**Town Roads:** Town Board will do a visual check of the town roads on March 25<sup>th</sup> to see what needs repair.

**Other Town Business:**

- ☐ Treasurer Cobble informed Board that he sent letter to Baxter Healthcare regarding Personal Property Tax issue. He is also following up on dog licenses report.
- ☐ Discussed upcoming annual meeting on April 21, 2020, at 7 p.m. Items for agenda include the Marsh building and mileage reimbursement.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 8:20 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Wednesday, April 8, 2020

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

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes, on-line only, with notation it would be an abbreviated meeting due to Covid-19.

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

Others present: Treasurer Cobble, Clerk Mierzejewski, and Aaron Brault  
Sheboygan County Planning Director.

**Approval of Meeting Minutes:** Minutes from March 2, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from March 2020. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for April 2020. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Clerk Mierzejewski handed out information received from the county on ATV permit and Right of Way to board members. They will review information and discuss at upcoming meeting.

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

- ☐ Clerk received survey from county planning department about enhancements for the township open spaces. Supervisor Ausloos will review and complete the survey.
- ☐ Dan Schmahl acknowledged Clerk Mierzejewski for a job well done preparing the town hall for the April 7<sup>th</sup> election and following social distancing guidelines and precautions.

**Building Permit:** Stan Meinnert requested a building permit for a 40' x 200' feed pad. Board reviewed request. Supervisor Schmahl made a motion to approve the request. Supervisor Ausloos seconded the motion. Motion carried. Clerk Mierzejewski will issue the building permit.

**Liquor/Operator Licenses:** None.



**Recycling Center:** No concerns.

**Constable Report:** Supervisor Ausloos informed board there is an unusual amount of traffic on Hunter's Court recently.

**Town Roads:** Clerk Mierzejewski informed board a resident in the St. Cloud area indicated there are potholes in the area of Rusmar Road. Supervisors will check this out. Supervisor Schmahl has noticed there are cracks in the sealant applied on Sexton Road. He will contact Struck and Irwin about this.

**Other Town Business:**

- ☐ Aaron Brault gave a brief, preliminary update on the building being built at the marsh and different options on leasing space.
- ☐ Treasurer Cobble is working on collecting personal property tax from Baxter Healthcare and following up on overdue dog licenses.
- ☐ Board agreed to postpone the Annual Meeting until further notice due to the coronavirus. This will be reviewed at the next meeting. A decision will be made at the next meeting if the Board of Review will be held on June 2<sup>nd</sup> or not.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 8:12 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

May 4, 2020 at 7:00 p.m.

**ANNUAL MEETING POSTPONED UNTIL FURTHER NOTICE DUE TO CORONAVIRUS**

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

# TOWN OF RUSSELL BOARD UNAPPROVED MINUTES

Monday, May 4, 2020

**Call to Order** at 7:00 p.m. by Interim 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 April 8, 2020, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from February 2020. Supervisor Schmahl 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 May 2020. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

## **Town Members/Special Topics:**

- ☐ Supervisor Schmahl will check on fire sign for Lucy Mueller.
- ☐ Supervisor Ausloos will follow up on open spaces survey and is reviewing information on ATV ordinance for township.
- ☐ Interim Chairman Willeford was notified of the stop sign down on Highview and Grogan road. The county was contacted, and the sign was repaired. Also, resident Winkler on Irish Road asked about putting in a culvert on his property. Zoning Administrator was contacted and Interim Chairman Willeford informed Winkler he could proceed with culvert, no permit needed.
- ☐ Town Board discussed roof repair options.

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

- ☐ Received Personal Property Aid from Dept of Revenue for \$18.80.
- ☐ Town Board discussed road repair options and different vendors available.

## **Building Permit:**

- ☐ Clerk received building permit application from Tom Schirmer for concrete driveway.

**Liquor/Operator Licenses:** None.

**Recycling Center:** No concerns.

**Constable Report:**

- ☐ Constable Ausloos informed board of a trespassing incident that occurred and discussed regulations related to marsh property.
- ☐ Treasurer Cobble had 2 unpaid dog licenses for the constable to follow up on.

