

Town of Herman
Town Board Meeting
Minutes

January 4, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constable Dennis Grunewald

The meeting was posted in compliance with the Open Meetings Law, January 3, 2017 at 6:00 P.M.

The minutes of the November 2, 2016 and the December 7, 2016 meetings were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$1,229,989.00** Checking: **\$250.00** Petty Cash: **\$78.10**

Total funds in all accounts: **\$1,230,317.10**

Clerk's Report - Correspondence received: Miscellaneous correspondence reviewed by the Board. Correspondence to be filed and no further action required.

Building Inspector's Report: None

Constables Report: None

Public Input: None

Action /discussion items:

- ✓ The Ten Year Town Comprehensive Plan is void as of October 4, 2017. Kevin Struck, UW-Extension Sheboygan County Growth Management Educator, has offered to update the Comprehensive Plan for the Town by preparing an Addendum to extend another ten years. Supervisor Raquet will follow-up with Mr. Struck and report at the February Meeting.

Chairman's Report: ▶ Zoning Administrator Raquet will follow-up on an inquiry regarding the zoning use of Schmitt property on State Road 32. ▶ Transportation Aids for 2017 will be \$92,417.94. ▶ In order to prioritize work and properly staff, the County Transportation Department will hold a meeting with all municipalities to get an idea of road improvement projects. Chairman Sixel will attend that meeting. ▶ Use of the Town's \$23,656 calendar year 2017 distribution of County Sales Tax revenue was discussed. It was noted that the County directed the sales tax revenue be used by the Town for project(s) that would not have been done if the funds were not available. Chairman Sixel noted the funds could be used to repair a portion of Brookdale Road beginning at State Road 42, pulverizing and paving as much of the road that can be done with the \$23,656. A sign could be posted indicating the Brookdale repairs were done with the Town's portion of the sales tax. ▶ Chairman Sixel will be out of Town on the regularly scheduled Town Board Meeting, February 1, 2017. It was agreed that the February Town Board Meeting will be held the 2nd Wednesday, February 8, 2017.

Supervisors' Report: ▶ A request was received to place a barricade at the gravel portion of Meadowlark Road which does not get plowed. ▶ \$300 was received for the aluminum cans hauled from the recycling center. It was noted that the price received per pound keeps going down.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:37 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

February 8, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constable Kevin Kirsch and guest Greg Schnell.

The meeting was posted in compliance with the Open Meetings Law, February 4, 2017 at 3:00 P.M.

The minutes of the January 4, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$722,865.35** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$723,215.35**

Clerk's Report - Correspondence received: Miscellaneous correspondence reviewed by the Board. Correspondence to be filed and no further action required.

Building Inspector's Report: January, 2017, one (1) building permits were issued as follows:
Quandt, W2156 Rowe Road, cnstr/windows

Constables Report: ▶ After some difficulties with instructors provided by Sheboygan County Sheriff's Department, the Sheboygan County Constables Association is back on track with a new instructor from Lakeshore Technical College. Classes are held at various sites such as the Ada Fire Department and some town halls. ▶ Funding through the Association has allowed some equipment improvements for Town Constables. ▶ A town resolution may be needed to allow Constables to use 360 degree lights for visual safety. This matter is to be addressed at the March Town Board Meeting. ▶ Recycling Center complaint/issues are being looked into. ▶ Use of RC ID cards was suggested to alleviate doubt of town residency by users of the RC.

Public Input: None.

Action /discussion items:

- ✓ **Motion Raquet/Sixel and carried to retain Kevin Struck to update the Ten Year Town Comprehensive Plan.**
- ✓ Greg Schnell, Transportation Director, Sheboygan County Highway Department, attended the meeting to explain that options to repair/replace Meadowlark Road Bridge have changed. Because of the last reported increase to the costs of the scheduled projects, a number of projects have been abandoned making funds available. The previously quoted \$140,000 "Town Share" was redacted and returned to the originally quoted 80/10/10 ... 80% by State ... 20% by Town = \$89,591 ... with County Bridge Aid of 10% = \$44,795, bringing the Town Share to \$44,795. Delaying the project will require the Town to reapply which could incur additional costs such as environmental in excess of \$60,000. The Board agreed to stay on task to replace Meadowlark Road Bridge. ▶ It was noted that the Town's share of the 2017 and 2018 Sheboygan County Sales Tax Revenue could be used for this project. **Motion Raquet/Maeuser and carried to move forward with Meadowlark Bridge Project using 2017 and 2018 Sheboygan County Sales Tax Revenue to fund the project.** ▶ Discussion regarding repair/replacement of the Countyline Bridge by the Town of Meeme. The Town of Herman has not been contacted by the Town of Meeme about this project. Mr. Schnell stated he will check into this project with his

contact at Manitowoc County Transportation Department and will advise. ► Mr. Schnell reported that Sheboygan County has consolidated two (2) highway sheds. Elkhart Lake and Sheboygan will be closed/sold and the Highway Department offices are being relocated to the new building on State Road 67. ► A request has been made to the increase County Highway staff. ► Mr. Schnell was asked to have his crew check the culvert on Franklin Road between FF and MM.

