

**MINUTES OF THE MEETING OF THE  
TOWN OF SHEBOYGAN TOWN BOARD  
TUESDAY JANUARY 18<sup>TH</sup>, 2022**

A Town of Sheboygan Town Board meeting was held on Tuesday, January 18<sup>th</sup>, 2022, in open session at the New Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin 53083, Sheboygan County, Wisconsin.

The meeting was called to order by Town Chairman Dan Hein. The following were also present at the meeting: Supervisors Jim Schwinn, Brad Lambrecht, Char Gumm, Engineer and Director of DPW Tom Holtan, Deputy Director of Public Works Tod Holfeltz, Deputy Director of Public Utilities Damian Nevers, Sanitary District No. 3 President Art Stewart, Clerk Peggy Fischer, Fire Chief Ed Biederwolf, Fire Department Administrator Joe Stahl and Attorney Michael Bauer.

Notice of the meeting was given to the public at least 24 hours prior to the meeting by posting in three (3) different places.

Upon motions duly made and seconded, the Town of Sheboygan Town Board unanimously adopted the attached resolutions unless noted otherwise and made a part of these minutes by reference.

There being no further business the meeting was adjourned.

**TOWN OF SHEBOYGAN TOWN BOARD**

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DANIEL W. HEIN, CHAIRMAN

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JIM SCHWINN, SUPERVISOR

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CHAR GUMM, SUPERVISOR

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BRAD LAMBRECHT, SUPERVISOR

**MOTIONS DULY MADE AND SECONDED, THE FOLLOWING RESOLUTIONS WERE ADOPTED UNANIMOUSLY BY THE TOWN OF SHEBOYGAN TOWN BOARD IN OPEN SESSION**

1. Meeting called to order by Chairperson Hein at 5:15 p.m.
2. Pledge of Alliance was said.
3. Introductions were completed.
4. Approval of the Agenda. **Motion Gumm, second Schwinn to approve the agenda for January 18<sup>th</sup>, 2022. Motion carried.**
5. **Motion Gumm, second Schwinn to approve the minutes from December 21<sup>st</sup>, 2021, Town Board meeting. Motion carried.**
6. Sign Permit for 4016 state Highway 42 for Elevate 97 to replace the BP gas station signs to Mobil signage. Atty. Bauer reported that the Plan Commission recommends approval to the Town Board. A Representative was present for the Interstate 42 Group/Quality State Oil Brand to answer any questions from the Board and explain that this is a change of signage for brand purposes. **Motion Schwinn, second Gumm to approve the changes to signage for the BP gas station to represent Mobil. Motion carried.** Note: The correct address for BP gas station is 4024 Highway 42.
7. Approve selection of the "standard allowance" to establish the Town of Sheboygan's fixed pandemic revenue loss pursuant to federal rule in a sum equal to ARPA funds received, or to be received, but not to exceed \$10 million dollars. Atty Bauer explained to the Town Board the selection of the standard allowance regarding the ARPA funds received or to be received cannot exceed \$10 million dollars and this would allow for general use of funds. **Motion Lambrecht, second Gumm to approve the selection of the standard allowance regarding ARPA funds and pandemic revenue loss. Motion carried.**
8. Mike Schwinn, 3629 Kennedy Circle. Request to increase the allowed amount by 70 square feet for an additional garage. Current attached garage is 490 square feet and Schwinn is requesting the new garage be 1,080 square feet. The parcel is 1.92 acres. Mike Schwinn was present to answer any questions regarding his request to exceed the allowed square footage of his proposed garage. Clerk Fischer reported that a neighbor did call and asked about another driveway to the garage and Schwinn confirmed that he would not be having an additional driveway. Atty. Bauer reviewed the ordinance regarding accessory use and allowed square feet per acreage and the change of the ordinance to allow the Town Board to decide if a Conditional Use Permit would be allowed. The Town Board reviewed the drawings and proposals. **Motion Gumm, second Lambrecht to approve the concept of the proposed garage and recommended that Mike Schwinn proceed with a Conditional Use Permit and a Public Hearing with the Plan Commission. Town Supervisor Schwinn abstained from the vote. Motion carried.**
9. 4020 Technology Parkway - New Town Hall requests were present by Engineer and Director of Public Works, Tom Holtan:
  - a. Portable/Foldable bar for Community Hall-Holtan explained that after reviewing many different types of portable bars, this portable bar would be most suitable for our use and the flexibility for storage. **Motion Schwinn, second Gumm to order this bar at the cost of \$3,008.00 with 5 to 6 weeks for shipping from North Carolina. Motion carried.**
  - b. Town Boiler Replacement-Holtan reported that the current boiler at the Town Hall is 25 years old and cannot keep up with the heating needs of the building. Holtan reviewed the issues with Bassett Mechanical, who the Town of Sheboygan contracts with for maintenance, and the representative from Bassett said the boiler needs to be replaced. Holtan presented the quotes he received from Aldag-Honald, Meyer Mechanical and Bassett. Holtan is asking for an approval for a new boiler replacement not to exceed \$13,200. Holtan would like to review more quotes and order a new boiler in the next few days. **Motion Gumm, second Schwinn to approve Holtan to order a new boiler for the Town Hall not to exceed \$13,200. Motion carried.**
  - c. Floor scrubber/cleaner for Town Hall-Holtan presented information regarding a floor scrubber to clean the large hall and main floors in the building. Holtan reviewed the quotes received and would like the approval to order the Viper walk behind automatic scrubber for \$5,288.00 from Amazon with a five-year warranty. **Motion Lambrecht, second Schwinn to approve and authorize Tom Holtan to order the Viper scrubber and use his personal credit card and receive reimbursement from the Town of Sheboygan after delivery of the scrubber for \$5,288.00. Motion carried.**
  - d. Cardinal Construction Change Order to add additional coat racks-Holtan and Hein spoke about the Cardinal Construction change order to add shelving and closet rods with coat hooks to the vestibules for