**Town Roads:**

- ☐ Need to blacktop areas where culverts were replaced on Ford and Grogan Roads. Wade from the County Highway Department was contacted about this.
- ☐ Culvert on Sexton Road broken; there is a hole in the road. Will contact Joe Halbach/Halbach Excavating about taking care of this.
- ☐ Supervisor Schmahl talked to Struck and Irwin about cracks seen in seal coat on Sexton Road. They informed him the sealing of cracks is good underneath and surface cracks are not too concerning.
- ☐ Discussed spray patch of Rusmar Road. Also discussed possibly chip seal Grogan Road between J and Highview next year.
- ☐ Town Board will do check of town roads on May 13<sup>th</sup>.

**Other Town Business:**

- ☐ Treasurer Cobble informed Board he received payment from Baxter Healthcare regarding Personal Property Tax.
- ☐ Clerk to verify with Les Ahrens about proceeding with Board of Review on June 2<sup>nd</sup>.
- ☐ Tabled date for annual town meeting; will decide at June meeting.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried. Meeting adjourned 8:43 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

June 1, 2020 at 7:00 p.m.  
Board of Review June 2, 2020 6:00-8:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, June 1, 2020

**Call to Order** at 7:00 p.m. by Interim 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 May 4, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from May 2020. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for June 2020. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Paul Mueller was unable to attend meeting as scheduled. Clerk to contact him about building permit application.

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

- ☐ Town Clerk presented information from Rural Insurance/Farm Bureau indicating since town is member of the Farm Bureau there are discounts available at various retailers, including Office Max where some of the town's office supplies are purchased.
- ☐ Recycling grant was awarded to the town for \$832.68 from the DNR.
- ☐ Per Wisconsin Open Record Law, request was received to provide wages of town employees. This information will be submitted.
- ☐ Kendra Kelling from Lakeshore Natural Resource Partnership would like to attend a town meeting to update town on 2 invasive species, Invasive Phragmites and Emerald Ash Borer. Clerk will contact her to schedule this.
- ☐ Info received from WI Elections Commission on grants available to municipalities to offset election costs as part of the CARES Act and proposed improvements for the upcoming elections.
- ☐ Information received from DNR of a name change (ownership) of Managed Forest Law land, that will remain in Managed Forest Law land.

**Building Permit:** None.

**Liquor/Operator Licenses:** Beverage Retail License Applications for Jovan's and 3 Guys and a Grill were received. Two new applications for operator license were received from 3 Guys and a Grill. Supervisor Schmahl made a motion to approve the 2 new applications, seconded by Supervisor Ausloos. Motion carried.

**Recycling Center:** No concerns.

**Constable Report:** Nothing to report. Treasurer Cobble indicated 1 late dog license was paid.

**Town Roads:**

- ☐ Town Board did the annual check of the condition of the roads in the town. Supervisor Schmahl gave the ratings report to Clerk to file with the Department of Transportation.
- ☐ Repairs were made on Rusmar Road. Interim Town Chairman contacted Wade at the county highway department for estimate on applying chip seal on Grogan Road east and west of Highway J.
- ☐ Halbach Excavating to be contacted about culvert work on Sexton Road.

**Other Town Business:**

- ☐ Supervisor Ausloos working on open spaces survey and the ATV ordinance.
- ☐ Supervisor Ausloos will get more info on a tractor mower for cutting the ditches; board will discuss further.
- ☐ Supervisor Schmahl indicated fire number for Lucy Mueller is on order.
- ☐ Annual meeting is scheduled for July 21<sup>st</sup> at 7 p.m.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 8:44 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monthly Meeting July 6, 2020 at 6:00 p.m.

Annual Meeting July 21, 2020 at 7:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