- ✓ It was discussed that use of personal email accounts by the Elected Officials could present a problem during records request. It was agreed that a domain name should be obtained by the Town to allow the Elected Officials to have a dedicated Town email account. Treasurer Marthenze reported that he has reserved "townherman.com" domain name.
- ✓ To establish a limited access ORI for Town Constables, Clerk Koeser shall copy and paste the Constable Duties from Town Ordinances on TOH letterhead and give to Constable Kirsch for review.
- ✓ The 2017 Annual Meeting shall be held Tuesday, April 18, 2017 at 7:30 PM. Individuals to be contacted as possible guest speakers: Sheriff's Department staff, newly elected DA Joel Urmanski, or other available elected official(s).

Chairman's Report: Census info to be completed by Clerk Koeser. Nothing else to report.

Supervisors' Report: County is cutting trees on Willow Road. Surveillance cameras have been installed at the Recycling Center.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:05 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

March 8, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constables Dennis Grunewald and Kevin Kirsch, and Pat Dunn

The meeting was posted in compliance with the Open Meetings Law, March 4, 2017 at 6:00 P.M.

The minutes of the February 8, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$230,344.50** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$230,694.50**

Clerk's Report - Correspondence received: None

Building Inspector's Report: Two (2) building permits were issued as follows: Harms, N7944 State Road 42, remodel, Bender, N9504 State Road 42, new home

Constables Report: It was noted that in the past the Constables, as members of the Ada Fired Department (ADF) Board had access to an ADF radio. Neither Constable is now on the Ada Fire Department Board. The Constables have asked the AFD if the Constables may continue to use a ADF radio, and will report on the AFD decision.

Public Input: None

Action /discussion items:

- ✓ WTA Attorney Carol Nawrocki/Senator Devin LeMahieu advised that per the DOJ, unless the Town has a police department, Constables' use of a 360 degree safety light is not allowed as of a 2013 state legislature decision. Possibly caution yellow could be used. The Constables will take this information to the Constable Association meeting to see how they understand this topic. The matter has been tabled to the April meeting, to be discussed under **Constables Report**.
- ✓ The Town Hall lot snow plowing will be done by the County beginning 2017.
- ✓ The following dates were approved:
 - Open Book, Thursday, May 4, 2017
 - Board of Review, Thursday, June 1, 2017

Chairman's Report: Chairman Sixel will not be available on the June Town Board Meeting date of June 7, 2017. It was agreed that the June Town Board Meeting will be held, Wednesday, May 31, 2017. » Chairman Sixel is waiting to hear from Town of Meeme regarding repairs to County Line Road Bridge. » The condition of Bittersweet Road and Franklin Road will be compared during the April road inspection. » Patch work on Brookdale will be done. » Chairman Sixel and Supervisor Maeuser attended the WTA District Meeting in DePere. An updated WTA Handbook was purchased. » It was suggested that it would be worthwhile for Clerk Koeser to become a member of the Municipal Clerk Association. Clerk Koeser will research this matter.

Supervisors' Report: Supervisor Raquet provided download of video from the RC security cameras. The view was very good. System will be helpful for past issues.

Zoning Administrator's Report: None.

Recycling Center Report: Coordinator Dunn has addressed the RC employee issues. It also was reported that Coordinator Dunn and the RC Employees have been working to reeducate Residents told by another resident that it is not necessary to recycle ... that our Town policies are incorrect and too stringent.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:53 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

April 5, 2017

The Town Board meeting was called to order at 7:06 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constables Dennis Grunewald, Kevin Kirsch, Pat Dunn and guest Matt
Lueck, Rural Mutual Insurance

The meeting was posted in compliance with the Open Meetings Law, April 3, 2017 at 6:00 P.M.

The minutes of the March 1, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$222,925.37** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$223,275.37**

Clerk's Report - Correspondence received: None

Building Inspector's Report: None

Constables Report: Three (3) dogs running at large handled by Constable Grunewald.

Tabled matters:

- Ada Fire Department is not agreeable to Town Constables' use of AFD radios. Matter further tabled to research purchase of one (1) hand held radio.
- Use of red and blue lights by Constables to be tabled to for additional research.

Public Input: None.