the cost of \$2,395. **Motion Gumm, second Schwinn to approve the change order for \$2,395.00. Motion carried.**

10. Van Horn/Town Development updates and proposals were presented by Engineer and Director of Public Works, Tom Holtan:
  - a. Fehr Graham Phase II Environmental Site Assessment- Holtan explained to the Town Board that the house and parcels at the development site at 4305 N. 40<sup>th</sup> Street need to have a pre-demolition asbestos and lead inspection and hazardous materials survey done. The cost is \$23,800.00. Atty. Bauer reviewed the contract and there were three changes to the contract before approval: Strike number 17, capped liability needs to be changed to insured and number 22 should read Sheboygan County instead of Green County. **Motion Gumm, second Lambrecht to approve the Fehr Graham Phase II Environmental Site Assessment contract for \$23,800.00 with the above three changes per Atty. Bauer. Motion carried.**
  - b. SEH Landscape Architect proposal for design concepts for Van Horn Development Town Square-Note: Company Name should read Short Elliott Hendrickson Inc. dba SEH Landscape Architecture Group. Holtan explained to the Town Board that with the Van Horn Group development, a town square is proposed. SEH Landscaping would provide a conceptual design for the Town Center/Square at the proposed mixed-use development location. Atty. Bauer reviewed the agreement and said that under letter B, strike number 3. **Motion Schwinn, second Lambrecht to approve the SEH Landscape Architecture Group agreement for \$9,900 that will be applied to TID costs. Motion carried.**
11. Resolution waiving the fees for Fire Department and Lions Club Events-Atty. Bauer presented a Resolution to the Town Board that Chairman Hein requested that would waive fees for the Fire Department and Lions Club events as well as give employees of the Town of Sheboygan and Fire Department the resident fee when renting any facilities in the Town. **Motion Schwinn, second Lambrecht to approve the Resolution. Motion carried.**
12. Quotes received for the Fire Departments 1952 truck restoration-Fire Department Chief Ed Biederwolf and Fire Department Administrator Joe Stahl were present to answer questions regarding the quotes received for the Restoration of the Fire Departments 1952 truck. The Town Board were given a packet of three different quotes that included exterior work only, interior work only and combined exterior and interior restoration. The Town Board reviewed the quotes and discussed. The Board suggested that pictures of the truck should be displayed at events and Chief Biederwolf said that he was going to use the Fire Departments social media to solicit any donations for the restoration of the truck. **Motion Schwinn, second Lambrecht to approve a full exterior and interior restoration of the Fire Departments 1952 truck by Reds Customs LLC at the cost of \$26,000. Motion carried.**
13. Approve revised Employee Handbook-Atty. Bauer presented a revision that Chairman Hein requested regarding the Employee Handbook and the calculation of overtime and holiday pay. **Motion Gumm, second Schwinn, to approve the revision to the employee handbook regarding the calculation of overtime and holiday pay. Motion carried.**
14. Obstruction of Enterprise Drive Right-of-Way in the Town of Sheboygan. A certified letter was mailed to Marcus Krugel on January 5<sup>th</sup>, 2022, to remove a directional drill rig that is in the right-of-way. Holtan spoke with Mr. Krugel, and he will have the rig moved by April 1<sup>st</sup>, 2022. No action taken.
15. Resolution to Deny Repinski Claim-Atty. Bauer presented a resolution to deny the Repinski claim. **Motion Schwinn, second Gumm to approve the resolution to deny the Repinski Claim. Motion carried.**
16. Finance Report-Supervisor Schwinn reported that there is not an updated report due to an issue with closing the year in Civics. No action.
17. DPW Report-Engineer and Director of Public Works, Tom Holtan updated the Town Board regarding the Department of Public Works:
  - a. The Town has the new 2022 plow that was ordered in 2021 and all the salt and brine has been delivered for the year.
18. Parks Report-Supervisor Gumm had nothing to report.
19. Fire Department Report was given by Fire Department Chief Biederwolf:
  - a. Approval of Michael Brungraber to attend Honor Guard Clinic April 5<sup>th</sup>, 2022, through April 9<sup>th</sup>, 2022. Chief Biederwolf spoke of the recent situation where the Town of Sheboygan Fire Department had two representatives from the Honor Guard that stayed with the body of a fallen Firefighter in Mineral Point. **Motion Schwinn, second Gumm to approve the Honor Guard training for Michael Brungraber. Motion carried.**