**TOWN OF RUSSELL, SHEBOYGAN COUNTY**  
**APPROVED BOARD OF REVIEW MEETING MINUTES**  
**JUNE 2, 2020**

- Meeting called to order at 6:08 p.m. by Interim Town Chairman Willeford
- Roll Call: Certified Board members present-Michael Willeford, Dan Schmahl, Jon Ausloos, Jeremy Cobble, Lynette Mierzejewski, Les Ahrens (GROTA Appraisals).
- Confirmation of meeting notices:
  - Notices were posted on Town Bulletin Board and Town Hall Door.
  - Town residents were informed via March newsletter.
  - In recent monthly meeting minutes.
- Selection of Chairman for Board of Review: Dan Schmahl nominated Mike Willeford as chairman, Jon Ausloos seconded, motion carried.
- Selection of Vice-Chairman for Board of Review: Jon Ausloos nominated Jeremy Cobble as Vice-Chairman, Dan Schmahl seconded motion, motion carried.
- Lynette Mierzejewski verified town board members Mike Willeford, Dan Schmahl, Jon Ausloos, Jeremy Cobble, and Lynette Mierzejewski attended Board of Review training. Information was recorded on the State's website.
- Les Ahrens of GROTA Appraisals reported the following:
  - Assessor Affidavit document explained, signed, and handed over to the town clerk to remain with the assessment roll.
  - No new laws.
  - No scheduled Board of Review cases. No late open book adjustments.
  - Nine contacts during Open Book with general questions, no major issues.
  - From last reevaluation to this reevaluation main shift in classification was from productive forest to swamp.
  - Not a lot of new construction in township.
  - Level of assessment considered at 100% for this meeting.
  - Town of Russell Assessment Level for 2020 in compliance with Department of Revenue. In 2020 photos were taken, sketches made, buildings measured and rated. Last reevaluation was in 2010.
  - Assessment Roll is available for review during suspension of open meeting.
- Motion made to suspend open meeting was made by Jeremy Cobble, seconded by Dan Schmahl. Motion carried. Open meeting suspended at 6:32 p.m.
- Open meeting reconvened at 7:56 p.m. by Chairman Willeford.
- Since no one attended the Board of Review; there were no objections, no other business was required; Jeremy Cobble made a motion to adjourn, seconded by Jon Ausloos. Motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,  
Lynette Mierzejewski  
Town of Russell Clerk

# TOWN OF RUSSELL BOARD UNAPPROVED MINUTES

Monday, July 6, 2020

**Call to Order** at 6:01 p.m. by Interim Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Zoning Administrator Jerrod Henschel, Sharon Klahn, Donald Arndt, Paul Mueller, Brian Witkowski.

## **Approval of Meeting Minutes:**

- ☐ Minutes from June 1, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.
- ☐ Minutes from June 2, 2020, Board of Review Meeting were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.
- ☐ Minutes from July 2, 2020, information meeting 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 June 2020.

Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for July 2020. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

## **Town Members/Special Topics:**

- ☐ Sharon Klahn and Donald Arndt requested approval of a building permit for a 36'x60' shed. They have sent documentation of the proposed building and its location on their property to Sheboygan County Planning and Conservation Department for approval which was reviewed and approved by the County Planning Department. Town Board reviewed the application and approved a building permit for a 36'x60' shed. Building permit fee was paid by Sharon Klahn.
- ☐ Interim Town Chairman was contacted by a prospective home buyer if a horse can be housed on a 2-acre parcel on Holstein Road. Zoning Administrator Henschel will research this and inform the Town Board of his findings.

- Paul Mueller appeared before the Town Board to discuss a retroactive building permit for a 16'x32' shed with electric constructed on his property. Town Board recommended tabling the issuance of a building permit at this time due to the town not having a building inspector. Mr. Mueller is to contact the County Planning Department to obtain a fire number for this new building.
- Brian Witkowski from Witkowski Inspection Agency was invited to the meeting to discuss the possibility of becoming the Town's building inspector. Brian introduced himself and what his services include with his main emphasis being 'protecting the homeowner.' He is the building inspector for 17 municipalities in the area and is based in Chilton. Discussion followed; questions were asked. The board requested Brian forward a copy of what his inspection lists includes and his fee schedule. The board decided to have a special meeting on Wednesday, July 15<sup>th</sup> at 6:00 p.m. to discuss Brian's proposal.

**Monthly Correspondence and/or email:**

- Town Clerk handed out membership cards from Wisconsin Towns Association to each town board member and treasurer.
- Additional information received from WI Elections Commission on grants available to municipalities to offset election costs as part of the CARES Act and proposed improvements for the upcoming elections. Base allocation is \$5000 per municipality with additional allocation based on municipality population. Town of Russell has been allocated \$6048. Town Clerk will research if these funds can be used to upgrade the voting booths and other items for the upcoming elections.
- Town Clerk received information about an ordinance from the county on Proposed Construction For Properties Served By Existing Septic Systems. This ordinance outlines the procedure to follow for construction on properties to ensure the necessary setbacks from the septic system are met prior to municipalities issuing a building permit.

