

**Town of Menomonie**  
**Monthly Meeting**  
**Tuesday, September 12<sup>th</sup>, 2023, 6:00pm**

All Present: Kent Jackson, Brian Johnson, Scott Barnhart, Charisse Sutliff and Nancy Ponto.

Kent called the Regular Board Meeting to order at 6:00 pm

**Minutes**

- Minutes from the Board of Review Minutes on June 21<sup>st</sup>, 2023 were reviewed. Scott made a motion to approve Brian 2<sup>nd</sup> Carried.
- Minutes from the Board Meeting on August 8th, 2023 were reviewed. Scott made a motion to approve the minutes, Brian 2<sup>nd</sup> Carried.

**Public**

- No public comment

**CSM Llyod Sweeny**

- Llyod Sweeny presented his CSM. He is trying to sell a parcel of his farmland to a neighbor. The land is being used for farming and currently has no plans of developing it. It meets green space guidelines and has been recommended for approval by the Plan Commission.
- Scott made a motion to approve the CSM, Brian 2<sup>nd</sup> Carried.

**Zoning Special Exception**

- Patrick Newberg is looking to have a special exception approved for extending his conditional use permit storing Xcel Energy equipment and materials.
- Trevor Sealy from Xcel was contacted and put on speaker phone to discuss.
- Three neighbors and families were present: Jason Anderson, John Stoll and Ryan Ratcliff.
- Trevor let the group know that they were looking to extend the permit where they have been using the Newberg property as a storage yard for wood poles, steel structure, rebar and drilling equipment. They also use the area for a field office.
- Jason Anderson asked if this arrangement was temporary or if there had been a zoning change. Trevor answered it was temporary and they will finish the project next year where the property would then revert to R1 zoning.
- Kent discussed that the original request should have gone before the Township and neighbors for discussion/approval. Unfortunately, this permit was done in the transition between Bob Colson and Anne at the County, and it had gotten approved without their input. John Stoll commented that it's in his back yard and Ryan Ratcliff agreed it's an eye sore. Ryan asked if we could request a construction or privacy fence be put in temporarily until the project is completed.
- Scott asked them to draw a proposal of where the fence would go on the map they were looking at.
- Kent confirmed they are looking for a fence on the North and East side of the property.
- Brian made a motion to approve the recommendation of a fence on the East Side, Kent 2<sup>nd</sup> Carried.

### **Employee – Chairperson Report**

- Matt Finder was present and reported that he had an update on the new truck coming from Universal and it was going to be coming at the end of January.
- The Kenworth is down, it is blowing oil out of the exhaust and will be brought to Semi Correct for repairs.
- Matt requested that chains be purchased for tires, cost approx. \$830, Kent approved him to order them.
- Matt said the teardrops were paved in Woodland Terrace and Birch Creek. He was able to rent a skid-steer from DKS and was complemented on a job well done.
- Pat Miller's culvert removal, driveway repair was completed and paved.
- Kent mentioned that there would be a Town Official's Workshop next week that he and Charisse would be attending for training.
- Kent has been working with Dustin at the County on the Rudiger Road Bridge Petition.
- A sign was requested to be put up for Lee Villeneuve's hidden driveway, Matt also requested to have another Dead-End sign ordered too.

### **Delmore Consulting Services Discussion**

- Kent asked if the Supervisors had reviewed the proposals from Delmore Consulting? They had. Kent said he would like to approve the Road Review and Culvert Service contracts. Kent did not know if the County had already started the PASER report, if not Delmore would take over doing it.
- Kent said that Delmore would be able to assist with grant requests and LRIP program, they overall take a lot of pressure off and are a useful resource.
- Brian said he is thinking of approving the Road package now, and the Culvert contract later.
- They discussed what funding was available and determined they have about 10k left on the Road Construction budget.
- Scott made a motion to approve the Comprehensive Road Review Service for 2023/2024 in the amount of 10,800.00 Brian 2<sup>nd</sup> Carried.

### **Utility Permit TDS 410<sup>th</sup> St**

- Kent let the Board know that he has received this permit request. The Town does not charge for it but would like it noted on the record that it has been approved.

