Town Board Meeting

June 10, 2024

Minutes

**Chairman Van Asten called the meeting to order at 6:30 pm; the Pledge of Allegiance was recited.**

**Attendees:** Chairman Van Asten, Supervisor Mike Van Vreede, Clerk/Treasurer Jennifer Burton, 4 residents, 5 guests. Supervisor Dennis Van Vreede was absent.

**Safety issues:** Officer was present from Outagamie Sheriff’s Dept. to check on any safety issues. Officer noted that it’s slow so far regarding safety issues, but expects an increase as summer progresses. It was noted that ditches need to be mowed due to the rainfall and grass growth. This should be rectified shortly. Take note and report any reckless motorcycle/dirt bike activity. No additional safety issues noted.

**Adopt the agenda:** Motion by Chairman Van Asten to adopt the agenda as presented. Second by Supervisor M. Van Vreede. Motion carried.

**Appointments:** Craig Moser from ECWRPC presented a recommendation that the transportation planning MPO reestablish local elected officials. Since the Town of Kaukauna has less than 5000 residents, the MPO is looking to have a representative from the town act in an advisory capacity and attend applicable meetings. Meetings to occur every other month to start with. Motion by Chairman Van Asten to provide a resolution of support. Second by Supervisor M. Van Vreede. Motion carried.

**Approve Minutes:** Motion by Supervisor M. Van Vreede to approve May 13, 2024 Town Board meeting minutes. Second by Chairman Van Asten. Motion carried.

**Fire/EMR report:** Fire Chief was unavailable – no report provided.

**Public Participation:** Brief overview provided by Joan Klister regarding Legacy Acres. Further information noted below in the New Business Section.

**Unfinished Business:**

1. Review/Act on reimbursement of pavilion picnic tables. Table for next board meeting.

**New Business:**

1. Review/Act on approving servers’ licenses for Out O Town club and Roskom Meats LLC. Motion by Chairman Van Asten to approve. Second by Supervisor M. Van Vreede. Motion carried.
2. Review/Act on road construction proposal plan for Legacy Acres. Short term solution based upon provided plot map. Still trying to work with property owner to create cul-de-sac from original plan. Motion by Chairman Van Asten in favor of current solution. Second by Supervisor M. Van Vreede. Motion carried.
3. Appoint Debbie Vander Heiden as Chief Inspector for the 2024/2025 election term. Motion by Supervisor M. Van Vreede in favor of the appointment. Second by Chairman Van Asten. Motion carried.
4. Review/Act on approval of license application for B&R Sales and Auto Repair. No new vehicles will be on premises and a maximum of 4-5 customer vehicles on the property. No permit required by the town. Motion by Chairman Van Asten to approve and sign license. Second by Supervisor M. Van Vreede. Motion carried.
5. Review proposal from textMyGov which is a text prompting service providing election updates and information. Set up and first year fee would be $2250. Annual recurring fee of $1500. Motion by Chairman Van Asten to decline this service. Second by Supervisor M. Van Vreede. Motion carried.

**Financial Summary:** Clerk/Treasure Burton presented the Board with the May Financial Statements.

**Review/Approve Vouchers:** Motion by Chairman Van Asten to review and approve vouchers **10213 – 10244** as presented totaling **$24997.96**. Second by Supervisor M. Van Vreede. Motion carried.

**Review Building Permits:** Permit for a basement remodelwas presented for a total of $31.39. Motion by Chairman Mike Van Asten to approve building permit. Second by Supervisor M. Van Vreede. Motion carried.

**CSM review:** Initial review of land split for James Calmes and Todd Calmes (nothing to sign); CSM for Jon and Jodi Huss. Motion by Chairman Van Asten to approve Huss CSM. Second by Supervisor M. Van Vreede. Motion carried.

**Other Business - Public Participation:**  Concern raised regarding the use of the playground during a hall rental. Per board, playground is considered public and open for use to any resident regardless of hall rental.

**Other Business:**

1. Clerk/Treasurer Burton proposed obtaining a town credit card. Motion by Chairman Van Asten to approve obtaining a credit card with a limit to be used by the town treasurer. Second by Supervisor M. Van Vreede. Motion carried.

**Correspondence:** Clerk/Treasure Burton presented the Board with correspondence.

**Future agenda item:** Proposal for picnic table reimbursement.

**Adjournment:** Motion by Supervisor M. Van Vreede to adjourn meeting. Second by Supervisor M. Van Vreede. Motion carried. Adjourned at 7:28 PM.

**Submitted by:** Jennifer Burton, Clerk/Treasurer