

Town of Menomonie
Regular Monthly Meeting

Tuesday July 15th, 2025 6:00pm Town Hall E4055 550th Ave. Menomonie

Present: Kent Jackson, Scott Barnhart, Arden McMartin, Nancy Ponto and Charisse Sutliff

Kent called the Board of Review Meeting to Order at 6:00 pm

Approval of Minutes

- Minutes from the June 10th, 2025, Regular Meeting were reviewed.
 - Arden made a motion to approve the minutes, Scott 2nd Carried.
- Minutes from the July 8th Special Meeting were reviewed.
 - Arden made a motion to approve the minutes, Scott 2nd Carried.

Public

- None

CSM Register-Special Exception

- Sam Erickson was present representing the Register CSM, redefining lot lines putting in a new septic system. The existing lot line was running through the property. The Special Exception is due to redefining two lots and the two do not currently have green space. Not creating any new lots.
- Tunde Fahm noted that the Plan Commission had recommended this for approval.
- Scott asked if the driveway was within the 66 ft. easement. It was.
- Scott made a motion to approve, Arden 2nd Carried.

Driveway Permits for 2 driveways Sandberg

- This permit is for Lot 20 on 513th street. Arden made a motion to approve the two Sandberg permits. Scott 2nd Carried.
- The permit was signed and will be sent back. Fee was paid of \$150

Approval of Universal Truck Installing the equipment on the Town's 2026 Freightliner tandem

- The Board reviewed the proposal quote from Universal. Matt said he met with Jordan a few weeks ago. This new truck does not have an extendable wing. It has a ticker box, green strobe lights and the rest is pretty much the same as the new Single Axle Truck we've got.
- Scott said that the box went from ¼ inch AR400 body floor ILO 3/16" AR400 body floor which would be good so they don't have to scrape out the box.
- Kent said the difference is price since the 2024 we purchased is about 24k.
- Current Total with Surcharge and option added is \$148,632.00
- Cody, Matt and Scott discussed when you would use chains and what would be covered in warranty. It is something we should clarify with Universal.
- We have a spot on the waiting list, but need a motion of approval to keep our place. It is now 300 days out; we won't see the Truck until around March of 2026. We need to stay ahead of the game and make it official.
- Scott made a motion to approve the Truck order as noted specifications. Arden 2nd Carried.

Picnic License Irvington Boosters Club

- Scott made a motion to approve the Temp Class B Liquor License for the Irvington Booster Club.

Resolution 2025-06 Purchasing and Payment Policy

- Kent presented a policy that with the WI Towns Associates help in the draft, stating that any supplies costing under \$500 could be purchased by the clerk, patrolman without board approval. If it will be

more, than it should be authorized in advance by the chair. The policy spells out what equipment supplies can be approved. Anything more than \$2k would need to be approved by board approval. An example would be storm damage, failed culverts, cold mix, gravel ect.. these are road maintenance and is already part of the budget.

- Kent went through the itemized policy. Discussing what would be a Capital expenditure vs. maintaining and improving something existing.
- Exceptions would be the credit card.
- The Clerk will receive the claim, and review it to ensure it is valid, ensure funds are available, and it was authorized. Verify services were rendered. Verify no sales tax is being charged and ensure it has not been previously paid. Pending claims will be brought to the board for approval. Checks are triple signed. facsimile signatures are acceptable.
- Treasurer will code it into the budget and ensure it is in the correct category.
- Scott asked to see the credit card itemized list.
- Arden made a motion to approve Resolution 2025-06 Purchase and Payment Policy. Scott 2nd Carried.

Patrolman Report

- Matt said that we have had trees down and a lot of wash outs after the 4th of July storms. Yesterday, they noticed that there was another was out on Bongey Road. DKS was called out to assist in the repair. We used the heavy rip wrap boulders and it should hold.
- Hauling of trees, Paradise Valley, 490th and Cedar Falls Road still has hauling needed.
- First pass of mowing has been done.
- Cleaned out ditch on Paradise Valley Road and River Road.
- Arden asked, how do we determine what contractor to go with? Matt said it goes out to first available.
- Matt asked if bids are needed? Kent said we can put bids out but specs need to be itemized and notice gets posted. Kent said that in the past we would just have CR Bryan do it. Road repairs in emergency can be handled differently than Road Construction.
- We have a responsibility to shore up and repair damage to the roads. Time is of the essence, so CR Bryan or DKS is fine. He will review the statutes and ensure we are handling that correctly.
- Matt asked if Kent has discussed the chipper with Forest, he has not yet.

