

**TOWN BOARD MEETING MINUTES**  
**FROM May 6, 2024, 7:00 PM**  
**HELD AT THE TOWN OF SHEBOYGAN FALLS TOWN HALL**

Chairman Theobald called the Town Board meeting to order at 7:00 PM.

Board members present were Chairman Lyman Theobald, Supervisors: Gerald Meyer, Carol Leannah, Jim Hanke and Adam Luebke and Clerk / Treasurer Jeanette Meyer. Also in attendance were audience members.

COMPLIANCE WITH THE OPEN MEETINGS LAW – Notices were posted 10:30am Thursday, May 2, 2024, at the Town of Sheboygan Falls Town Hall and on the Town's website.

APPROVAL OF MEETING MINUTES FROM April 4, 2024, Town Board Meeting - A motion to approve the minutes from the April 4, 2024, Town Board Meeting as printed was made by Leannah, seconded by Meyer. Motion carried 4-0.

TREASURERS REPORT- The Treasurer's Report and Deposit Report were presented. The Treasurer's Report was read by the Clerk. A motion to approve the Treasurer's report and approval of the May Deposit Report as printed was made by Leannah, seconded by Hanke. Motion carried 4-0.

Johnsonville Fire Department Report - Noone from JFD was in attendance. No report.

**DISCUSSION AND POSSIBLE ACTION ON THESE ITEMS:**

- a. Submitted Complaint – Joseph Wallner RE: neighbor drainage concerns – Joseph Wallner submitted a complaint about his neighbor's drainage onto his property. He was informed that the Town does not have authority outside the ROW area. No action taken.
- b. Approval of New UDC Building & HVAC Inspector – Charles Mayer is looking to retire sooner than we understood. Chairman Theobald and Clerk Meyer met with Dan Goodine to discuss Chuck's replacement. Dan has been the Inspector for the Towns of Lyndon and Herman. Town of Lyndon highly recommended Dan. Dan introduced himself and was available to answer the Board's questions. A motion to approve the new agreement hiring Dan Goodine as the Town of Sheboygan Falls UDC and HVAC inspector starting May 6 thru April 2025 was made by Leannah, seconded by Luebke. Motion carried 4-0.
- c. Approval of Engineering Consultant Agreement – More and more the Town needs assistance with drainage, culverts, and engineering issues. Craig Rusch was in attendance to answer any questions from the Board. A motion to approve the Engineering Consultant Agreement for 2 years and then have both parties evaluate was made by Meyer, seconded by Hanke. Motion carried 4-0.
- d. Approval of Uncollectable Personal Property Tax Write off from 2012-2021 – The Clerk has collected all of the personal property taxes due this year. Personal property tax was eliminated in the passage of Act 12 last year. Our auditors have suggested writing off all delinquent personal property taxes we had been carrying. A motion to write off the uncollected personal property taxes from 2012-2021 in the amount of \$3279.68 was made by Leannah, seconded by Meyer. Motion carried 4-0.

- e. Approval of Insurance Deductible Reimbursement for Accident en route to call – Daniel Sjollema – Unfortunately, Daniel Sjollema hit a deer while on his way to answer a FD page. Our insurance Co, VFIS / Glatfelter, is looking for Board approval to reimburse the \$500 deductible. According to Fire Chief, Bob Kroeplien, once the pager goes off, the individual is covered by the Town’s insurance. A motion to approve the deductible reimbursement for Mr. Sjollema for \$500 was made by Hanke, seconded by Luebke. Motion carried 4-0.
- f. Salt Bunker Roof / Shop Yard Improvements – The Clerk presented one quote for a hoop roof from Structures Unlimited. She contacted Fabra Dome but because it wasn’t a standard size for them, she has not received a quote. A motion to accept the proposal from Structures Unlimited for a 22’ x 48’ long single pole arched frame roof with 30’ wide fabric end, white in color, installation and delivery for \$23,500.00 was made Leannah, seconded by Hanke. Motion carried 4-0.
- g. Road Maintenance –  
With the Playbird Road Project finally under way. The Board discussed Change Orders, which are expected as the project progresses. A motion to allow Chairman Theobald to approve change order up to \$15,000, with the Engineering Consultant’s consideration was made by Luebke, seconded by Leannah. Motion carried 4-0. Orders over require a Special Meeting

CONSTABLES REPORT- Both Constables were in attendance. Nothing to report.

TSFFD DEPARTMENT REPORT – Supervisor Luebke reported the FD has requested the 4-H sign be removed by the next meeting. The Clerk will contact Cathy Beumler. He also reported Poly Vinyl is working to address drainage issues between their building and the Town Fire Department.

CHAIRMAN REPORT – The Chairman reported he will be present the Board with a Grass Cutting and Road Repairs Agreement in the next couple of months. The Town will be meeting with Ramesh, Craig and Attorney Matt Parmentier shortly to discuss Highland Hills Master Site Grading issues.

ADMINISTRATOR REPORT – Clerk Meyer inquired if the Board was interested in pursuing an Exotic Animals Regulation Ordinance or an ordinance to allow her to approve Operator Licenses, if the background checks come back with no incidents, the Board should let he know.

A new “Maintenance of Effort form” is now required by the Department of Revenue as a result of the Act 12 increase to Shared Revenue. She provided the new form to Supervisor Luebke for the TSFFD and will email JFD as they were not in attendance. It is needed by each fire department by June 15<sup>th</sup>. The Town has to compile and file by July 1. If the Town doesn’t file on time, our shared revenue will decrease.

The DOT has inspected our salt bunker, and we were written up for excessive salt outside the bunker. The installation of the roof and concrete apron should help but we do have to report back to them once completed for another inspection.

We received 2 other complaints received this month, copies were given to the Board. The Heider / Restoration Gardens complaint has been resolved between the parties. The Gierach / Gierach complaint has 30 days to clean up, then a constable will be asked to check.

The Board was copied on the Fire Service Agreement draft, recently reviewed by Matt. The item will be on the next agenda.

SUPERVISORS REPORT –

- A list of potholes to be filled was gathered from the Supervisors.

Discussion and Approval of this month's bills – A motion to approve the bills to be paid in May was made by Hanke, seconded by Meyer. Motion carried 4-0.

ADJORNMENT – Motion to adjourn was made by Leannah, seconded by Luebke. Meeting adjourned at 8:30 pm.

Respectfully submitted,

Jeanette M Meyer, Administrator / Clerk / Treasurer  
Town of Sheboygan Falls

APPROVED