

Town of Niagara
Annual Meeting and Regular Monthly Meeting
Tuesday, April 18, 2023 at Town Hall

ANNUAL MEETING

1. Pledge of Allegiance
2. Call to order and Roll Call – verify poll listing complete
3. Approve/Amend agenda for the April 18, 2023 Annual Meeting
 - a. MOTION (LaLiberte/Butler) to approve the agenda for the April 18, 2023 Annual Meeting
4. Approve/Amend minutes from the April 19, 2022 Annual Meeting
 - a. MOTION (Fox/Butler) to approve the minutes from the April 19, 2022 Annual Meeting. Motion carried. No negative votes
5. Public Comment
 - a. Presentation of recognition for Dawn Johnson for 14 years of service and Mark DeClark for 30 years of service.
6. Discussion/Action on 2022 Annual Financial Report
 - a. MOTION (Sanicki/Geldmeyer) to accept the Annual Financial Report as presented. Motion carried. No negative votes.
7. Oath of office for new elected officials
 - a. All officials duly sworn in.
8. Adjourn annual meeting with new board officially taking over.
 - a. MOTION (LaLiberte/Kathy DeClark) to adjourn meeting. Motion carried. No negative votes

Respectfully submitted by Dawn Johnson, Town Clerk _____

Chairman DeClark

Supervisor Neuens

Supervisor Sanicki

Regular Board Meeting

1. Call to order and Roll Call.
 - a. The April 18, 2023 monthly board meeting was called to order at 6:15 PM with Chairman Butler, Supervisor Neuens, Supervisor Sanicki, Treasurer Emond, and Clerk Wentzel present. Absent & Excused: None.
2. Approve / Amend agenda items.
 - a. MOTION (Neuens/Sanicki) to approve the agenda items for the April 18, 2023 board meeting. Motion carried. No negative votes.
3. Approve / Amend minutes of March 21, 2023 Regular Town meeting.

- a. MOTION (Sanicki/Neuens) to approve the March 21, 2023 regular Town Board meeting minutes as presented. Motion carried. No negative votes.
4. Treasurer's report.
 - a. MOTION (Neuens/Sanicki) to approve the Treasurer's report as presented. Motion carried. No negative votes.
5. Public Comment: Non-discussion from Board.
 - a. Town Website: Out of commission at this time due to migration by website host. They are attempting to fix. If cannot be repaired 100%, we will need to create new website. We are waiting to hear back from current website host.
6. Discussion/Action on appointing a chairperson if necessary.
 - a. Unnecessary. Bob Butler appeared in person and has been dutifully sworn-in.
7. Discussion/Action on Sealed bids. Town Board could withhold truck and decision if bids were not high enough or worth accepting.
 - a. Highest bid received and publicly announced was \$3,450 from Cody Hehn.
 - b. MOTION (Sanicki/Neuens) to approve the sale of the damaged 1-ton truck to Cody Hehn for the price of \$3,450.00, which was the highest bid. Motion carried. No negative votes.
8. Discussion/Action on contracting with past clerk and chairman for training as needed.
 - a. Mark DeClark and Dawn Johnson are accepting of the request for assistance to new clerk and new chairman.
 - b. MOTION (Neuens/Sanicki) to approve payment of \$20.00 per hour to past clerk and chairman for any training necessary for the new clerk and chairperson. Motion carried. No negative votes.
9. Discussion/Action on names on signature cards at bank to sign checks for 2023-2025 term.
 - a. MOTION (Sanicki/Neuens) to approve having the Supervisors, Chairperson, and Clerk on the signature cards at the bank for signing checks. A minimum of two signatures are necessary and three are to be the norm in signing checks. Treasurer and Clerk have full online access with read only for Supervisors and Chairperson. No one has the ability to remove cash from any of the accounts. This approval is also for the Forward Financial account. Motion carried. No negative votes.
10. Discussion/action on approving the use of the credit card for education opportunities for the board. This card will be held by the Clerk and is also to be used for incidentals (postage, etc.) in lieu of discontinuing out-of-pocket reimbursement.
 - a. MOTION (Neuens/Sanicki) to approve the use of the credit card for paying for educational needs and other opportunities such as postage up to \$1,000.00 for board members. Motion carried. No negative votes.
11. Discussion/Action on employee handbook to include disciplinary procedures. This is simply to add basic verbiage of the discipline side of employment. No decision; Supervisor Sanicki asks to review the sample provided to select which areas the Board should add.