Drop Off Site Report

- Cody noted that items are being set out by the corner of the roll off. Items should be put in the dumpster.

Commission Report

- Scott Fredrick was here to give the Board an overview of the Commissions progress on the Comprehension plan. Cedar Corp has been good to work with. Scott asked if there are any surprises? Scott answered, that the 2020 Census data is not as concrete due to the pandemic which makes projections more difficult. Tunde and Scott said that overall, the population projection is going down. Which is common amongst the rural areas in the County.

Chair Report

- Progress update on Menomonie Rural Fire and EMS Board Contract with City of Menomonie
 - Kent said there was a question on the dues. Kent said the district would collect the 2% dues paid to the members. This had to be added. The city has not asked us to pay them their dues. The Rural District collect those dues which go towards equipment.
 - Nancy asked that the fire dues we just collect get paid to the Rural Fire Dept. Kent said yes.
 - He then discussed the budget was miscalculated and was adjusted approx. 50k. So it will be more than what was originally calculated. He shared the new 2026 estimated budget with the increases over the next five years.
 - Ambulance will be moving to \$50 per capita.

- Kent suggested that Arden and Scott attend the next Rural Fire Dept meeting in Rusk Town of Red Cedar Hall. It will be next Tuesday at 7pm.
- Suggested to hire an Attorney to review the agreement. We will need to know what we will be paying for October's budget preparation.
- Driveway issue 370th St
 - Between 29 and Timberline Rd, had a new driveway put in that has always giving him problems. His driveway becomes part of our road. Kent has sent him a letter. He wants to fix his driveway. We came up with a temp solution to bank it a bit. He plans to get it fixed.
- Update on 370th Ave ARIP with Town of Dunn
 - Kent is waiting for Forest to give an update; we should hear after July 1st. No updates at this time.
- Reevaluation update
 - Kent asked Kevin Irwin for an update, he has completed over 300 properties. He is running behind; we don't have a BOR date set yet.
- Road construction update
 - No further work, we just paid the Farhner bill.
 - Matt asked if they have been out to refill the holes. They have not yet. They will be calling him.
- 330th Street. LRIP grant update
 - No update, the request was from Kevin at Cedar Corp has been sent in.
- Update on fraud investigation
 - Kent shared the investigative notes from the Phishing email/Fraud case. The report showed that \$2400 had been transferred right away and that is why we were unable to recover those funds.

Dot Gov emails are set up, any questions call Randy at 24/7

- Update on cemetery mapping*
 - We have a map provided by Sentry Mapping. This should be printed out much larger. We need to go out there and line this map up with the actual land.
 - Charisse suggested giving Lisa Pelner a copy of the map, they provide our mowing and may find it helpful.
- Update to Kenworth tandem axle*
 - The Kenworth was fixed; the check engine light was back on. Kent asked that it be brought back to Semi-Correct and get it fixed again.
- We had a Fire inspection and we passed with flying colors.

Clerk Reports

- Would like to order a ballot box.
- Liquor Licenses were delivered on July 1st and entered in the DOR site for compliance.
- One more Operator license for approval: Lisa Hoff application of renewal and fee was paid.
- Made a motion to approve an Operator License Carried Scott Arden 2nd
- Quarterlies were completed and Patrolman retirement contributions were sent out.
- Matt asked if we could consider the State retirement plan, open enrollment is this Fall. We will add it the September budget.

Board Report

- Nancy has received some responses to the letters sent on Solid Waste fees.
- Nancy has 2019 Microsoft at home asked if she could update to the Microsoft 365 subscription. Kent said she could with a credit card.
- Joint City Meeting will be at City Hall on Aug 12th at 4 pm.

Vouchers/ Review/ Approve

- The Vouchers were reviewed by the Board. Scott made a motion 22609-22640, Scott 2nd. Carried.

Set date for the next regular Board Meeting

- August 12th, 2025 at 6pm

Adjourn

- Kent made a motion to adjourn at 7:56 Scott 2nd Carried.