Action /discussion items

- ✓ Matt Lueck from Rural Mutual Insurance was present to review the Town's Insurance Policy, and to answer any questions:
 - Mr. Lueck noted that regardless of color of hazard lights, Constables are covered if injured. Also noted that only elected officials are covered under the policy, not others brought to assist.
 - Syber insurance covers loss due to hacked information.
 - As in years past, only a minimal rate increase ... \$120 from last year's premium.
- ✓ It was determined that the request by a Town Resident to store recreational units on his property for profit will require a conditional use permit and will be reviewed by the PZC.
- ✓ Motion Maeuser/Raquet, seconded and carried authorizing the Town Board to approve the Crack Filling Contract after the Town Road Inspection to be done Thursday, April 13, 2017 at 4:00.
- ✓ Annual Meeting to be held Tuesday, April 18, 2017. Agenda items include 10 Year Comp Plan update and new security system installed at the Recycling Center. Cleveland State Bank to sponsor the lunch. Cindy Huhn at CSB requested a copy of the Annual Meeting Agenda. It was suggested to order lunch from Parker Johns ... they may deliver.
- ✓ The 2017 Spring Election results were reviewed, and election updates given by Clerk Koeser.

Chairman's Report: In the process of getting prices from the County on spot repairs. Nothing has been heard from the Town of Meeme regarding the County Line bridge project.

Supervisors' Report: There is a hollowed out spot on Willow Road at FF and A that needs repair; Also repairs needed to the shoulder at Garton and Willow damaged by a milk truck that went off road this winter.

Zoning Administrator's Report: The update to the 10 Year Comprehensive Plan is complete. A public hearing needs to be held prior to the Comp Plan being brought before the Town board for adoption/approval.

Recycling Center Report: All is going pretty good at the RC. Positive feedback has been received on the mandatory recycling sign. Pat has taken on the responsibility of working with a few residents on recycling and that is going well. Locks have been changed on the overhead doors and are keyed so that one key can be used for all doors. An industrial lock was also installed on the entrance door for better security.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:53 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

May 3, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze, Constables Dennis Grunewald, Kevin Kirsch and 25 Guests as per the attached *Record of Attendance*.

The meeting was posted in compliance with the Open Meetings Law, May 2, 2017 at 6:00 P.M.

The minutes of the April 5, 2017 meeting were approved as submitted.

Ada and Franklin Fire Department – A possible merger of departments is being considered.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$218,597.49** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$218.947.49**

Clerk's Report - Correspondence received: None

Building Inspector's Report: None

Constables Report: A call from the County Sheriff's department regarding tires laying in the ditch on Rangeline Road. No other calls.

Public Input: None.

Action /discussion items:

- ✓ Motion Raquet/Maeuser and carried to approve Goodine Application for Condition Use Permit for indoor/outdoor storage of recreational units. The only conditions being (1) no lit signage, and (2) only use of down lighting. No outlining is required.
- ✓ Motion Sixel/Raquet and carried to approve Siegert Petition for Rezoning.
Motion Raquet/Maeuser and carried to approve Siegert CSM.
- ✓ Cost estimate from the County reviewed on Franklin Road; Brookdale, Garton and Bittersweet Roads considered for repair/replacement. After discussion it was determined that a request for bids for repairs/replacement of a portion of Brookdale from State Road 42 to Norene Road, and Bittersweet between Garton and Playbird Roads would be published.
- ✓ Motion Raquet/Maeuser to approve applications for Temporary Class B Retailer's Licenses for HG Rod & Gun Club events on June 14, 2017 and September 17, 2017.
- ✓ MDK Concrete & Fabricating, LLC estimate for removal and replacement of the Recycling Center concrete approach was reviewed. Chairman Sixel to discuss with contractor the depth and size of area to be replaced. Tabled to June, 2017 meeting.
- ✓ Constable matters – tabled from May, 2017 meeting for further research:
 - Motion Sixel/Raquet and carried to approve purchase of one (1) Radio from Sheboygan County for Constables' use at the price of \$679.
 - After research by Constable Kirsch, the Board approved moving forward with use of red/blue LEDs by Constables if deemed prudent. Treasurer Marthenze to contact the WTA and County Constable Association if funds are available to purchase red/blue LEDs. Constable Kirsch has them, but not Constable Grunewald. Both Constables were approved for their ORI.

- ✓ Dan Goodine will provide a building inspector contract proposal for review at the June Town Board Meeting. Mr. Goodine requires a separate electrical and plumbing inspector but will coordinate inspections with those inspectors. Supervisor Raquet will obtain another option to review.

Chairman's Report: Report of water in basement of resident on County Line Road where a new culvert may be needed from Meeme to Herman. This matter requires further review with resident. Tabled to June, 2017 meeting.