**Building Permit:**

- Jim Zielke requested building permit for a 12'x20' garden shed, replacing his current garden shed. Building permit fee was included with the request. Supervisor Schmahl made a motion to approve the building permit with the understanding homeowner is responsible to verify compliance with all setbacks as outlined in the zoning ordinance on the town website and Supervisor Ausloos seconded the motion. Motion carried.

**Liquor/Operator Licenses:** Two operator licenses were requested by Jovans. Town Clerk reviewed applications with the board. Motion made by Supervisor Ausloos to approve the two operator licenses, seconded by Supervisor Schmahl. Motion carried.

**Recycling Center:** No concerns.

**Constable Report:** Nothing to report. Treasurer Cobble indicated there is 1 outstanding dog license; he will now contact the county about further action.



**Town Roads:**

- ☐ Town Board did not hear back from the county on the seal coating.
- ☐ Supervisor Ausloos did check out the tractor mower. It is a Ford with a side mower, rotatory, cost \$12,000. Discussion was held.

**Other Town Business:**

- ☐ Supervisor Schmahl asked Treasure Cobble to send newsletter to residents about upcoming annual meeting.
- ☐ Briefly discussed county's proposal with town for the new building at the marsh.
- ☐ Annual meeting is scheduled for July 21<sup>st</sup> at 7 p.m.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

- ☐ Annual meeting July 21<sup>st</sup> 7:00 p.m.
- ☐ August meeting, August 3<sup>rd</sup> 7:00 p.m.
- ☐ August election, August 11<sup>th</sup>, Partisan Primary
- ☐ September meeting TBD due to the holiday week
- ☐ October meeting, October 5<sup>th</sup> 7:00 p.m.
- ☐ November meeting, November 2<sup>nd</sup> 7:00 p.m.
- ☐ November election, November 3<sup>rd</sup>, General Election
- ☐ December meeting, December 7<sup>th</sup>, 7:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

TOWN OF RUSSELL APPROVED MINUTES  
INFORMATION MEETING  
JULY 2, 2020

Meeting called to order at 6:15 p.m. by Interim Town Chairman Michael Willeford.

Board members present: Willeford, Schmahl, Ausloos.

Others present: Treasurer Cobble, Clerk Mierzejewski, Aaron Brault from Sheboygan County Planning and Conservation Department.

Aaron Brault passed out and explained initial proposed lease and license agreement between Sheboygan County and Town of Russell regarding the new multi-purpose building at the Sheboygan Marsh being utilized for the Town Hall.

Discussion followed.

Motion to adjourn meeting made by Supervisor Schmahl, seconded by Treasurer Cobble. Motion carried. Meeting adjourned at 7:00 p.m.

Respectfully submitted,  
Lynette Mierzejewski  
Town of Russell Clerk

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, August 3, 2020

**Call to Order** at 7:10 p.m. by Dan Schmahl. Interim Chairman Willeford was available via teleconference and copies of the agenda, minutes, monthly bills had been forwarded to him.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

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

Others present: Treasurer Cobble, Clerk Mierzejewski, Brian Witkowski.

**Approval of Meeting Minutes:** Minutes from July 6, 2020, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried. Minutes from July 15, 2020, special meeting were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from July 2020. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for August 2020. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried. Due to Interim Chairman Willeford not attending the meeting, Clerk Mierzejewski verified with the bank that 2 signatures would be adequate for a check to be cashed. Town Clerk informed board Advanced Disposal had a charge of \$75.00 for Appliances/Freon from June 9, 2020. This was not paid this month. Board discussed and decided to pay bill next month and to send a letter that proof /evidence needs to be shown this was in Town Russell dumpster (photograph) in the future before this charge will be paid.

### **Town Members/Special Topics:**

- ☐ Representative from St. Cloud Fire Department contacted Interim Chairman Willeford to renew a 5-year contract for fire protection that is due September 2<sup>nd</sup>. Current amount is \$1700.00 per year. After discussion it was proposed to pay \$1700 for year one, \$1700 for year two, \$1800 for year three, \$1900 for year four, \$1900 for year five. Interim Chairman will contact St. Cloud representative to present proposal.

