Town Board Meeting

May 13, 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 Dennis Van Vreede, Supervisor Mike Van Vreede, Clerk/Treasurer Jennifer Burton, 4 residents, and 2 guests

**Safety issues:** Office Thomas Lee was present from Outagamie Sheriff’s Dept. to check on any safety issues. Resident suggested to cut down trees to prevent accidents. Area mentioned belongs to the DOT/Outagamie County. No additional safety issues noted.

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

**Appointments:** Tina Barth from Happy Fireworks requested to sell fireworks next to Bergstrom. No issue with this request per Chairman Van Asten. Tina will need to file a permit with the state and email a copy to the Town.

**Approve Minutes:** Motion by Supervisor M. Van Vreede to approve April 8 Town Board meeting minutes and May 8 Special Board meeting minutes. Second by Chairman Van Asten. Motion carried.

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

**Public Participation:** Ken VanderHeiden submitted his resignation for the Planning Commission. Resignation accepted by Chairman Van Asten. Ken recommended to appoint Debbie Vander Heiden as his replacement.

**Unfinished Business:**

1. Grain bin fee – Motion by Supervisor D. Van Vreede to establish a flat fee of $200 per bin. Second by Supervisor M. Van Vreede. Motion carried.
2. Fireworks permit – Motion by Chairman Van Asten to increase permit fee to $25. Second by Supervisor M. Van Vreede. Motion carried.

**New Business:**

1. Review/Act on award for road project- Motion by Chairman Van Asten to award project to NE Asphalt totaling $232366.55. Second by Supervisor M. Van Vreede. Motion carried.
2. Review/Act on Farrell Rd Guardrail Replacement - Motion by Supervisor D. Van Vreede approve guardrail fix to add 100 ft to existing structure totaling $8500.00. Second by Supervisor M. Van Vreede. Motion carried.
3. Review/Act on liquor licenses - Motion by Chairman Van Asten to approve liquor licenses for Out O Town Club and Roskom Meats. Second by Supervisor M. Van Vreede. Motion carried.
4. Review/Act on Hall rental fee - Motion by Chairman Van Asten to increase the rental fees to $100 (not providing alcohol) and $125 (providing alcohol) effective 6/1/24. Second by Supervisor M. Van Vreede. Motion carried.
5. Review and correct the 2023 budget for the ARPA grant - Motion by Chairman Van Asten to acknowledge the 2022 carry over and that the remainder of the grant money needs to be designated by the end of 2024. Second by Supervisor M. Van Vreede. Motion carried.
6. Review/Act on Planning member terms - Motion by Chairman Van Asten to review and approve Planning member terms. Second by Supervisor M. Van Vreede. Motion carried

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

**Review/Approve Vouchers:** Motion by Chairman Van Asten to review and approve vouchers 10184 –10196 (including voided check 10194) as presented totaling $8443.18. Also approved forthcoming payroll vouchers 10197 – 10207 which will be disbursed by 5/17 with an estimated total of $4002.85. Second by Supervisor M. Van Vreede. Motion carried.

**Review Building Permits:** None

**CSM review:** None

**Other Business - Public Participation:**  Joan Klister from Legacy Acres requested updated specs for black top. Reviewed and provided updates. Also requested town’s support if needed for condemnation regarding property on Farmland Road and 96. Developer wants to build a turn lane on the corner of this property and is running into issues with land owner.

**Other Business:**

1. Board of Review training needs to be completed by July.
2. Floor waxing suggestions for town hall – Supervisor M. Van Vreede will look into this.
3. Request for use of hall for tap dancing classes Wednesday mornings from 10-11. Chairman Van Asten OK with this as long as there’s no damage to hall floors.
4. Review/sign Unison Credit Union transfer letter adding Jennifer Burton and removing Debbie Vander Heiden as approved signers for transactions.
5. Reminder to create a town hall emergency plan.

**Correspondence:** Reviewed correspondence including Outagamie County 2025 increase in recycling fees**.**

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

**Adjournment:** Motion by Supervisor D. Van Vreede to adjourn meeting. Second by Supervisor M. Van Vreede. Motion carried. Adjourned at 7:35 PM.

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