Supervisors' Report: List received from County regarding culverts to be replaced or repaired.

Zoning Administrator's Report: No report.

Recycling Center Report: Resident's concerns were shared. Surveillance monitor is in the wrong place and may have to be moved.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:22 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

May 31, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze, and
Guests Marlene Kammann, Bryan Olson from Sheboygan County and
Eric Letter from Northeast Asphalt

The meeting was posted in compliance with the Open Meetings Law, May 30, 2017 at 6:00 P.M.

The minutes of the May 3, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$212,517.85** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$212,867.85**

Clerk's Report - Correspondence received: Resident email asking for information regarding merger of Ada and Franklin Fire Departments. Clerk was instructed by Board on how to respond. No other correspondence received.

Building Inspector's Report: Four (4) building permits were issued as follows: Hansen, remodel; Lakeland University, Taylor Field Improvement; Siemers, roof, Williams, foundation repair.

Constables Report: No Report

Public Input: None

Action /discussion items:

- ✓ Bid Opening and Awarding of Bid for resurfacing of roadways as follows:
 - Bittersweet Road, between Garton Road and Playbird Road
-Sheboygan County \$105,528.00
-Northeast Asphalt, Inc. \$103,980.00*
Motion Raquet/Maeuser and carried to go with Northeast Asphalt, Inc. lowest bid on Bittersweet Road for \$103,980.00
 - Brookdale Road, between State Road 42 to Norene Road
-Sheboygan County \$34,014.00
-Northeast Asphalt, Inc. \$24,880.00*
Motion Raquet/Maeuser and carried to go with Northeast Asphalt, Inc., lowest bid on Brookdale Road for \$24,880.00
- ✓ Motion Sixel/Maeuser and carried to approve Class "B" Liquor Licenses for the following:
Franklin Haus, Lakeland University and Pine Grove (Trade Names)
- ✓ Motion Raquet/Maeuser and carried to approve Operator's License for the following:
Caroline Korhonen; Christopher Grotegut; Dawn Groskopf; Anne Heim; Ann Herzog; Darcy Mueller, Tamara Mueller, Sarah Pennings and Steve Pennings
- ✓ Motion Sixel/Raquet and carried to approve Resolutions 2017-01 and 2017-02 to Collect fees/fines/costs for delinquent Dog Licenses

- ✓ Discussion and recommendation of changes to Building Inspector /Building Inspection Procedures, Tabled to July meeting.
- ✓ Kammann CSM signed – Petition to Change Zoning Use Classification filed by Marlene Kammann approved September 7, 2016
- ✓ Discussion and recommendation to purchase updated equipment for the Clerk and Treasurer, Tabled to July meeting.
- ✓ Motion Raquet/Maeuser and carried to approve MDK per quote of \$4,700 for replacement of concrete approach to the large overhead door per estimate dated May 11, 2017. MDK to contact Pat Dunn to coordinate the timing of project.

Chairman's Report: Sheboygan County bridge inspection is done every two (2) years. Report received and reviewed. Chairman Sixel questioned report on Willow Road bridge noting possible AC overlay (blacktop). Because this repair is more than maintenance, Chairman Sixel requested additional information: (1) reason for repairs, and (2) an estimate of cost.

Resident inquired when Orchard Road would be repaired, stating manure tankers are running constantly on that road causing more damage.

Resident on Willow Road voiced concerned about a culvert that has been stalled by the adjacent land owner. Supervisor Maeuser has been receiving daily calls from concerned resident. The culvert was necessary and is already installed.

Supervisors' Report: No Report

Zoning Administrator's Report: No Report

Recycling Center Report: No Report

Motion Raquet/Maesuer and carried to adjourn. The meeting was adjourned at 8:02 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

June 28, 2017

NOTE: The July, 2017 Town Board Meeting was moved from the regularly scheduled first Wednesday of July to June 28, 2017 Due to Clerk's unavailability for medical reasons

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze, Constables and Kevin Kirsch, and Guests Ed Harvey, Nathaniel Schultz and Kevin Struck

The meeting was posted in compliance with the Open Meetings Law, June 24, 2017 at 6:00 P.M.

The minutes of the May 31, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: \$182,200.87	Checking: \$147.97	Petty Cash: \$100.00
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Total funds in all accounts: **\$182,448.84**

Clerk's Report - Correspondence received: None

Building Inspector's Report: None

Constables Report: A mailbox hit by baseball bat on County Road M seems to be a random incident, no other reports received. An anonymous report received of multiple cars stored on property located at W3077 Garton Road. No formal/written complaint received.