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

- ☐ Town Clerk sent a letter to Lucy Mueller for reimbursement for fire sign and post.
- ☐ Clerk received check for \$3224.00 for township's portion of county sales tax.
- ☐ Notice received from Sheboygan County Planning Department that a fire number was assigned to Paul Mueller property. Supervisor Schmahl will order fire sign.

### **Building Permit:**

- ☐ Building permit application received from Michael Braun to put new siding on attached garage. Supervisor Ausloos made a motion to approve building permit, seconded by Supervisor Schmahl. Motion carried.
- ☐ Brian Witkowski, building inspector, was present to review contract with town. Town Board discussed a few changes to the contract. Also discussed that line items of the contract can be changed after one year if needed. Mr. Witkowski agreed to changes and will update contract and forward to Interim Chairman and Clerk for signatures. Interim Town Chairman made a motion to retain Witkowski Inspection Agency as Town of Russell inspector once contract is signed and executed. Seconded by Supervisor Ausloos. Motion carried.
- ☐ Town Board asked Brian Witkowski about a property in question in the township that charges people to stay at a cabin on their property about having an inspection. Mr. Witkowski stated that by law if someone stays there the building should be inspected.

### **Liquor/Operator Licenses:** None.

### **Recycling Center:**

- ☐ Discussion was held with caretaker of the recycling center about accepting ashes. Determined there were too many issues with accepting ashes at the recycling center. Consensus of the board is not to accept ashes at the recycling center. Supervisor Ausloos will move the board where the agenda is posted at the recycling center from by the road to closer to the collection area.

### **Constable Report:**

- ☐ Constable Ausloos reported a stop sign was down/pushed over by Clark Road and Highway J area; could have been vandalism; this was fixed.
- ☐ Treasurer Cobble indicated he reported a late dog license to the district attorney.

### **Town Roads:**

- ☐ Interim Town Chairman met with Brian Olson from the County Highway Department for estimates on repair of Grogan Road east and west of Highway J. Estimates were handed out to those present and discussed. This would be a project for next year and possibly could split the cost between two years.
- ☐ Discussed the extensive cutting of the ditches in township by county.

- ☐ Town resident contacted Interim Town Chairman about an area on Clark Road that was pulverized when a farmer was hauling manure. Cones were put out. Interim Town Chairman will discuss this with the farmer.

**Other Town Business:**

- ☐ Supervisor Ausloos is working on the ATV ordinance.
- ☐ Discussion held about article in newspaper about town resident who is renting out a cabin on his property and if the property has the proper zoning and permits to do this.
- ☐ Town Clerk asked about increasing hourly wage for recycling center caretaker. Discussion held, an increase has not been done in a long time, and motion made by Supervisor Ausloos to increase the recycling center caretaker's hourly wage by \$3.00 an hour effective August 1, 2020. Supervisor Schmahl seconded the motion. Motion carried.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 9:12 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

- ☐ October meeting, October 5<sup>th</sup> 7:00 p.m.
- ☐ November meeting, November 2<sup>nd</sup> 7:00 p.m.
- ☐ November election, November 3<sup>rd</sup>, General Election
- ☐ December meeting, December 7<sup>th</sup>, 7:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

# TOWN OF RUSSELL BOARD UNAPPROVED MINUTES

Tuesday, September 1, 2020

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

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

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

Others present: Treasurer Cobble, Clerk Mierzejewski; members of St. Cloud Fire Department Mark Fritz, Bob Sippel, Neal Birschbach.

**Approval of Meeting Minutes:** Minutes from August 3, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from August 2020. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

## **Town Members/Special Topics:**

- ☐ Mark Fritz from St. Cloud Fire Department addressed the board regarding an increase in the annual amount for fire protection provided to Town of Russell. He explained there has been no raise in 5 years and would like a \$200.00 increase up front. Discussion followed and the following motion was agreed upon between Town of Russell and St. Cloud Fire Department: Motion made by Supervisor Schmahl to pay \$1800.00 year one, \$1800.00 year two, \$1900.00 year three, \$1900.00 year four, \$1900.00 year five for fire protection to St. Cloud Fire Department. Supervisor Ausloos seconded motion. Motion carried. Mark Fritz will draw up the contract and forward it to Interim Chairman Willeford.
- ☐ Interim Chairman spoke with Jon Maurer about damage done to Clark Road by manure haulers. Mr. Maurer did admit it was manure haulers from his farm; he used Clark Road to prevent damage on Grogan Road east of Highway J. Per Wisconsin Towns Association Mr. Maurer would be responsible to fix damage on Clark Road. Discussion followed and it was decided to ask Mr. Maurer to attend the next meeting to discuss further.

