

**TOWN BOARD MEETING MINUTES
FROM August 5, 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. Also in attendance were Clerk / Treasurer Jeanette Meyer and audience members.

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

APPROVAL OF MEETING MINUTES FROM June 11, 2024, Special Town Board Meeting & July 1, 2024, Town Board Meeting - A motion to approve the minutes from the June 11, 2024 Special Town Board Meeting and July 1, 2024 Town Board Meeting as printed was made by Hanke, seconded by Meyer. Motion carried 4-0.

TREASURERS REPORT- The Treasurer's Report and Deposit Report were presented. A motion to approve the Treasurer's report as printed and the July Deposit Report was made by Leannah, seconded by Luebke. Motion carried 4-0.

Johnsonville Fire Department Report – Noone was in attendance, no report.

DISCUSSION AND POSSIBLE ACTION ON THESE ITEMS:

- a. Move September Meeting due to Labor Day – A motion to move the September meeting to September 3 at 7pm was made by Leannah, seconded by Hanke. Motion carried 4-0.
- b. Phragmites Restoration Fund Request from Glacierland RC & D – Noone was in attendance from Glacierland RC &D. Numbers are starting to come in from finished Road projects.
- c. Highland Hills Fourth Amendment Grading Updates – Ramesh has provided drawings, but the Lot 76-58 revisions are not included. The Clerk was asked to confirm Ramesh has the information. A motion to have the Town Engineering Consultant review and approve the submitted plans was made Meyer, seconded by Leannah. Motion carried 4-0.
- d. Approval of Operator License – Paul Hahn – All paperwork was in order, a motion to approve an operator license for Paul Hahn was made by Hanke, seconded by Luebke. Motion carried 4-0.
- e. Cyber Liability Insurance Riders – The Horton group has included Cyber Liability rider options that can be added to our insurance policy. They provided a flyer from Beazley for information. No motion was made to add. More information would be needed.
- f. Nack Additional Driveway / Culvert Request (N6242 Alpine Rd) – Dan Nack had requested culvert permit in September of 2023 to install a new driveway to their horse barn. The Town Board requested a wetland delineation as the proposed driveway was very close to a wetland

area. Nacks provided that report and it was reviewed by the Town Engineering Consultant. Nacks are also proposing to relocate the existing driveway to their current garage to the north as they are adding onto the home/garage. They would like to install 150' of culvert along Alpine Rd, 18" in diameter with cleanouts, between the 2 new driveways. A motion to issue the permit to install 150' of 18" culvert with cleanouts with the following conditions: All work must stay 20' from the wetland line as shown on the 2024 Wetland Delineation Report performed by Evergreen Consultants LLC, when installing culverts over 36' the property owner shall accept all liability and agrees to be responsible for any future cleanout costs that may arise was made by Luebke, seconded by Meyer. Motion carried 4-0. The Clerk was asked to also provide a copy of the Town's Chapter 3 of its Town Code.

- g. Culvert over 36' Deviation Request – W2368 S Kapur Dr (Lot 78 HH) – Kevin Sande, Paceline Construction, was in attendance to discuss the request for 48' culvert to help softened the ditches on the property. A motion to approve a 48' culvert to be centered on driveway per the Town' Engineering Consultation recommendation, with cleanouts and acknowledgement that when installing culverts over 36' the property owner shall accept all liability and agrees to be responsible for any future cleanout costs that may arise, was made by Luebke, seconded by Hanke. Motion carried 4-0.
- h. Town Shop Driveway Improvements – Chairman Theobald reported he did meet with Jeremy Hildebrand from the Highway department. The driveway is on a high spot and does not require a culvert. Majestic Crossing Dairy would also like to use the driveway to access the field they rent to the east of the shop. The Board felt there should be some kind of written agreement with the dairy, in the event there would be any damage or excessive mud dragged out from the field.
- i. Playbird Rd Reconstruction Project Updates – The project is moving along. There have been 2 change orders: one removed 2 field entrances with the property owner's approval and installing an 18" culvert at an angle to divert water into the ditch instead of into the property owners farm field. WPS had drill a section of gas line that was not installed to the correct depth. Alliant will need to move 2 transformers to the correct depth and move 1 pole. TDS will also need to come back and dig a portion of their utility deeper.
- j. ROW Issue – N7283 Clover Lane – Property Randy Duening installed a pipe 40' along the row along Clover Lane to the cross culvert north of his property to help drain water that comes from a spring. He has met with Craig Rusch. Craig provided his input. A motion to issue a ROW permit for Mr. Duening to complete his project with the following recommended conditions: install proper erosion control before, during and after work until vegetation has been established, use proper granular backfill including, 6" of topsoil to be properly graded to prevent water pooling, cut the end of the pipe at a slope to match the ditch grade, install seeding and matting after grading, when installing culverts over 36' the property owner shall accept all liability and agrees to be responsible for any future cleanout costs that may arise, in addition in the event ice builds up and blocks the adjacent cross culvert on Clover Ln, applicant is responsible to reimburse the Town for any clean out was made by Leannah, seconded by Meyer. Motion carried 4-0.

k. Road Maintenance -

1. Culvert on Bridgewood Rd, south of N5251 - Chairman Theobald did get chance to inspect yet.
2. Lynwood Lane Project – Because the Town of Lima changed the scope of the work they were having Sheboygan County Highway complete for them on the east/west portion of Lynwood, which had done been completed when Scott Construction was here to do our north / south portion, the work will be moved to 2025 so any heavy equipment working on the east /west portion does not damage work.

CONSTABLES REPORT- Neither Constable was in attendance. No report.

TOWN OF SHEBOYGAN FALLS FIRE DEPARTMENT REPORT – Supervisor Luebke reported he is working with John Eggers on some roof leaks on their building.

CHAIRMAN REPORT– The Chairman reported on the meeting he had with Highway Commissioner Bryan Olsen regarding draining a water hole west of Highland Rd, which parallels one of the airports runways. He has received a preliminary plan for correcting the drainage issue along Alpine Rd, we are waiting to find out if obtaining a grading easement would be beneficial. He did meet with Craig Rusch about the possibility of adding a cul-da-sac at the end of Pigeon Ln. Craig will do some research. The salt bunker roof has been delivered and installed. He did ok the 4-h to plant flowers around their new sign.

ADMINSTRATOR REPORT - The Clerk provided a 2024 Road Projects report showing all of this year's projects, there costs and if they have been completed yet. She reported on some damage on Meadowlark Rd, just north of CTH O from a combine / tractor turning out of narrow field entrances. The joint meeting with Town of Lima is August 12 at 6:45pm. She also reported the well pump has been replaced and the softener should be in the next 2 weeks.

SUPERVISORS REPORT –Supervisor Hanke reported he would be cleaning up a mattress dumped off Willow Rd. Supervisor Leannah requested notes added to the 2024 Road Projects report.

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

ADJORNMENT – Motion to adjourn was made by Meyer, seconded by Hanke. Meeting adjourned at 8:49 pm.

Respectfully submitted,

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