Public Input: None

Action /discussion items:

- ✓ Motion Raquet/Sixel and carried to adopt the Addendum (Update) to the Town of Herman 10 Year Comprehensive Plan 2007 – 2027 as recommended by the Town of Herman Plan and Zoning Commission
- ✓ Motion Raquet/Sixel and carried to approve CSM submitted by Nate Schultz
- ✓ Motion Sixel/Raquet and carried to approve sale of right-of-way to Sheboygan County needed for the County Road FF bridge replacement project. Sale price \$100; Town of Herman, Grantor; Sheboygan County, Grantee. Action includes authorization to sign all documents provided by Ed Harvey, Sheboygan County Highway Department, including but not limited to a Temporary Limited Easement
- ✓ Building Inspector discussion, tabled at the May 31, 2017 meeting, continued. It was decided that no action is required until the current building inspector contract expires at year end.
- ✓ Town equipment update discussion, tabled at the May 31, 2017 meeting is further tabled to the August, 2017 meeting.

Chairman's Report: Blacktop on Brookdale and Bittersweet has been completed by NEA. It was noted that a NEA did a nice job of blacktopping. A much needed blacktop patch was also done by NEA on Brookdale at Roosevelt for an additional \$1,610 as approved by Chairman Sixel. A resident on Bittersweet voiced concern that a culvert was not replaced prior to the Bittersweet roadwork. Culvert approval by DNR is now required and would have delayed roadwork for months.

Supervisors' Report: While cutting Town of Rhine ditches on Willow Road, County Highway contacted Supervisor Maeuser for approval to continue cutting ditches on Willow Road in the Town of Herman. Permission was granted.

Zoning Administrator's Report: Very busy.

Recycling Center Report: None

Next meeting August 2, 2017

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:51 PM.

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

August 2, 2017

The Town Board meeting was called to order at 7:04 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constable Dennis Grunewald, and Guest Randy Grunewald

The meeting was posted in compliance with the Open Meetings Law, July 29, 2017 at 3:00 P.M.

The minutes of the June 28, 2017 (July, 2017) meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$60,012.58** Checking: **\$329.89** Petty Cash: **\$100.00**

Total funds in all accounts: **\$60,442.47**

Clerk's Report - Correspondence received: None

Building Inspector's Report: One (1) building permit was issued as follows: Hernandez, pool.

Constables Report: One dog running at large on highway, Dennis talked to owner. Garbage piling up at rental in Ada, tenant evicted.

Public Input: None

Action /discussion items:

- ✓ Discussion of improvements to the exterior of the Town Hall requested by Allen Nohl on behalf of American Legion Post #387 was tabled to Mr. Nohl was unable to attend the meeting.
- ✓ It was discussed and agreed by the Board that RC Coordinator would be allowed to take necessary steps to acquire adequate staffing.
- ✓ The necessity of a dog license ordinance was discussed. Treasurer Marthenze to draft documentation to present at the next meeting.
- ✓ Motion Raquet/Maeuser and carried to approve Application for Temporary Class B Retailer's License for Ada Volunteer Fire Department Firefighters event on Sunday, September 10, 2017
- ✓ Motion Raquet/Maeuser and carried to approve Applications for Operator's Licenses for Garrett Kracht, Jacob Steppe and Derek VanderPlas

Chairman's Report: Call received by new resident looking town info.

Supervisors' Report: Call received regarding hole on Garton Road 1 foot in diameter ... County Highway Department will patch.

Zoning Administrator's Report: Busy but should start to slow.

Recycling Center Report: None

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:32 PM.

Kathleen Koeser, Town Clerk

Town of Herman
Town Board Meeting
Minutes

September, 2017

The Town Board meeting was called to order at 7:00 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser
ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze,
Constables Dennis Grunewald and Kevin Kirsch, and Guests Jeff
Grunewald and Laura Wagner, Webs by Wagner

The meeting was posted in compliance with the Open Meetings Law, September 5, 2017 at 6:00 P.M.

The minutes of the August 2, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$130,509.66** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$130,859.66**

Clerk's Report – Correspondence received: None

Building Inspector's Report: Three (3) building permits were issued as follows: Submitted in error: Kolwitz, 5235 Harvest Road (not TOH); Gutenberger, W3130 Garton Road, repair: Shaske, W2939 County Road FF, electric

Constables Report: Constable Grunwald: Nothing; Constable Kirsch: reported on meeting at Recycling Center with Mr. and Mrs. Schultz

Public Input: Allen Nohl, representing American Legion Post #387, informing the Town Board that the American Legion members will be making improvements to the landscaping by removing the shrubs growing in front of the American Legion sign on the front of the Town Hall

Action /discussion items:

