

**TOWN BOARD MEETING MINUTES
FROM December 2, 2024, 7:00 PM
HELD AT THE TOWN OF SHEBOYGAN FALLS TOWN HALL**

PUBLIC HEARING:

A – Conditional Use Permit Request – Michael Birenbaum / Plymouth Landscaping Co (59026385977) - The hearing was opened at 7:00pm. Michael explained that he would like to move about 70% of his Landscaping business to this recently purchased site, creating a more centralized location to operate from. It will currently be used for his existing business but would like to expand to wholesale and retail sales of landscaping supplies (soil, mulch, stone, erosion mates, landscape fabric, seeds and possible future trees) He has no plans for smaller plants / perennials. Neighboring property owner, Kathryn Plahmer, was in attendance to express her concerns and ask questions including why bunkers are so close to lot line, express her drainage tile concerns, her concerns with increasing driveway foot print on drainage, increased traffic from retail sales and concerns if there is enough room between the lot line and the existing building for trucks to drive around the west side of the existing building. The hearing was closed at 7:24pm.

Chairman Theobald called the Town Board meeting to order at 7:24 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 Wednesday, November 27, 2024, at 12:15pm at the Town of Sheboygan Falls Town Hall and on the Town's website.

APPROVAL OF MEETING MINUTES FROM November 11, 2024 Town Board Meeting and November 11, 2024 Special Town Board Meeting - A motion to approve the minutes from the November 11, 2024 Town Board Meeting and the November 11, 2024 Special 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 presented and approval of the November Deposit Report was made by Leannah, seconded by Luebke. Motion carried 4-0.

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

DISCUSSION AND POSSIBLE ACTION ON THESE ITEMS:

- a. Approval of Conditional Use Permit Request – Michael Birenbaum / Plymouth Landscape Co (59026385977) – A motion to approve the Conditional Use Permit Request from Michael Birenbaum / Plymouth Landscape Co to allow for the use change to a landscape and wholesale & future retail landscape supply business with the following conditions: Hours of operations Monday – Saturday 7AM – 5PM, No open or brush burning, and any future drainage issues that may arise from the change of non-permeable surfaces are the sole

responsibility of the above permittee to remedy at their cost was made by Leannah, seconded by Hanke. Motion carried 4-0.

- b. Approval of Building Maintenance Item Expenses - Town of Sheboygan Falls Fire House – Supervisor Luebke reported on pricing he received to replace 3 toilets, 2 sinks, the water softener and install 2 ceiling fans in the fire house. A motion to approve the replacements of 3 toilets and 2 sinks in the bathrooms, replacement of the water softener and the installation of 2 ceiling fans in the fire house for a total of \$3328.00 (one toilet was donated) was made by Leannah, seconded by Hanke. Motion carried 4-0.
- c. Set aside monies designated for Building Maintenance Fund and unused Fire Department Contingency Funds and Capital Expenditures or Additional Loan Payment from 2024 Budget
 - A motion to move \$5000 from the LGIP General account to the LGIP Building Maintenance Account was made by Hanke, seconded by Leannah. Motion carried 4-0.
 - A motion to move the unused amount for Fire Department Contingency monies of \$9090 from the LGIP General Account to a new LGIP Fire Department Fund Account was made by Leannah, seconded by Hanke. Motion carried 4-0.
 - A motion to transfer \$100,000 from the LGIP General Account to our National Exchange Bank account and apply to the principal of Town Loan #708 was made by Leannah, seconded by Luebke. Motion carried 4-0.
- d. Playbird Rd Reconstruction Project Recap – Buteyn Petersen has completed the Playbird Rd Reconstruction Project and has submitted Pay App #3 (Invoice 14098) for \$1,551,701.38. The total bill from Buteyn is \$1,990,663.48. The additional excavation needed to solidify the road base (EVS) was the reason for the overage from the bid amount of \$1,563,328.66. The loan obtained by the Town in July was for \$1,600,000.00. Chairman Theobald and Clerk Meyer will meet with Craig Rusch to review the pay app. A punch list will be started for items that will need addressing in spring. A motion to pay the additional funds to cover Invoice 14098 from the LGIP Capital Expenditures account and submit the reimbursement request to the DOT for the LRIP-S grant once paid was made by Leannah, seconded by Meyer. Motion carried 4-0.
- e. Road Maintenance -
 - Early Fill Salt (50 tons) should be delivered any day. The bunker is still full from last winter.

CONSTABLES REPORT- Constable Strassburger was in attendance. He had nothing to report.

TOWN OF SHEBOYGAN FALLS FIRE DEPARTMENT REPORT – Supervisor Luebke reported fire department members recently met with the Sheboygan County Highway Department regarding the proposed round-about at the intersection of CTH C & CTH TT. The current plan removes 8 parking spots and moves the CTH TT entrance next to the transformer on the south lot line. A revised plan was requested by the Fire Department.

CHAIRMAN REPORT– Chairman Theobald reported he did sign paperwork for ATC to perform a survey and soil samples on the fire house property as part of the easement acquisition for the line move needed for the 2026 round about project on CTH C. He also reported the culvert extensions for Meadowlark Rd are at the town shop and he did get a quote from the county to install in Spring, it will be added to a future agenda. He reported on a meeting he attended with Town Administrator/Clerk/Treasurer Meyer with some Town of Plymouth reps and the County Highway Commissioner regarding our sections of responsibility and a grant T Plymouth obtained. Also more to come on this item...

ADMINISTRATOR REPORT – Administrator Meyer reported courtesy letters have been mailed to all landscapers in the Town to notify them of the adoption of Ordinance #2 2024/2025. Tax bills should be mailed out sometime next week. The County Treasurer’s office will be mailing them for us this year. She also gave a quick update on the status of the issues at W2918 & W2940 CTH C.

SUPERVISORS REPORT –Supervisor Meyer reported there is a hole on Northstar Rd that needs cold patch. Supervisor Leannah asked to have more information added to the upcoming newsletter about calling the Sheriff’s Department before burning brush. Supervisor Hanke reported the work on the ditch on Meadowlark Rd, south of Playbird appears to have been started / completed.

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

ADJORNMENT – Motion to adjourn was made by Meyer, seconded by Leannah. Meeting adjourned at 9:01 pm.

Respectfully submitted.

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