

Town of Niagara, Marinette County
Regular Town Board Monthly Meeting Minutes
May 16, 2023 at Niagara Town Hall, W6889 US Hwy 8

Agenda of Town Board Meeting

- 1) Pledge of Allegiance.
- 2) Call to Order and Roll Call.
 - a. The May 16, 2023, Monthly Board Meeting was called to order at 6:00 PM.
 - b. Chairman Butler, Supervisor Neuens, Supervisor Sanicki, Treasurer Emond, and Clerk Wentzel were present.
- 3) Approve / Amend agenda items for May 16, 2023.
 - a. Motion/Second: Neuens/Sanicki to approve the agenda for May 16, 2023. Motion passed. No negative votes.
- 4) Approve / Amend minutes of April 18, 2023 Town Board Meeting.
 - a. M/S: Sanicki/Neuens to approve minutes of April 18, 2023, regular Town Board Meeting as presented. Motion passed. No negative votes.
- 5) Treasurer's Report
 - a. M/S: Sanicki/Neuens to approve Treasurer's Report as presented. Motion passed. No negative votes.
- 6) Public Comment; non-discussion from Board
 - a. Bruce LaLiberte recently noticed activity at nearby private property (tree removal) where trucks parked sideways in town roadway (safety hazard).
 - b. Supervisor Neuens discovered trash issue at a property in township, and has tried contacting property owner twice with no response. Chairman Butler recommends to have Zoning Administrator Bob Grandaw handle.
- 7) Discussion / Action Item: Town Employee Handbook to include disciplinary procedures.
 - a. Discussion: Chairman Butler has reviewed current handbook, which only reflects one paragraph outlining disciplinary procedures, and they are very vague. Sample copy provided from Marinette County (obtained by Supervisor Neuens) has much more thorough process and documentation.
 - b. M/S: Sanicki/Neuens to remove existing Paragraph 5 from Town of Niagara Employee Handbook completely, and replace it with Section IV ("Conditions of Employment") through Section VII ("Grievance Policy") of the Marinette County Employee Handbook. Motion passed. No negative votes.
 - c. Status: Complete.
- 8) Discussion / Action Item: Road Inspection and 3-Year Road Plan including LRIP/TRIP project.
 - a. Discussion: Road Inspection is scheduled for Friday, May 19, 2023 beginning at the Town Garage, 7 AM. Appropriate public notices have been posted. After reviewing road conditions, Board will discuss which roadways should receive priority for future projects.
 - b. M/S: None. Topic extended to June meeting agenda.
 - c. Status: In Progress.
- 9) Discussion / Action Item: Ordinance for joining the multi-jurisdictional court.
 - a. Discussion: Chairman Butler attending meeting on April 26, 2023. Although this court has been approved by past Town Board to join, there are concerns from Chairman Butler regarding our status and participation level, which require further clarification before Town officially commits.

- b. M/S: Sanicki/Neuens to have Town contact attorney and obtain clarification, verification on multi-jurisdictional court ordinances and membership guidelines. Motion passed. No negative votes.
 - c. Status: In Progress.
- 10) Discussion / Action Item: Update the Animal Ordinance.
- a. Discussion: Bruce with Planning Commission stated that the Dog Catcher, Kim Deforge, has concerns about our ordinances. Clerk Wentzel offered to contact Mr. Deforge for suggestions on animal ordinance improvements and to invite him to present to the Board.
 - b. M/S: None. Topic extended to June meeting agenda.
 - c. Status: In Progress.
- 11) Discussion / Action Item: Swanson Request for Zoning Changes.
- a. Discussion: Additional parcel uses were added and agreed upon at Public Hearing on May 4. No major changes were made to contradict Board's approval given last month. Marinette County will now review for approval or denial.
 - b. M/S: Sanicki/Neuens to accept Board approval given at April 18, 2023 meeting as final on this matter. Motion passed. No negative votes.
 - c. Status: Complete.
- 12) Discussion / Action Item: Changes to Town Zoning Ordinance.
- a. Discussion: Changes to dimensions of lot width/frontage on roads approved at Public Hearing on May 4. No major changes were made to contradict Board's approval given last month.
 - b. M/S: Neuens/Sanicki to accept Board approval given at April 18, 2023 meeting as final on this matter. Motion passed. No negative votes.
 - c. Status: Complete.
- 13) Discussion / Action Item: Snow Plow Blades.
- a. Discussion: Chairman Butler suggests partnering on a purchase with other townships for cost savings. Potentially one truck would receive carbide blade (preferably Ken's), and see how it work before committing to one material or another. Rough estimate is \$875 for a set. Pembine has already done some research and finds that carbide is superior based upon use and cost.
 - b. M/S: Neuens/Sanicki to investigate a purchase of snow plow blades with other townships. Motion passed. No negative votes.
 - c. Status: In progress.
- 14) Discussion / Action Item: New 1-Ton Truck Update.
- a. Discussion: Chairman Butler has spoken with Era Chevrolet. Anticipated build date was May 9, but he has not heard confirmation on that. After being built, the truck goes to Monroe for the box and then to Badger for plow. Town will not receive the truck until it is fully outfitted, ready for use. Anticipated date to arrive at Town Garage will be in June/July 2023. There will be a municipality credit (amount to be determined), which Town will receive.
 - b. M/S: None. Topic extended to June meeting agenda.
 - c. Status: In Progress.
- 15) Discussion / Action Item: New Tires for Tractor
- a. Discussion: Chairman Butler has confirmed with Ken the back tires on existing tractor are shot, need replacing. Quote from Pomp's returned with \$2,210.06 for 2 new tires. \$1,990 is another estimate from Supervisor Sanicki has obtained through provider from Green Bay. No preference by Board members as to which vendor is selected as estimates are close to each other.
 - b. M/S: Neuens/Sanicki to purchase 2 tires for Kubota tractor from Pomp's at price of \$2,210.06. Motion passed. No negative votes.
 - c. Status: Complete.