- Motion Raquet/Maeuser and carried to approve rezone of Grunewald CSM as applied and recommended
- Motion Sixel/Raquet and carried to approve Application for Operator's License by Matthew Horst
- Motion Maeuser/Raquet and carried to approve County Aid Bridge Petition for Meadowlark Road Bridge
- Motion Sixel/Raquet and carried to authorize an assessment and fine against Mark A. Wamser for illegal littering at the Town of Herman Recycling Center
- Motion Raquet/Maeuser and carried approve Ordinance 2017-01 amending Town of Herman Code of Ordinances as to Chapter 9 to provide for Citation Enforcement; and, motion Raquet/Maeuser and carried to approve Ordinance 2017-02 to amend Town of Herman Code of Ordinances as to Chapter 4 to increase Dog License Late Fee
- Motion Sixel/Maeuser and carried to move forward, pending contract approval, with development of a Town website, services provided by Laura Wagner, Webs by Wagner.
- Discuss solutions for reoccurring issues at the Recycling Center – decided status quo
- Discuss need for additional camera at Recycling Center to cover blind spot – Town Board agreed to allow that camera purchase.

Chairman's Report: Attended meeting at Recycling Center with Mr. and Mrs. Schultz; Crane set up on Meadowlark Bridge replacement in the works; pot hole on Main to Road to be repaired; ditches should be cut again; Goking made improvements to a tile where wetlands and willows that were damaging Rowe Road; culvert on County Line, Highland and Hidden Brook all waiting on DNR approval ... delays due to DNR delays. Bittersweet Road repairs are complete ... NEA did a commendable job.

Supervisors' Report: None.

Zoning Administrator's Report: None.

Recycling Center Report: Earthwise no longer in business. No return calls. Electronics/appliances will go to Metal and garbage.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:32 PM.

/s/ Kathleen Koeser

Kathleen Koeser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

October 4, 2017

The Town Board meeting was called to order at 7:04 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Treasurer/Deputy Clerk George Marthenze, Constables Dennis Grunewald and Kevin Kirsch, and Guests Eric Raquet and Allen Nohl

The meeting was posted in compliance with the Open Meetings Law, October 2, 2017 at 6:00 P.M.

The minutes of the September 6, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$131,231.73** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$131,671.73**

Clerk's Report - Correspondence received: Correspondence to be filed, no further action required.

Building Inspector's Report: None

Public Input: None

Action /discussion items:

- Motion Raquet/Maeuser and carried to approve Sheboygan County Sales Tax Revenue-Sharing Intergovernmental Cooperative Agreement (SCSTR-SICA)
- Motion Maeuser/Raquet and carried to share cost of Town Hall front façade landscaping with American Legion up to \$125.00
- Discussion to allow the American Legion to add a sign in the Town Hall. Interior and exterior signs were viewed. Goldsmith Painting and Cleaning, Inc. will be contacted for an estimate to pressure wash and treat the exterior of the Town Hall. American Legion exterior signs will be reattached to the front of the Town Hall after the exterior is cleaned and treated. Motion Raquet/Maeuser and carried to approve replacement of the flag pole at the front on the Town Hall.
- Motion Sixel/Maeuser and carried to approve Application for Temporary Class B Retailer's License for Franklin Volunteer Fire Department for event on November 12, 2017
- Motion Sixel/Maeuser (Abstain Raquet) and carried to accept resignation of Town Zoning Administrator, Jim Raquet effective November 1, 2017; Motion Sixel/Maeuser (Abstain Raquet) and carried to appoint Eric Raquet as the Town Zoning Administrator effective November 1, 2017
- Motion Sixel/Raquet and carried to adopt Ordinance 2017-03 eliminating the "Town Park Commission"
- Motion Raquet/Maeuser and carried to adopt Ordinance 2017-04 prohibiting littering in the Town
- The Fire Department budgets were discussed, with some concern over what the budget would look like for the Franklin Fire Dept. if they are merged with the Ada Fire Dept. at the end of 2017. After some discussion it was determined that, absent other direction from the fire departments concerned, the town would continue to budget for fire service as was done in the past. After reviewing alternative budgets, the Town Board approved a preliminary 2018 Budget that includes a \$100,000.00 increase in the tax levy cap, and authorized publication of the 2018 Budget Notice and consideration of a

Resolution Increasing the levy cap at the November Meeting of Electors on a motion by Jim Raquet, seconded by Carl Maeuser and carried.

- Jim Koenig, caretaker of St. Joseph Catholic Cemetery, was not present to answer questions regarding placement of a monument on the cemetery. The matter was tabled.

Chairman's Report: Meadowlark bridge job meeting was held. Meadowlark Road to re-open November 1; County road weight limit signs to be done. County to be contacted regarding two (2) culverts. Letter received from Kiel School District to visit during a Town Board Meeting.