**Monthly Bills:** Town Clerk presented the bills for September 2020. Discussion followed. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

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

- ☐ Dawn Niedfeldt had questions if the town had ordinance for dog at large. Constable Ausloos will contact her.
- ☐ Kevin Meyer inquired if a permit was needed to move a building on town roads. Discussion followed. No permit is needed, but a written plan including the route to be taken; length, width, and height of building; anticipated date of move; if electric company has been contacted regarding power lines crossing route taken; name of who is doing the move and a certificate of insurance from them; and a bond to be paid prior to move. Clerk will send an email to Mr. Meyer requesting the above information.
- ☐ Lucy Mueller had questions about placement of mailbox by road; clerk to contact her and inform her to contact US Postal Service.

**Building Permit:** Copy of building permit application and payment received from Brian Witkowski for Debbie Wallner accessory building and culvert permit. Town Board reviewed the information received.

**Liquor/Operator Licenses:** Jovan's requested two renewals of operator licenses and 1 new application for operator license. Board reviewed applications and Supervisor Ausloos made a motion to approve the three operator licenses, seconded by Supervisor Schmahl. Motion carried.

### **Recycling Center:**

- ☐ No concerns.
- ☐ Supervisor Ausloos will make a new board for the agenda posting by the recycling center.

**Constable Report:** Constable Ausloos, along with two Sheboygan County DNR wardens, met with Tom Mueller on August 20, 2020, about the wolves on his property. This was prompted by town residents who voiced concerns, to members of the board, about wolves in the township per an article in the local paper in July promoting his Rustic Retreat Deer Park, LLC located on his property. Mr. Mueller was informed he needs a conditional use permit for Agricultural Tourism since he is charging people to tour and stay overnight at the Rustic Retreat Deer Park, LLC.

### **Town Roads:**

- ☐ Halbach Excavating will be contacted about culvert work on Sexton Road and Irish Road that needs to be done in 2020.
- ☐ Tom Perl contacted Town Clerk about overgrowth of trees on Sheboygan Road by his property. He stated the county will not take care of it because it is a town road. He is concerned since deer cross the road in this area and motorists are unable to see them approaching due to overgrowth. Town Board will investigate it.

**Other Town Business:**

- ☐ Town is looking at retaining attorney to assist with writing town ordinances.
- ☐ Fire sign received for Paul Mueller property. Supervisor Schmahl will deliver the sign along with a post to Mr. Mueller. Clerk will send bill for sign and post to Mr. Mueller.
- ☐ Brief discussion on Marsh Building proposal by Sheboygan County versus the Town building their own town hall; Interim Chairman offered donating land if the Town decides to go this route.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos.  
Meeting adjourned 9:13 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

- ☐ October meeting, October 5<sup>th</sup> 7:00 p.m.
- ☐ November meeting, November 2<sup>nd</sup> 7:00 p.m.
- ☐ November election, November 3<sup>rd</sup>, General Election
- ☐ December meeting, December 7<sup>th</sup>, 7:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778



# TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, October 5, 2020

Meeting held at Town Russell Hall 7:00 p.m.

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

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

## **Attendance:**

Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Jon Maurer, Pat Zorn, Janet Seiler, Dick Kraus, and Brian Olson and Greg Schnell from Sheboygan County Highway Department.

**Approval of Meeting Minutes:** Minutes from September 1, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from September 2020. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for October 2020. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

## **Town Members/Special Topics:**

- ☐ Discussion held regarding damage done to Clark Road by manure haulers for Jon Maurer. Discussed alternatives of making Highview Road more passable versus returning Clark Road to original condition or how it was prior to damage. After much discussion Supervisor Schmahl made a motion to have Clark Road repaired up to standard to allow Mr. Maurer to get in and out of property; and to split the cost between Mr. Maurer and the Town of Russell. Supervisor Ausloos seconded motion. Motion carried.
- ☐ Jon Maurer questioned if Holstein Road could be turned into a county road and have county maintain it. Discussion followed with members present from County Highway Department. Holstein Road will remain a township road.
- ☐ Brian Olson and Greg Schnell discussed the ditch cutting done in the township and spraying of invasive weeds. Jon Maurer asked if farmers could do spraying.
- ☐ Town Board discussed creating a plan with the County Highway Department on prioritizing road maintenance in the township.