- 16) Discussion / Action Item: Shallow ditch to be added to northside of Van Hulla Road.
- Discussion: At the request of City of Niagara's Public Works Dept, a ditch would be created and run approximately 300 ft. They would work together with us to accomplish this. This road has history of remaining icy long into spring as well sand and salt wash down into property yards. Chairman Butler would like to discuss this further with City of Niagara because this is not a simple fix.
 - M/S: None. Topic extended to June meeting agenda.
 - Status: In progress.
- 17) Discussion / Action Item: Consider new website provider for Town.
- Discussion: Town Website has been out of commission for past month due to migration by website host. No resolution date in sight. Clerk Wentzel recommends website be abandoned and new website procured through SquareSpace, which will be much easier to update and far more reliable.
 - M/S: Sanicki/Neuens for clerk to purchase new town website through SquareSpace, not to exceed \$400. Motion passed. No negative votes.
 - Status: Complete.
- 18) Discussion / Action Item: Request for Clerk Training.
- Discussion: Clerk Wentzel is requesting to enroll in week-long virtual training for new municipal clerks through Wisconsin Clerks Institute at cost of \$499.
 - M/S: Neuens/Sanicki that clerk register and attend virtual training for her new position in township. Motion passed. No negative votes.
 - Status: Complete.
- 19) Discussion / Action Item: Request for Town Hall Use by Non-Profits and Non-Township Residents.
- Discussion: Request from Sonia Donnelly of Quinnesec, Michigan, to use Town Hall for meetings of new Girl Scouts troop being established in the area. Meetings will take place for 1-hour and held once monthly from June-September; dates/times available can be determined by Town. Supervisor Sanicki recommends a set of hall use guidelines to be provided, and meetings to be held on Monday, Wednesday or Thursday afternoons/evenings.
 - M/S: Neuens/Sanicki to allow continued use of Town Hall by non-profit organizations including those led by non-residents. Motion passed. No negative votes.
 - Status: Complete.
- 20) Road Chief's Report
- No Parking signs put up along Chapman Road.
 - Patches applied on east side of township today; west side tomorrow.
 - Grading to begin Wednesday or Thursday.
 - Filling of cracks hasn't been done in several years, and Chairman Butler recommends getting back on regular program of doing so. Estimates to be pursued.
 - No gravel on west end of town; it was all used last fall. Quote obtained by Chairman Butler for \$6,000 for 1,500 yards of ¾" crushed gravel. Add to June agenda for discussion/action.
 - Chairman Butler re-opened negotiation on bid for John Deere tractor, and he would like to invite John Deere rep to present at July Board meeting.
 - Ken and Chairman Butler will follow-up with Scott Morin regarding washed out shoulders (currently marked with traffic cones) on Chapman Road below North Star Bar; safety hazard.
- 21) Standing Committees Reports
22) Planning Commission Report
23) Zoning Administrator's Report
24) Lake Shannon Report

a. Chairman Butler will be attending quarterly meeting on May 24, 2023.

25) Multi-Jurisdictional Court Report

26) Announce next meeting: Tuesday, June 20, 2023, 6:00 PM at the Niagara Town Hall

27) Adjourn

a. M/S Sanicki/Neuens to adjourn the meeting at 7:35 pm. Motion passed. No negative votes.

Respectfully submitted by Sara Wentzel, Town Clerk _____

Chairman Butler

Supervisor Neuens

Supervisor Sanicki