- b. Approval of Picnic License for the Town of Sheboygan Fire Department Picnic and waiving of the fees. This item was approved with the resolution regarding waived fees for the Fire Department and Lions for the Town of Sheboygan. No action.
  - c. Notice of 6<sup>th</sup> Annual Fire/EMS Awards Banquet Saturday, January 29<sup>th</sup>, 2022. Chief Biederwolf invited the Town of Sheboygan Board, Plan Commission, Sanitary Districts, and employees to the awards banquet.
20. Ordinance Enforcement Officer Report-Ordinance Enforcement Officer Mark Heronymus gave an update on cleanup of the yard on Y & J. Heronymus reported that he was also working on Paul Food Mart on Vanguard drive as well.
21. Approve new liquor license for Harry's Diner, 4024 Hwy. 42. Business is changing ownership. FEIN will stay the same. A new President, Secretary and Agent is listed: Adem and Elmedina Brava. Arian and Armen will surrender their license when a new license is issued. **Motion Gumm, second Schwinn to approve the new liquor license for Harry's Diner. Motion carried.**
22. Operator's License for Adem Brava, 4706 S. 15<sup>th</sup> Street, Sheboygan, WI 53081 for Harry's Diner. **Motion Gumm, second Lambrecht to approve the Operator's License for Adem Brava for Harry's Diner. Motion carried.**
23. Appoint Randy Blindauer to Sanitary District #2 and Sanitary District #3 Alternate. **Motion Gumm, second Schwinn to approve the appointment of Randy Blindauer to Sanitary District #2 and Sanitary District #3 Alternate.** Motion carried. Chairman Hein thanked Randy for his involvement in Town of Sheboygan Government.
24. Correspondence and Communication:
- a. Wisconsin Towns Association Sheboygan County Unit Meeting-Town of Mosel
  - b. Town of Mosel Planning and Zoning Commission Notice of Meeting-Cancelled rescheduled for 4/22/2022
25. Correspondence and Communication received after the agenda was posted. None received.
26. Reports a. Financial Reports b. Approval of Bills c. Plan Commission d. Parks Committee. **Motion Gumm, second Schwinn to approve the reports and bills. Motion carried.**
27. Adjourn. **Motion Gumm, second Schwinn to adjourn the meeting at 6:33 pm. Motion carried.**

Peggy Fischer, Clerk