### **Utility Permits 24/7**

- Kent reported that 24/7 Telcom is making progress getting fiber buried and completed throughout the Township. He has approved access permits as the request come in.

### **Driveway permit approval Traxler**

- Traxler revision requested to put in a field driveway, simply agriculture access.
- Brian made a motion to approve the driveway permit, Scott 2<sup>nd</sup> Carried.

### **Discussion of mapping Irving Cemetery**

- Kent recently walked the property during a request to find a plot. He reported that the messy mapping that we inherited is a disaster. The rows do not line up, it is unsure where plots are and if space is available.
- He did research on mapping services and found a vendor that can map it using ground penetrating radar. Century Map gave a proposal of \$6200.00.

- He called Squaw Creek in IL for a reference, and they said it was a life saver. They now know where all the plots are located, even the unmarked graves now could be resolved.
- Our cemetery dates to before 1873, Kent feels funds should be allocated in next year's budget. Until then we should suspend the sale of any lots. The Supervisors agreed to plan for this in the coming year.

### **Road Construction Update**

- Kent shared the spreadsheet of construction costs thus far. We have about 13k left, Delmore will take most of that. The plan stayed on budget this year and the projects are wrapping up.

### **Collection Site part time employee**

- Our part-time Collection Site employee, Clair, will be needing some time off. Brian B. had recommended Richard Kowalski. He is working out well and Kent requested we add him to our payroll. Charisse agreed that if he is going to be filling in and gross more than \$600, we should add him so payroll taxes will be withheld.
- Brian made a motion to approve the addition of a third part time dump employee, Scott 2<sup>nd</sup> Carried.

### **Drop Off Site Report**

- Kent will work on the DNR grant request which is due Oct 2<sup>nd</sup>.
- Our recycling tonnage for Q1 was 20.57 tons vs. LY Q1 19.83 tons.
  - Q2 was 21.37 tons vs. LY 19.35 tons.
- Nancy requested that a 5-mph sign be put in the driveway. Kent gave Matt directions to add that, and he will order the sign.
- Discussions were made on adding speed bumps and revamping the layout of the dumpsters to minimize crossing traffic.

### **Plan Commission Report**

- Kent was happy to report that Scott Frederick is interested in the Chairperson role of the Plan Commission. Kent will work with him until he is comfortable but is looking forward to appointing him in the new year.

### **Clerk Report**

- Charisse announced that they had received the Badger Books and would be getting training for all poll workers in November.
- Next week she will be attending Wisconsin Town Association Clerk Training.
- She is planning to move the clerk's desk into the small secure office, Kent has been cleaning it out and there is room. This will allow more space for elections and Hall meetings.
- Charisse's daughter, Abbey Sutliff will be working with her completing her internship requirements with Menomonie High School. Abbey will be gaining experience on accounts receivable/payable, election training and clerical duties. This will be an unpaid internship.

### **Board Reports**

- Nancy confirmed that the Treasure is to keep 7 years retention of budgets, not 10 years. She asked that we adopt an ordinance in current compliance.
- Nancy said Karen Bammert asked if the Board would approve of her putting a bench at the Town Park in memory of Frank. The board agreed that would be nice and asked if she'd like a contribution to it? Nancy will ask her.

- Scott attended the 24/7 Telcom Town Hall Meeting and said the Hall was packed, standing room only. Constituents were looking for more information, no promises were made but the internet was coming, and future plans were discussed.

#### **Vouchers Review and Approve**

- Vouchers were reviewed. Scott made a motion to approve check#21437-21500, Brian 2<sup>nd</sup> Carried.

#### **Miscellaneous Correspondence**

- None

#### **Set Date for Special Meeting on Equipment**

- The Board will be holding a special meeting on September 19<sup>th</sup> at 4pm to discuss equipment.

#### **Adjourn**

- Scott made a motion to adjourn at 8:32 pm, Brian 2<sup>nd</sup> Carried.

Charisse Sutliff, Clerk Town of Menomonie