- ☐ Brian Olson brought up work to be done on Grogan Road, to do some patching or hold off and do major road repair.
- ☐ Pat Zorn, chairman for Town Hall upgrade committee, introduced Kelly Claflin from Keller Structures. Mr. Claflin explained his services which includes a needs assessment that evaluates the current building and lot versus a facility study that is more involved. The cost for the needs assessment is \$1500.00. Supervisor Ausloos made a motion to retain Keller Structures for a needs assessment. Supervisor Schmahl seconded motion. Motion carried.

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

- ☐ Clerk Mierzejewski presented 2021 estimates for highway aid and shared revenue for township.
- ☐ Payment for 2 special assessments were received and given to Treasurer Cobble.
- ☐ Notice received from Wisconsin Towns Association dues will not increase for 2021.

#### **Building Permit:**

- ☐ Copy of building permit application and payment received from Brian Witkowski for Sheboygan Marsh Building for the educational center and for Matt Steffen to replace siding on house. Town Board reviewed information received.
- ☐ Clerk to contact Brian Witkowski about inspection of Paul Mueller property and to create something about his services for the town's website.

**Liquor/Operator Licenses:** Application received from Jovan's for 1 new operator license. Clerk Mierzejewski had contacted Jovan's because form was not filled out completely and received a verbal reply to the question that was not answered, which contradicted what was listed on Wisconsin Circuit Court Access website. Supervisor Schmahl motioned application would be approved if the operator answers the questions truthfully; otherwise it would not be approved. Clerk to contact Jovan's about this.

**Recycling Center:** No concerns.

#### **Constable Report:**

- ☐ Constable Ausloos has discussed with attorney about creating a wild animal ordinance for the township; further information will be forthcoming. He is also working on the ATV ordinance.
- ☐ Constable Ausloos spoke with Dawn Niedfeldt concerning dogs coming on road when she is walking. Constable Ausloos will speak with homeowner about this.

#### **Town Roads:**

- Halbach Excavating sent proposal for culvert work on Sexton and Irish Road for cost not to exceed \$6800.00. Motion made by Supervisor Ausloos, seconded by Supervisor Schmahl to accept proposal. Motion carried. Proposal signed and returned.

**Other Town Business:**

- Supervisor Schmahl stated when it rains heavy there is deep water running across Highway J by Wally Kraus and wondering if a caution sign stating watch for water on road should be put up. Interim Chairman Willeford will check with County Highway Department.
- Treasurer Cobble indicated budget meeting should be held. It will be held next month at 6:30 prior to the regular monthly meeting.
- Treasurer Cobble also discussed concerns over collecting taxes at town hall due to Covid-19. Discussed residents could drop off payment at the town hall during scheduled hours and he would mail receipts instead of having people congregating in town hall.
- Clerk Mierzejewski stated she will have poll workers attend Chief Inspector training prior to the general election that will be held by the County Clerk on October 22<sup>nd</sup>.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Motion carried. Meeting adjourned 10:33 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

- November 10<sup>th</sup>, 6:30 p.m. budget meeting, 7:00 p.m. regular monthly meeting
- December 7<sup>th</sup>, 7:00 p.m.

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

TOWN OF RUSSELL BOARD APPROVED MINUTES  
And ANNUAL BUDGET MEETING  
Tuesday, November 10, 2020  
Town Russell Hall

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

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, and Schmahl virtually.  
Others present: Pete Geyer, Treasurer Cobble, Clerk Mierzejewski.

**Annual Budget:** Clerk Mierzejewski presented annual budget to those present. After review Supervisor Schmahl made a motion to approve the annual budget as presented and Treasurer Cobble seconded motion. Motion carried.

**Approval of Meeting Minutes:** Minutes from October 5, 2020, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from October 2020. Supervisor Schmahl 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 November 2020. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

**Town Members/Special Topics:**

- ☐ Dennis Schnell, Recycling Center caretaker, is stepping down from his position. Pete Geyer has come forward to be the new caretaker. Pete will train a few weeks with Dennis and then take over the end of November.
- ☐ Supervisor Ausloos has been in contact with Attorney Gary Jahn and Lara at the Wisconsin Towns Association about drafting a wild animal ordinance. Discussion followed.

