

**MINUTES OF THE MEETING OF THE
TOWN OF SHEBOYGAN TOWN BOARD
TUESDAY JANUARY 19TH, 2021**

A Town of Sheboygan Town Board meeting was held on Tuesday, January 19th, 2021 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, Director of DPW Bill Blashka, Deputy Director of Public Works Tod Holfeltz, Deputy Director of Public Utilities Damian Nevers, Clerk Peggy Fischer, Ordinance Enforcement Officer Mark Heronymus, Fire Chief Ed Biederwolf, Town Engineer Tom Holtan, 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

DANIEL W. HEIN, CHAIRMAN

JIM SCHWINN, SUPERVISOR

CHAR GUMM, SUPERVISOR

BRAD LAMBRECHT, SUPERVISOR

ALEXANDRA NUGENT, SUPERVISOR

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

Chairperson Dan Hein called the meeting to order at 5:15 pm.

Pledge of Allegiance was said.

Introductions were given.

4. Approval of the Agenda. **Motion Gumm, second Lambrecht to approve the January 19th, 2021 agenda. Motion carried.**

5. Approval of minutes from December 15th, 2020 Town Board Meeting and January 7, 2021 joint meeting of Town Board, Park Committee, and Sanitary District No. 2. **Motion Schwinn, second Gumm to approve the minutes from December 15th, 2020 and January 7th, 2021. Motion carried.**

6. Final Plat Approval for Lincoln Estates Subdivision by Mike Werner and American Dream Builders of Sheboygan County, LLC. Atty. Bauer reported that the Plan Commission recommends approval. **Motion Gumm, second Schwinn to approve the Final Plat for Lincoln Estates Subdivision. Motion carried.**

7. Sign permit for EKAM Café, 4914 Vanguard Drive, Sheboygan, WI 53083. Atty. Bauer reported that the Plan Commission recommends approval of the sign permit for EKAM Café. **Motion Lambrecht, second Gumm to approve the sign permit for EKAM Café at 4914 Vanguard Drive. Motion carried.**

8. Sign permit for Van Horn Ford, 3624 Kohler Memorial Drive, Sheboygan, WI 53083. Atty. Bauer reported that the Plan Commission recommended approval of the sign permit for Van Hord Ford. **Motion Schwinn, second Lambrecht to approve the sign permit for Van Horn Ford, 3624 Kohler Memorial Drive. Motion carried.**

9. Ordinance Amendment of Municipal Code Section 5.10 regarding Crossbow and Bow and Arrow Discharge. Atty. Bauer explained that ordinance regarding Crossbow and Bow and Arrow Discharge needs to be amended to bring it into compliance with the State. **Motion Schwinn, second Gumm to approve the Ordinance Amendment of Municipal Code Section 5.10 regarding Crossbow and Bow and Arrow Discharge. Motion carried.**

10. Mueller Fields Subdivision Fence Maintenance Agreement with Hillcrest Development LLC. Atty. Bauer discussed the issue with the Mueller Fields Subdivision Fence Maintenance Agreement with Hillcrest Development LLC and missing signatures of homeowners listed in the agreement. Hillcrest is non-compliant. **Motion Schwinn, second Lambrecht to approve Atty. Bauer to draft a letter to Hillcrest Development LLC regarding being non-compliant and the need to remove the fence by May 1st, 2021. Motion carried.**

11. CDBG-Close Program – Approve and authorize Town Chairperson, Town Clerk and Town Treasurer to return revolving loan funds (RLF) to the State of Wisconsin in a sum of approximately \$806,326.05 by January 31, 2021. Atty. Bauer explained the CDBG-Close Program and the process to return the loan funds. **Motion Schwinn, second Lambrecht to approve and authorize Town Chairperson, Town Clerk and Town Treasurer to return funds. Motion carried.**

12. CDBG-Close Program - Approve and authorize Town Chairperson, Town Clerk, and Town Park Committee Chairperson to execute and submit the Town's Grant Application for the development and operation of the Town of Sheboygan Senior Center to the State of Wisconsin's Department of Administration in the sum of \$781,500.00. Atty. Bauer explained the Grant Application process and updated the amount to \$781,287.50. **Motion Gumm, second Lambrecht to approve and authorize Town Chairperson, Town Clerk, and Town Park Committee Chairperson to execute and submit the Town's Grant Application to the State of Wisconsin. Motion carried.**

13. Discuss and approve pre-development agreement for Beuchel property. Atty. Bauer explained that for the Town to move forward with development of the Beuchel property with the Van Horn Group, they are requesting

to know more about the property, which would include a topographical survey, title easements and an AECOM pre-development agreement for \$60,400. Van Horn Group will reimburse the Town for half of the cost, which will be \$30,200. **Motion Schwinn, second Lambrecht to approve a pre-development agreement for Beuchel property with Van Horn Group completed by AECOM. Motion carried.**

14. Raze or repair order for W1706 County Road J. Atty. Bauer explained that the raze or repair order expired on December 20th, 2020. The property was sold at auction and the owner intends to rehab and renovate the property. He is asking for time to complete. **Motion Lambrecht, second Gumm to authorize Atty. Bauer to draft a letter to the buyer to submit a plan to the Town Board by February 16th, 2021 with the condition upon timeline and plan to complete. Motion carried.**