Supervisors' Report: None

Zoning Administrator's Report: None

Recycling Center Report: Gravel settled at approach to new cement.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:28 PM.

/s/ George Marthenze

George Marthenze

Deputy Clerk

Town of Herman
Town Board Meeting
Minutes

November 1, 2017

Chairman Sixel opened the **Public Hearing on the 2018 Town Budget**. Notice of the Hearing was posted October 31, 2017, and published October 14, 2017. Those listed on the Record of Attendance attached hereto appeared. Receiving no response to three (3) requests for comments, Chairman Sixel closed the public hearing portion of the meeting. 7:10 PM

The **Special Meeting of the Electors** was called to order at 7:10 PM by Chairman Sixel. There were nine (9) Electors present, six (6) were elected town officials.

The meeting was posted in compliance with the Open Meetings Law, October 31, 2017, at 6:00 PM.

- ✓ Motion Marthenze/Koeser and carried to approve a resolution proposing the town levy exceed the state allowable levy limit under s. 66.0602, Wis. Stat., specifically, a proposed tax levy increase exceeding the allowable 2017 tax levy of no more than 45.09% (\$100,001.50).
- ✓ Motion Grunewald/Karsteadt and carried to approve the total highway expenditures for 2018 pursuant to s. 82.03(2)(a), Wis. Stat. \$265,059.00
- ✓ Motion Grunewald/Karsteadt and carried to approve the 2017 total town tax levy to be collected in 2018 pursuant to s. 60.10(1)(a), Wis. Stat. \$321,782.00

Motion Marthenze/Nohl and carried to adjourn. The Special Meeting was adjourned at 7:19 PM

The **Town Board Meeting** was called to order at 7:20 PM by Chairman Sixel

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze, Constables Dennis Grunewald and Kevin Kirsch, and guests James Koenig, Allen Nohl and Edgar Karsteadt

The meeting was posted in compliance with the Open Meetings Law, October 31, 2017 at 6:00 PM

The minutes of the October 4, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market: **\$135,775.88** Checking: **\$250.00** Petty Cash: **\$100.00**

Total funds in all accounts: **\$137,125.88**

Clerk's Report - Correspondence received: Miscellaneous correspondence reviewed by the Board. Correspondence to be filed and no further action required.

Building Inspector's Report: None

Constables Report: Constable Kirsch found two (2) microwaves in ditches.

Public Input: It was noted to the Board by Jim Koenig, current grounds keeper of the St. Joseph Catholic Church cemetery, that St. Joseph closed in 1900; was torn down in 1920, and the last person was buried in the cemetery in 1936. Mr. Koenig's thought was to have a memorial stone with the cemetery directory placed on the site. Because the initial memorial sign estimate was too expensive, Mr. Koenig, at his

expense, put up a temporary sign. Mr. Koenig asks the Town to consider contributing to the cost of the temporary sign and possibly a more permanent directory in the future. Also, the question of who would be responsible for maintenance of the cemetery Mr. Koenig no longer assumes those responsibilities. It was discussed that St. Dominic's, Sheboygan, would be the successor owner of that land and any direction regarding care would need to come from that parish.

Action /discussion items:

- ✓ Motion Raquet/Maeuser and carried to adoption of the 2018 Town Budget
- ✓ The 2018 Volunteer Fire Department Fire Service Contracts and appropriation for services were discussed. Considering the merger of Franklin and Ada Fire Departments it was decided the amounts to be considered for approval at the December Town Board meeting would be \$60,407 awarded to Ada and \$28,461 to HGFD
- ✓ Motion Sixel/Raqeut and carried to approve the Goldsmith Painting proposal for exterior cleaning of the Town Hall
- ✓ Motion Raquet/Maeuser and carried to approve and execute Joint Powers Agreement County 911 Emergency System for Services effective 1/1/2018 to 12/31/2018, submitted by the Sheboygan County Sheriff's Department

Chairman's Report: Repairs to Meadowlark Bridge are complete and the road reopened 11/1/2017; The Elkhart Lake School District had a ribbon cutting on inclusive playground; Census info request to be completed; there has been no contact from T Meeme regarding shared cost to repair County Line Bridge which road is now open.

Supervisors' Report: patches on Meadowlark marked but not repaired. Some ditches have been cut but not all; \$281 was received for cashing in the RC aluminum; gravel scraped and leveled at the RC to height of new concrete slab; it was noted that the concrete work was done well

Zoning Administrator's Report: An inspection was done of the Hanke property on County Road A to add a concrete pad; the request for zoning approval to place an advertising sign along State Road 42 on land zoned FP was scraped; the Town has been contacted by multiple parties asking if there is the possibility that a parcel off of Bittersweet Road could be subdivided, or would horses be allowed. To date the Town has not been contacted by the owner of the property. The property may have shoreland and driveway issues.

