

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 15th 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 21st 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 21st 7:00 p.m.
- August meeting, August 3rd 7:00 p.m.
- August election, August 11th, Partisan Primary
- September meeting TBD due to the holiday week
- October meeting, October 5th 7:00 p.m.
- November meeting, November 2nd 7:00 p.m.
- November election, November 3rd, General Election
- December meeting, December 7th, 7:00 p.m.

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