

Town of Niagara, Marinette County
Regular Town Board Monthly Meeting Minutes
January 16, 2024 at Niagara Town Hall, W6889 US Hwy 8

Agenda of Town Board Meeting

- 1) Pledge of Allegiance, Call to Order and Roll Call.
 - a. The January 16, 2024, Monthly Board Meeting was called to order at 6:00 PM. A quorum was met.
 - b. Present: Chairman Bob Butler, Supervisor David Sanicki, Supervisor Ron Neuens, Treasurer Debbie Emond, Clerk Sara Wentzel. Excused/Absent: None.
- 2) Approve / Amend agenda items for January 16, 2024.
 - a. M/S: Sanicki/Neuens to approve the agenda for January 16, 2024. Voice votes taken; no negative votes. Motion passed.
- 3) Approve / Amend minutes of December 19, 2023 Town Board Meeting.
 - a. M/S: Neuens/Sanicki to approve the minutes of December 19, 2023, regular Town Board Meeting. Voice votes taken; no negative votes. Motion passed.
- 4) Treasurer's Report presented by Treasurer Emond.
 - a. Income for December equaled \$347.34. Expenditures for December equaled \$11,314.11.
 - b. M/S: Neuens/Sanicki to approve Treasurer's Report as presented by Treasurer Emond. Voice votes taken; no negative votes. Motion passed.
- 5) Public Comment; non-discussion from Board.
 - a. None.
- 6) Discussion / Action Item: Codification of Town Ordinances.
 - a. Discussion: Clerk Wentzel has confirmed with Municode a final total cost of \$6,550 for a one-time codification of town ordinances. In addition, there will be an annual fee of \$1,450 (once codification is complete) to cover quarterly updates to the ordinances, including the provisions of a refreshed electronic copy every quarter, and a refreshed printed copy annually.
 - b. M/S: Sanicki/Neuens to contractually hire Municode for a one-time codification of town ordinances at the rate of \$6,550 along with an annual fee of \$1,450 for quarterly updates. Voice votes taken; no negative votes. Motion passed.
 - c. Status: Complete.
- 7) Discussion / Action Item: Zoning change to Camping Ordinance.
 - a. Discussion: Agenda item is tabled to February's agenda as Town Board is awaiting more information. Planning Commission Meeting and Public Hearing held January 15 was not conclusive in a vote to move forward with ordinance changes.
 - b. M/S: None.
 - c. Status: In Progress.
- 8) Discussion / Action Item: Zoning change to Home Rentals.
 - a. Discussion: Agenda item is tabled to February's agenda as Town Board is awaiting more information. Planning Commission Meeting and Public Hearing held January 15 was not conclusive in a vote to move forward with ordinance changes.
 - b. M/S: None.
 - c. Status: In Progress.
- 9) Discussion / Action Item: Employee Handbook Update for Bereavement Time Off.
 - a. Discussion: Treasurer Emond believes bereavement paid time off was considered in the past, but was left out of our Employee Handbook because a full week of sick/personal time was offered instead. Chairman Butler believes Employee Handbook should be updated to reflect

separate bereavement leave from sick/personal time. Article 12 of the City of Niagara's Employee Handbook was used as reference, which states that a full-time employee will receive up to 3 days paid time off for the loss of an immediate family member (e.g. parent, sibling, child, etc.) and 1 day paid time off for the loss of an extended family member (e.g. grandparent, uncle/aunt, etc.).

- b. M/S: Neuens/Sanicki to update Town of Niagara's Employee Handbook to reflect the same verbiage as Article 12 of the City of Niagara's Employee Handbook to incorporate a policy on bereavement leave separate from sick/personal time and stipulate the number of days a full-time employee will receive of paid time off based upon the relation of loss. Voice votes taken; no negative votes. Motion passed.
- c. Status: Complete.

10) Discussion Item: Public Notice of Town Board, Committee Personnel Access to Hall, Clerk's Office, Records Room.

- a. Discussion: Due to recent activity with access keys, it was requested by Clerk Wentzel to make known to the public exactly which persons in roles of authority have access to the Town Hall itself, the Clerk's Office, and the Records Room. Chairman Butler and Clerk Wentzel are the only two (2) persons with keys to Township's Records Room, and there will be no additions to that access. The following persons have keys to the Clerk's office, which is acceptable due to the nature of their roles and responsibilities for the Township: Chairman Butler, Clerk Wentzel, Treasurer Emond, Supervisor Sanicki, Supervisor Neuens, Bruce LaLiberte (Planning Committee Chair), Bob Grandaw (Zoning Administrator). The following individuals have keys to access the external doors of the Town Hall: Chairman Butler, Clerk Wentzel, Treasurer Emond, Supervisor Sanicki, Supervisor Neuens, Bruce LaLiberte (Planning Committee Chair), Bob Grandaw (Zoning Administrator), and Mike Carpenter, Contracted Hall Cleaner.
- b. M/S: None.
- c. Status: Complete.

11) Road Chief's Report as submitted/presented by Ken Romuald.

- a. Snow plowing as needed; roads kept clean, crew operations focused on efficiency.
- b. Fire number signs are all installed in the Heights.
- c. Reverse lights being installed in several town trucks.

12) Planning Commission Report as submitted/presented by Bruce LaLiberte.

- a. Meeting held January 15, 2024. Report coming.

13) Zoning Administrator's Report as presented by Clerk Wentzel in Bob Grandaw's absence.

- a. 0 permits were issued in December.

14) Lake Shannon Report as presented by Bob Butler.

- a. No update.

15) Multi-Jurisdictional Court Report as presented by Bob Butler.

- a. Next Meeting: April 23, 2024.

16) Announce next meeting: Tuesday, February 20, 2024, 6:00 PM at the Niagara Town Hall.

17) Adjourn

- a. M/S Sanicki/Neuens to adjourn the meeting at 6:27 PM. Voice votes taken; no negative votes. Motion passed.

Respectfully submitted by: _____

Sara Wentzel, Clerk

Bob Butler, Chairman

Ron Neuens, Supervisor

Dave Sanicki, Supervisor