

Town of Herman
Town Board Meeting
Minutes

February 6, 2019

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, February 2, 2019 at 6:00 PM

The minutes of the January 2, 2019 meeting were approved as submitted

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

Money Market	\$923,271.63
Checking	\$107.17
Petty Cash	<u>\$100.00</u>
Total Funds in All Accounts	\$923,478.80

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

Public Input: None

Discussion / Action Items:

- ✓ **Quickbooks Master Admin Update.** Motion Sixel/Raquet and carried to authorize update of the Master Administrator of the Town's Quickbooks and provide required information/documentation as requested by Intuit Account Recovery Team to appoint Clerk Kathleen Koeser as the Master Administrator, removing Lori Fink who is no longer an elected official of the Town of Herman.
- ✓ **Annual Meeting.** Treasurer Marthenze will contact government representatives and will invite a representative from the Sheboygan County Sheriff's Department to attend the Annual meeting to be held Tuesday, April 16, 2019.

Chairman's Report: The WTA Sheboygan District July 2019 meeting is to be hosted by the Town of Herman and the Town of Herman Town Hall; The "Y" has been restored to the Recycling Center (RC) exterior sign; A new "Town Notices" box has been put up at the RC; An invitation to bid for paving portions of Garton Road and the RC have been posted and published, due March 6, 2019; If repairs to Garton road can be completed in 2019, possibly Franklin Road to be repaired in 2020; Road inspection will be done again in April.

Supervisors' Report: Mr. Schmidt asked for an update on requirements to have a wedding/event hall. He will be advised that State and County requirements should be taken care of first, then a Town zoning application for a **conditional use permit**. At this time the closest zoning ordinance related to an event hall is "quasi club or lodge". The Zoning Ordinances should be reviewed by the Plan and Zoning Committee to cover/include this type of zoning. Finally, documentation to apply for liquor license, providing agent information, would be needed if liquor is to be sold on premises.

Constables Report: Three calls were received. 1. Dog lost; 2. Snowmobilers crossing private property without permission to get to trail. That problem solved; 3. Lost dog found.

Building and Zoning Administrator's Report: No permits in issued in January. Some permits expected in February and a rezone by Bret Nikisch; It was discussed that possibly a 3rd copy of new home plans and specs will be requested to provide to the Assessor. Les from Grota will view the Building Inspector's copies of plans and specs for 2018; a final inspection and occupancy was issued for Gudex new home on County Road M property. To date Occupancy permits have not been issued by the Town, but lender requirements may make it necessary for a hard copy permit to be issued by Clerk and mailed to homeowners.

Recycling Center Report:

Motion Raquet/Maeuser and carried to adjourn. The meeting was adjourned at 7:27 PM.

/s/ Kathleen Koeser

Kathleen Koeser, Clerk