Recycling Center Report: None

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:15 PM.

/s/ Kathleen Kooser

Kathleen Kooser
Town Clerk

Town of Herman
Town Board Meeting
Minutes

December 6, 2017

The Town Board meeting was called to order at 7:03 PM by Chairman Sixel.

MEMBERS PRESENT: Chairman Jeff Sixel and Supervisors Jim Raquet and Carl Maeuser

ALSO PRESENT: Clerk Kathy Koeser, Treasurer/Deputy Clerk George Marthenze, Constables Dennis Grunewald and Kevin Kirsch, and guests James Koenig, Allen Nohl and Edgar Karsteadt

The meeting was posted in compliance with the Open Meetings Law, December 2, 2017 at 6:00 P.M.

The minutes of the November 1, 2017 meeting were approved as submitted.

Treasurer's Report: Given by Treasurer Marthenze and was approved with the following balances:

Money Market	\$192,503.23
Checking	\$250.00
Petty Cash	<u>\$100.00</u>
Total Funds in All Accounts	\$192,853.23

Clerk's Report - Correspondence received: None

Building Inspector's Report: One (1) building permit was issued as follows: Ashworth, repair roof

Constables Report: Constable Grunewald had reported 9 tires in the ditch at County Road MM and State Road 32. The tires were picked up by the County. Call received about a horse running at large. The owner (from Rhine Center) was located and contacted. Constable Kirsch was contacted by Ted Fintelmann about old shingles dropped on his property.

Public Input: None

Action /discussion items:

- **Sommer CSM.** After inspection of land and review of the zoning maps, it was determined by the Zoning Administrator that Lot 3 of the proposed Sommer CSM contained lands zoned both FP and RD. To rectify this issue the Zoning Administrator recommended that Lot 3 of the proposed CSM be divided into two (2) lots determined by zoning as follows: Lot 3 RD and Lot 4 FP. Motion Raquet/Maeuser and carried to approve the Sommer CSM as recommended and conditioned as follows: (i) the CSM be revised as stated herein, and (ii) Owner Gene Sommer provide evidence of the merger of lots 3 and 4 to ensure that a land-locked parcel is not created.
- **St. Joseph Catholic Church Cemetery.** It was determined that the Town has no responsibility at this time for physical and/or monetary care of the privately-owned St. Joseph Catholic Church cemetery.
- **Increase to Recycling Center Coordinator Salary.** In appreciation of the work and dedication of the Recycling Center Coordinator Pat Dunn, Motion Sixel/Raquet and carried to increase the yearly compensation of RC Coordinator from \$2,600 to \$2,800 as of January 1, 2018.

- **T Road Sign End of Bittersweet and Playbird Road.** It was noted by Allan Nohl that a sign has been installed at the end of Bittersweet Road at Playbird Road. No further action is necessary.
- **Town Internet Provider.** Motion Raquet/Maeuser and carried to change the internet and phone service provider increasing speed and reducing cost from \$109 to \$79 per month.
- **Building Inspector.** Clerk to draft letter to Allstate Inspection Service, LLC, Attention Paul Hermes that the Town of Herman demands termination of the Contract for Building Inspection Services by and between the parties due to violation of the terms set forth therein. Replacement of the building inspector to be tabled to the January 2018 TBM
- **Zoning Administrator Compensation.** Compensation/salary for new Zoning Administrator to be tabled to the January 2018 TBM
- **Fire Department Contracts.** Approval of the 2018 fire department contracts and the appropriation amounts contained therein shall be tabled to the January 2018 TBM allowing time to research division of the 2% fire dues as it relates to the merging of the Franklin and Ada fire departments.

Chairman's Report: Culvert repairs/replacements are being delayed waiting for DNR approval. Chairman Sixel is unable to attend the February 7, 2018 Board meeting. Chairman Sixel and Supervisor(s) to attend the WTA district meeting on Saturday, February 10 at Three Guys and a Grill East, N8350 County Road J, Elkhart Lake. Clerk Koeser to register Town Board.

Supervisors' Report: Patches are done on Meadowlark and are of good quality. The County was called about replacement of a road sign on Primrose taken down by the County ditch cutters.

Zoning Administrator's Report: No permits this month. Fielded a number of Bittersweet property related inquires. Any building to be done on the recently purchased 14 acres of the Fintelmann will fall under shoreland requirements.

Recycling Center Report: The Town was contacted by Advanced Disposal inquiring if the Town would like a temporary 8-yard dumpster to handle the over flow during this time of year. Clerk to defer this request to the RC Coordinator.

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 8:10 PM.

/s/ Kathleen Koeser

Kathleen Koeser
Town Clerk