

**TOWN BOARD MEETING MINUTES
FROM August 4, 2025, 7:00 PM
HELD AT THE TOWN OF SHEBOYGAN FALLS TOWN HALL**

Chairman Lyman 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 Thursday, July 31, 2025, at 2:00pm at the Town of Sheboygan Falls Town Hall and on the Town's website.

APPROVAL OF MEETING MINUTES FROM July 7, 2025 Town Board Meeting - A motion to approve the minutes from the July 7, 2025 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. A motion to approve the Treasurer's report as read and approval of the July 2025 Deposit Report was made by Luebke, seconded by Hanke. Motion carried 4-0.

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

DISCUSSION AND POSSIBLE ACTION ON THESE ITEMS:

- a. Move September Board Meeting due to Labor Day – A motion to move the September Town Board meeting to September 8 at 7pm, due to Labor Day, was made by Leannah, seconded by Luebke. Motion carried 4-0.
- b. Approval of New Town of Sheboygan Falls Fire Department Command 2 Purchase - A motion to approve the purchase of a new 2026 F250 Superduty Truck for \$55,850.00 plus title & registration fees and safety add ons with the funds to cover the cost to come from the sale of the 2020 F250 to Orange Cross, an \$18,000 EMT grant and the remaining funds coming from the fire fighter fund was made by Hanke, seconded by Leannah. Motion carried 4-0.
- c. Review & Approval of Contract renewal with Accurate Appraisal LLC– A motion to take off the table was made by Leannah, seconded by Luebke. Motion carried 4-0. The new 5-year Assessor Contract with Accurate Appraisal LLC, 2026 thru 2030 was presented. The Clerk did compare the new contract to the current contract that expires 12-31-2025. The cost went up \$2000. The personal property sections were removed as the PP tax been eliminated and some minor verbiage was changed, no major changes. A motion to approve the 2026-2030 agreement with Accurate Appraisal LLC for \$72000 over the 5 years was made by Luebke, seconded by Leannah. Motion carried 4-0.
- d. Review & Approval of Ordinance #1 2025/2026 "Creating Section 10.10" Fireman on adjacent property" of the Town of Sheboygan Falls Municipal Code- A motion to adopt Ordinance #1 2025/2026 "Creating Section 10.10 – Fireman on Adjacent Property" of the Town of Sheboygan Falls Municipal Code was made by Leannah, seconded by Hanke. Motion carried 4-0.
- e. Conditional Use Permit Review – Breckenridge Outdoor Services- The Clerk received a complaint from a resident at N6045 S Kapur Dr regarding the missing evergreen buffer required per the

Conditional Use Permit issued in 9/2022 to help screen equipment, materials and vehicles being stored on the property of Breckenridge Outdoor Services. Mr. Matyjasik was sent a letter to advise him of this and some other concerns. He did take care of a permit for the sign that was installed. He would like the Board's decision on a proposed building he would like to install by attaching a roof to storage containers to be used for indoor storage his equipment. An example was given to the Board for review. A motion to allow Breckenridge Outdoor Service to install the proposed building, with the requirement that he begins installation of the evergreen privacy barrier to block the view where there is a gap in the tree line and then continues to plant trees to the south as materials allow, obtains a building permit from the Town and a review of the construction from the County as required for new construction and makes sure any lighting shines downward & not into the homes to the west was made by Luebke, seconded by Leannah. Motion carried 4-0.

f. Approval of Willow Road Maintenance Agreement with Town of Plymouth –The 1969 Willow Rd Maintenance agreement needs to be updated to move the change in responsibility line to CTH O, instead of HWY 23 due to annexations by the City of Plymouth. WISLR shows each segment split between 2 municipalities. If approved by each municipality, it needs to be sent to the DOT to be corrected. A motion to approve the updated Willow Road Maintenance Agreement with Town of Plymouth (2025 version) was made by Leannah, seconded by Meyer. Motion carried 4-0.

g. Approval of WTA Convention Attendance Request – A motion to approve the Clerks request to attend this year's WTA Convention October 12-14, with reimbursement of registration fee, 2 nights lodging, mileage and \$150 meal allowance was made by Leannah, seconded by Luebke. Motion carried 4-0.

h. Road Maintenance –

1. Spur & Bridgewood Rd Ditch Cleanout Project – The Chairman reported he did met with Jay from the DNR and Ryan from Plymouth utilities. The Town has been issued a DNR permit for the project.
2. Hoffmann Rd Change Order – A motion to approve Northeast Asphalts Contract Modification#1 for \$1625.00 to pulverize the existing chip seal surface was made by Leannah, seconded by Luebke. Motion carried 4-0.
3. Highland Rd (Playbird Rd – CTH J) Patching – A motion to approve a quote from Scott Construction to cold mix wedge the broken spots on Highland Rd for \$16,000 was made by Leannah, seconded by Meyer. Motion carried 4-0.

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

TOWN OF SHEBOYGAN FALLS FIRE DEPARTMENT REPORT – Supervisor Luebke reported Engine 4 pressure's gauge is not working they are looking to replace. They had been called because of a fire at Krueger's again but they called in the fire properly. The call went to dispatch as an excavator on fire at the golf course across the highway.

CHAIRMAN REPORT– Chairman Theobald reported the culvert extension on Meadowlark Rd has been completed. We are is still waiting to see the small structure (6-20') inspection report.

ADMINSTRATOR REPORT – Meyer reported she is working on the process to allow the Town to exceed the Levy Limit that was frozen in 2010; instead of obtaining loans for road projects. We need to wait until the Levy Limit Worksheets are available from the DOR at the beginning of September.

We continue to have issues in Highland Hills, Craig met Ramesh and has a punch list of work that needs to be done.

The Clerk reported the Highway Department responded to the request to address the bush blocking the sight line at the intersection of CTH J & Bridgewood Rd - the owners of the property do not want to trim the bush.

SUPERVISORS REPORT –Supervisor Meyer reported tall weeds are growing just off the road at 124 N Bluebird Ln. The Clerk will reach out to the City of Falls as that is their road now. Supervisor Luebke reported the spot on Pine Street, just east of the stop sign could use more patch. The area is in the County Highway's ROW. The Clerk will reach out to them first.

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 Leannah. Meeting adjourned at 8:27 pm.

Respectfully submitted,

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