15. 4020 Technology Parkway-New Town Hall – Improvement Projects. DPW Blashka gave an update regarding the improvement projects at the New Town Hall which includes the lights for the parking lot that have been ordered through Lake Park Electric. The office furniture will not need a bid since we will use a Wisconsin recommended vendor. Hameister is working on the bids for front office construction. Air conditioning units have been removed, conduit has been cleaned up and fobs and cameras are working. Blashka received quotes regarding the door frames and shared the quotes with the Board. **Motion Gumm, second Schwinn to approve the quote received from High Tech for \$7900.00 to prime, and paint with two coats of enamel. Motion carried.**

16. DPW Report. DPW Blashka gave an outline of winter operations including Christmas tree pick-up, ice skating rink progress and general duties. DPW Blashka gave a handout and read a resignation letter from himself. Blashka stated that his last day will be March 5th, 2021.

17. Fire Department Report- Chief Ed Biederwolf read the EMS Report, discussed mutual aid agreement for confirmed structure fires. Biederwolf spoke about a program where Fire Departments can chair a run that would benefit the survivors of the terrorist attacks on 9/11 and said that if the date works with all involved, they would like to use the park that day. Biederwolf said that the Fire Department and EMS have cut back on expenses such as lunches at training and have been participating in a fundraiser with Miesfelds to try and raise extra funds for the FD and EMS. Biederwolf is asking for additional supplement funding. Biederwolf said that the Fire Department received a call last week regarding a 1952 Panel truck that was originally the Town of Sheboygan's and they are asking \$7,000 for it. Hein suggested that Biederwolf call Larry Gordon about this. Biederwolf said that he would also appreciate the Board to review fire inspection pay and that there has not been an increase in over eight years.

18. Ordinance Enforcement Officer Report. Mark Heroynomus was present and reported it has been a quiet month so far.

19. Poll worker appointment for 2021 Elections. Clerk Fischer submitted an updated poll worker list for approval. **Motion Gumm, second Schwinn to approve the list of updated poll workers. Motion carried.**

20. Waive fees for park rental, Class "B" Retailers License, and Servers License for the Town of Sheboygan Lions Club Picnic to be held June 25th, 2021. **Motion Gumm, second Lambrecht to approve the waiving of the park rental, Class "B" Retailers License and Servers Licenses for the Town of Sheboygan Lions Club Picnic for 2021. Motion carried.**

21. Waive fees for park rental for Vince Lombardi Cancer survivor and family picnic to be held July 30th, 2021. **Motion Gumm, second Schwinn to waive park rental fees for the Vince Lombardi Cancer survivor and family picnic in 2021. Motion carried.**

22. **Closed Session** The Town of Sheboygan Town Board may convene into Closed Session pursuant to Section 19.85 (1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

23. **Open Session** The Town of Sheboygan Town Board will reconvene into Open Session to make decisions on Closed Session items.

24. **Closed Session** The Town of Sheboygan Town Board may convene into Closed Session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Acadia, Inc. Vacant Land Offer to Purchase.

25. **Open Session** The Town of Sheboygan Town Board may reconvene in open session to make decisions on closed session – Acadia, Inc., Vacant Land Offer to Purchase. **Motion Gumm, second Schwinn to approve the Acaida, Inc., vacant land offer to Purchase for development. Motion carried.**

26. Employee Matters. **Motion Gumm, second Lambrecht to authorize the hiring of Michelle Richards as Accountant/Deputy Treasurer at \$20 an hour with a six-month review and one week of paid vacation in her first year and the option of five additional days off with no pay. Motion carried.**

Motion Schwinn, second Gumm to approve the following pay increases retroactive as of January 1st, 2021; Clerk, Peggy Fischer from \$25.00 per hour to \$26.50 per hour, Increase Fire Department Chief Ed Biederwolf from \$3500 to \$4000 a year, First Assistant Chief Andrew Stahl from \$1,500 to \$2,000 a year, Second Assistant Chief Josh Lenz from \$1,500 to \$2,000 a year, Secretary/Treasurer Tim Ellis from \$2,000 to \$2,250 a year, Administrator Joe Stahl from \$1,200 to \$1,500 a year, EMS Coordinator Adam Cain from \$1,200 to \$1,500 a year and a newly created position of Deputy EMS Coordinator Mike Brungraber, which will be paid \$1,250 a year. Fire Inspector pay will increase from \$12.00 to \$15.00 per hour. Increases retroactive as of January 1st, 2021. Motion carried.

27. Correspondence: Sheboygan County Unit Meeting, Friday, January 22nd, 2021 via Zoom. No other new correspondence.

28. Reports a. Financial Reports b. Approval of Bills c. Plan Commission d. Parks Committee. **Motion Gumm, second Lambrecht to approve the reports, financial reports, and bills. Motion carried.**

29. Adjourn. **Motion Gumm, second Schwinn to adjourn the Town Board meeting on January 19th, 2021 at 7:15 pm. Motion carried.**

Peggy Fischer, Clerk