- a. MOTION (Sanicki/Neuens) of postponing a decision at this time, moving this item to June monthly meeting. Motion carried. No negative votes.
12. Discussion/Action on pricing and purchasing of snow plow blades between steel and carbide.
- a. Chairman Butler has discussed this with Ken. Supervisor Sanicki contacted resource in Minnesota to get more information on pros/cons of each. Estimate should be between \$1,300-1,500. Ken believes they currently are \$750/set per truck; wear-and-tear depends on the snow. Question is how long the carbide blades last. Chairman Butler would like to see further pricing for better estimation of cost. Ken will talk with former boss at Kewaunee County to get some idea of potential deal through them.
 - b. MOTION (Neuens/Sanicki) to table this topic until we have further information on cost, length of service time for each set of blades. Motion carried. No negative votes.
13. Discussion/Action on Road Inspection and 3-year road plan including LRIP/TRIP project.
- a. A survey of town roads will be done (as it has been) annually. After survey is done and roads have been graded, then 3-year plan is developed to determine where funding will be applied. This plan can be adjusted year-to-year. The annual road inspection will be held at a future date (TBD) and time (TBD) where the board and road crew chief will meet at the Town garage at W7280 US HWY 8, Niagara. The Clerk must post the notice of a quorum present. Annual inspection will be done in the month of May.
 - b. MOTION (Sanicki/Neuens) to approve road inspection 3-year LRIP/TRIP project to be completed in the month of May. Motion carried. No negative votes.
14. Discussion/Action on Committee appointments: Ron Johnston for Board of Appeals and Bruce LaLiberte and Doug Stone for Planning Commission.
- a. MOTION (Neuens/Sanicki) to approve the appointments of Ron Johnston for Board of Appeals and Bruce LaLiberte and Doug Stone for Planning Commission. Motion carried. No negative votes.
15. Discussion/Action on the ordinance for joining the multi-jurisdictional court.
- a. The fee is \$1,500 annually paid by Town of Niagara. Email received April 26, 2023, Executive Committee Meeting at the Beecher-Dunbar-Pembine Fire Department.
 - b. MOTION (Neuens/Sanicki) to have Bob Butler attend the meeting as the new representative. Motion carried. No negative votes.
16. Discussion/Action on updating the Animal Ordinance, including but not limited to posting requirements and payment of fine/dog catcher fee.
- a. Previous fee was not economical for individual handling this task. Supervisor Sanicki requests to go through the Animal Ordinance with Dog Catcher, and move this topic to May's monthly meeting for decision.

- b. MOTION (Sanicki/Neuens) to move this topic to May's monthly meeting and the Board to obtain further information from and review Animal Ordinance with Dog Catcher. Motion carried. No negative votes
17. Discussion/Action on the fee schedule ordinance especially considering Dog Catcher fee/fine and Use Permit Mailing.
- a. These fees need to be reviewed and approved, should be annually. The \$150 rate was a suggestion as a flat fee based upon existing work and costs involved with such tasks such as the ½-mile radius mailing for Use Permit. For the purposes of this meeting, we are only focusing on the Dog Catcher fee and the Use Permit Mailing fee.
 - b. MOTION (Sanicki/Neuens) for \$25.00 to Dog Catcher for each call, \$150.00 on Use Permit Mailings, starting April 18, 2023. Motion carried. No negative votes.
18. Discussion/Action on ARPA funds-\$79,220.67 left to spend on the truck.
- a. Truck will be built on May 9, 2023 (per Chevy HQ) as a 2024 model; there is a chance Era will see it by the end of May. Call is in to make the stainless-steel box. The plow will follow and is included in this price listed.
 - b. MOTION (Neuens/Sanicki) to approve spending the full balance of ARPA funds of \$79,220.67 on the truck purchase and snow plow, miscellaneous equipment specifically for truck. Motion carried. No negative votes.
19. Discussion/Action on request from the Planning Commission to have zoning changes approved and sent to Marinette County for approval pending approval of the electorate at the public hearing on May 4, 2023.
- a. MOTION (Sanicki/Neuens) to hold public hearing on May 4, 2023, by the Planning Commission, which will give permission for the Planning Commission to send zoning changes and use permit approval to the County. Any negative legal concern from the public or Planning Commission will move this topic back to the Town Board for review. Motion carried. No negative votes.
20. Road Report.
- a. Ken has been cutting brush with brush cutter, and has been having problems with it (bolts snapping). Jim will assist to troubleshoot. Ken did put a new blade on the unit.
 - b. Ken has a concern by the North Star Bar; ditch being washed away and runs downhill towards tavern. Suggestion by Mark DeClark to look at this with annual road inspection. A solution needs to be found so that any water runoff cannot erode the roadway and shoulder.
 - c. Future review of equipment to assess long-term needs, replacements, safety.
 - d. Two trucks need to go to Monroe for maintenance; however, Town would only send one at a time. Monroe needs to be contacted and a date scheduled.
 - e. Pat Schlies from Scott Construction met with Chairman Butler and former Chairman DeClark regarding bids for West Road and Towns Road chip seal finish. These roads were identified in previous years' inspections. Towns Road

estimate is \$24,800 and West Road is \$24,900, for a grand total of around \$50,000. This funding comes from General Transportation in town budget. T

- i. MOTION (Neuens/Sanicki) to approve Scott Construction to finish up Towns Road and West Road chip seals at the prices reflected in the estimate. Motion carried. No negative votes.

21. Standing Committees: (May include reports from other special committees)

- a. Report Planning Commission: Submitted meeting minutes from April 11, 2023.
- b. Report from Zoning Administrator: Submitted March report. Bob Grandaw is working with Marinette County concerning parcel errors at Swanson Tree Farm on Valerio Road.
- c. Report Lake Shannon: Discussion/Action on appointing a representative from the Board to the Lake Shannon District.
 - i. MOTION (Neuens/Sanicki) to appoint Bob Butler as representative to attend quarterly meeting. Motion carried. No negative votes.

22. Announce next meeting – Tuesday, May 16, 2023 at 6:00 PM.

23. Adjourn.

- a. MOTION (Sanicki/Neuens) to adjourn the meeting at 7:31 PM. Motion carried. No negative votes.

Respectfully submitted by Sara Wentzel, Town Clerk _____

Chairman Butler

Supervisor Neuens

Supervisor Sanicki