**Monthly Correspondence and/or email:**

- ☐ Two special assessment requests received and completed by Treasurer Cobble; payment was received by Town Clerk.
- ☐ Dog listing payment received from Sheboygan County for \$47.00

- ☐ Joint Powers Agreement County 911 Emergency System form was reviewed and signed by Interim Chairman Willeford.
- ☐ Routes to Recover grant was reviewed. The town has funds remaining from the grant and these funds can be designated to other institutions. Town Board agreed to assist City of Kiel EMT with PPE items. Clerk will speak with City of Kiel administrator.

**Building Permit:** Brian Witkowski issued a building permit for Dave Turba who is building an accessory shed. Town Board reviewed paperwork.

**Liquor/Operator Licenses:** None.

**Recycling Center:** No concerns. Dennis Schnell is stepping down. Pete Geyer is taking his place. See Town Members entry above.

**Constable Report:** Nothing to report.

**Town Roads:**

- ☐ Town of Marshfield plow driver concerned about condition of Ohlich Road for plowing snow. Discussion held.
- ☐ Potholes were filled in on Holstein Road.
- ☐ Road sign for curve on Holstein Road by Indian Museum is down.

**Other Town Business:** Town Hall Update committee met this evening with engineer from Keller.

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

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

Tentative upcoming meeting schedule:

- ☐ Monday, January 4, 2021 7:00 p.m.
- ☐ Monday, February 1, 2021 7:00 p.m.
- ☐ Monday, March 1, 2021 7:00 p.m.

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, December 7, 2020

**Call to Order** at 7:05 p.m. by Interim 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 November 10, 2020, were read. Supervisor Ausloos made a motion to approve the minutes as corrected. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from November 2020. Supervisor Schmahl 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 December 2020. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

### **Town Members/Special Topics:**

- ☐ Pat Zorn gave update on status of a new town hall. Keller sent a Discovery document which has been shared with town hall committee members, and clerk will forward to town board members.
- ☐ Supervisor Ausloos shared information from Attorney Jahn regarding ordinance about dangerous and exotic animals. Discussion followed.

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

- ☐ Reimbursement was received from Roads to Recovery grant for Covid-19 related expenses. Total grant was \$6048.00. Town of Russell reimbursement was \$863.28 for election equipment and supplies. Town designated a portion of remaining grant to City of Kiel EMT service in the amount of \$4469.92.
- ☐ Waste Management acquired Advanced Disposal with the transfer taking place over 12 months.
- ☐ Information received from Wisconsin Town's Association about the Town Advocacy Council which advocates for legislation for local town interests. Membership is town population (373) x \$.25, currently \$93.25 annually.
- ☐ Information received from Division of Industry Services about the Marsh Educational Facility, which will be forwarded to Brian Witkowski, town building inspector.

- ☐ 2020 Year in Review was received from Grota Appraisals.

**Building Permit:** Witkowski Inspection Agency sent building permit information for electrical service repair for Matt Stephen. Town Board reviewed permit.

**Liquor/Operator Licenses:** Jovan's requested a renewal and a new application operator's license. Board reviewed information. Motion made by Supervisor Ausloos to approve both licenses, seconded by Supervisor Schmahl. Motion carried.

**Recycling Center:** Pete Geyer is doing well with no concerns.

**Constable Report:** Constable Ausloos stated items are being dumped along Holstein Road.

**Town Roads:** County Highway Department will be contacted about adding gravel to new culvert on Sexton Road which has settled quite a bit; also will ask them to look at Olrich Road and Grogan Road.

**Other Town Business:** Pat Zorn asked if there is aid available thru WTA for new town hall. Clerk will contact WTA.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 8:30.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

Tentative upcoming meeting schedule:

- ☐ Monday, January 4, 2021 7:00 p.m.
- ☐ Monday, February 1, 2021 7:00 p.m.
- ☐ Monday, March 1, 2021 7:00 p.m.
- ☐ Monday, April 5, 2021 7:00 p.m.
- ☐ Monday, May 3, 2021 7:00 p.m.