

**TOWN BOARD MEETING MINUTES**  
**FROM July 5, 2021 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, Barbara Poch and Jim Hanke. Also, in attendance were Clerk / Treasurer Jeanette Meyer and audience members.

COMPLIANCE WITH THE OPEN MEETINGS LAW – Notices were posted 1:15 pm Wednesday, June 30, 2021 at the Johnsonville Fire Station, the Town of Sheboygan Falls Fire Station, and at the Town of Sheboygan Falls Town Hall.

APPROVAL OF MEETING MINUTES FROM June 1, 2021 Town Board Meeting and June 22, 2021 Special Town Board Meeting- A motion to approve the minutes from the June 1, 2021 Town Board meeting and June 22, 2021 Special Town Board Meeting was made by Poch, seconded by Meyer. Motion carried 3-0.

TREASURERS REPORT- The Treasurer's Report was read. A motion to approve the Treasurer's report as read was made by Hanke, seconded by Poch. Motion carried 3-0.

CORRESPONDENCE – The Clerk had nothing to report.

**DISCUSSION AND POSSIBLE ACTION ON THESE ITEMS:**

- a. Consideration of Additional Signer on Checking Account – With the passing of Steve Bauer we are back to only 2 signers on the Town's bank accounts. Having a third really helped in the past. A motion to appoint Gerald Meyer as the third signer on the Town's accounts at National Exchange Bank was made by Poch, seconded by Hanke. Motion carried 3-0. Clerk get needed paperwork.
- b. Consideration of ATV Routes within Town - Chairman Theobald inquired about the Board's thoughts to establish ATV routes within the Town as some other towns have done. He and the Clerk will gather more info for the Board. Item will be added to the August agenda.
- c. Consideration of Contracting a Road Engineer – The Board was asked if the Town should pursue a separate engineer to preform road related projects. The Board felt we should investigate further.
- d. Consideration of Financing Options for 2021 Road Projects – The Clerk presented the Board with a spreadsheet showing the cost of the 2021 Road Projects we have contracted already vs how much money we currently have. More funds will be coming from the state shared revenue payments (July & November) but the bills will be due before that money arrives. The Board was also presented with current lending rate from 2 different lending outlets. A motion to obtain a 2-year loan from National Exchange Bank for \$300,000 at a rate of 2.25% was made by Meyer, seconded by Poch. Motion carried 3-0.
- e. Approval of 2021 PASER Road Rating – The Board reviewed the spreadsheet showing the 2021 PASER Road ratings from a recent Road tour completed with Supervisor Poch. A motion to approve the 2021 PASER Road Rating with the removal of Green Acres Dr, not in the Town of Sheboygan Falls and the update of rating for Meadowlark Rd (CTH J to Playbird Rd) to a 9; as the asphalt paving was completed, after the road tour took place was made by Meyer, seconded by Hanke. Motion carried 3-0.
- f. Consideration of Support of Bertram Commination Broadband Grant - Bertram Communications is asking for support from the Town for a Broadband Grant they are applying for that could triple the

ARPA funds the Town will be receiving from the federal government. Unfortunately, a rep was unable to attend tonight's meeting to answer questions from the Board. A motion to approve support if the Town Chair & Town Clerk get answers to make sure funds stay in the Town to support our residents was made by Hanke, seconded by Poch. Motion carried 3-0.

g. Action to Establish and Fill Town Administrator Position –

1. Discussion with possible action on Ordinance #1 2021/2022 Create Section 2.08 “Appoint Position of Town Administrator.” – A motion to adopt Ordinance #1 2021/2022 to create Section 2.08 “Appoint Position of Town Administrator” was made by Poch, seconded by Hanke. Motion carried 3-0.
2. Discussion with possible action on Combining the Position of Administrator and Clerk / Treasurer A motion to combine the positions of Administrator with the Clerk / Treasurer position was made by Hanke, seconded by Poch. Motion carried 2-0. Meyer abstained.
3. Appointment of Administrator / Clerk / Treasurer – A motion to appoint Jeanette Meyer to the Administrator / Clerk / Treasurer position as of July 5 with a rate of \$25 per hour and 40 hours of paid vacation pr year was made by Hanke, seconded by Poch. Motion carried 2-0. Meyer abstained.

h. Action to Fill Vacant Supervisor Seat – Town resident, Adam Luebke, introduced himself to the Board and answered questions the Board had. A motion to appoint Adam Luebke to the remaining term (April 2022) for the vacant supervisor seat previously held by Skip Theobald starting August 2 was made by Poch, seconded by Meyer. Motion carried 3-0.

i. Appointment of Board of Appeals – A motion to appoint Glenn Ubbelohde (Chair), Bob Sukowaty, Gary Bimmel and Rober Neeb to the Board of Appeals was made by Meyer, seconded by Hanke. Motion carried 3-0.

j. Appointment of Plan Commission – A motion to appoint Skip Theobald (Chair), Jeanette Meyer, David Schueffner, Carol Leannah and Kevin Meyer to the Plan Commission was made by Hanke. Seconded by Poch. Motion carried 2-0. Meyer abstained.

k. Consideration of LRIP project / Application – Due October 2021 – The Clerk reported the Town of Sheboygan Falls would be eligible for another LRIP grant in this cycle. A motion to apply for Paving Highland Rd, from CTH J to Playbird was made by Meyer, seconded by Hanke. Motion carried 3-0.

l. Road Maintenance

1. Otter Creek Bridge, Willow Rd –Chairman Theobald stated he will contact Warren Luedtke for next month.
2. Culvert repairs on Meadowlark Rd – south of Sheboygan River Bridge- A quote from Wagner was presented to the Board. Supervisor Meyer has asked Peterson to quote as well; that was not yet received. Item added to next month's agenda.
3. Gravel Shoulders on Meadowlark Rd (HWY 23 to CTH O) – Chairman Theobald will discuss with C&S.
4. 645 Pinehurst Ct. – New supervisor Adam Luebke was asked to look at and report for August meeting.

m. Consideration of Woodland Rd Bridge (Between Alpine & Bridgewood Rd) Replacement Options – A motion to proceed with the DOT Bridge Replacement Application for Woodland Rd Bridge (Between Alpine & Bridgewood Rd) was made by Meyer, seconded by Meyer. Motion carried 3-0.

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

SUPERVISORS REPORT –No report.

Discussion and Approval of this month bills – A motion to approve the bills to be paid in July was made by Hanke, seconded by Meyer. Motion carried 3-0.

The Town Board intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) for the purpose of conferring with legal counsel for the Town who is rendering oral or written advice concerning strategy to be adopted by the Town with respect to litigation in which the Town is or is likely to become involved and pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Town Board will discuss negotiations regarding road repairs on Rio Rd & Woodland Rd. A motion to go into closed session was made by Meyer, seconded by Hanke. Roll call vote: Meyer -aye, Poch-aye, Hanke-aye, Theobald – aye.

A motion to have get Attorney Matt Parmentier pictures and invoices per NPL's request and give them 14 days before filling a suit was made by Meyer, seconded by Poch. Motion carried 4-0.

ADJORNMENT – Motion to adjourn was made by Meyer, seconded by Hanke. Meeting adjourned at 9:11 pm.

Respectfully submitted,

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