

**MAPLE CREEK TOWN BOARD MEETING  
TOWN HALL W10388 COUNTY ROAD W  
MAY 9, 2022 6:30 PM**

**Call to order and Pledge of Allegiance**

Chairperson Griffin called the May 9, 2022 Maple Creek Town Board meeting to order at 6:30 p.m. and led the Pledge of The

**Verify open meeting notices, roll call, approval of agenda order (stands as is unless motion for change)**

The agenda for these minutes was posted at the three Town posting boards on Friday, May 6, 2022.

Elected Officers present: Sue Griffin, Jim Young, John Knapp and Tory Much

Appointed Officer present: Lynette Gitter

Others present: Glenn Janke, Mike Janke, Gary Coroneos, Deb Radmer and Aimee Stracy

**Approval of April 11, 2022 Town Board meeting minutes**

Young made a motion, seconded by Knapp, to approve the April 11, 2022 Town Board meeting minutes. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

**Treasurer**

• **Monthly Financial Report**

The balances for all accounts as of April 30, 2022, are as follows: Checking - \$1,729.13; Investment Savings - \$380,984.59; Town Reserve CD's - \$133,086.04; Town ARPA Reserve CD – \$32,438.94. Total town funds - \$548,238.70. Stands as read subject to an audit with the clerk.

• **2022 1<sup>st</sup> quarter reconciliation reports**

The 1<sup>st</sup> quarter reconciliation reports from the clerk and treasurer were reviewed, with the discrepancies noted and corrected.

**Outagamie County Sheriff's officer report (if in attendance)**

No officer was in attendance.

**Public Input: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters for Town Board consideration, however, they cannot be discussed or acted upon until the subject matter, of the proposed action, has been noticed.** None

**Specific matters for discussion and possible action:**

A. Plan Commission Report

• Approve CSM land division for Mike/Candice Janke and Glenn/Carol Janke

The Janke's are proposing a lot division of the parent parcel into 4 lots. Based on the CSM, all four lots conform to Maple Creek's lot division ordinance. The Plan Commission recommends approval. Griffin made a motion, seconded by Young, to approve the Certified Survey Map for Mike/Candice Janke and Glenn/Carol Janke, dated 4-19-2022. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

• County Preliminary Reports for Grishaber/Hintz Rd and FV Dairy/Hwy 76

The Grishaber parcel has 3.84 acres of land and 551.94 feet of Hintz Road frontage. The clerk contacted the surveyor (Hebert Associates) and asked about the property. They want to split it into two parcels: Lot 1--3.243 acres—road frontage not available and Lot 2--.597 acres—road frontage not available. Lot 2 would be non-conforming to Maple Creek's lot division ordinance. FV Dairy/Hwy 76 preliminary information shows the current parcel split into 3 lots. Lot 1 is the small triangle where WW-W-Hwy 76 all meet. This is non buildable. Lot 2 would be all the buildings up to the plowed field on the west and the creek on the east. This would have plenty of acreage and road frontage. The remainder, Lot 3, would be agricultural. The clerk called the surveyor (Christopher Perreault). He stated that the owner wants to split off the agricultural land from the home/buildings for possible sale(s).

• Approve Zoning webinar training

There is a training opportunity on Wednesday, May 11<sup>th</sup>, the Role of the Plan Commission. The cost is \$20. Paul Gitter and Joe Close are interested in attending. Griffin made a motion, seconded by Knapp, to approve webinar training for 2 Plan Commission members for \$20 each. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

- Amend Land division ordinance to include variance procedure

We have a land division ordinance and a minimum lot size ordinance; both land division ordinances. Carol Nawrocki from WTA said that we could incorporate a possible appeal or variance process into that/those ordinances. So, this should be addressed as soon as possible. Chairman Coroneos wrote up a “sample” ordinance “establishing guidelines for granting variances”. The clerk would like to contact the Town’s Attorney with this information and get his opinion. Young made a motion, seconded by Knapp, to have the clerk contact Attorney Carlson about amending the 8.09 Land Division ordinance to include a variance procedure. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

- Reappoint Joe Close and Donna Young—3 year term—to June 2025

Griffin made a motion, seconded by Knapp, to re-appoint Donna Young and Joe Close to the Plan Commission for 3 year terms. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

- New County form for rezoning, FYI

The County Development and Land Services Department has a new on-line fillable form for re-zone, special exception permit, conditional use permit, etc. Individuals and/or contractors can fill these out and submit them to County zoning. These get forwarded to the PC and then to the Town Board for approval and then the person requesting the permit will get this form back to the County committee for approval. The on-line form makes it more accessible to the resident.

#### B. Cemetery

- Change head groundskeeper and second groundskeeper to year-round general labor positions?

The clerk suggests that the groundskeeper jobs should be designated and year-round part-time instead of seasonal. It will save on paperwork and the individual(s) would also be available for other jobs throughout the year besides just mowing. After discussion, Griffin made a motion, seconded by Knapp, to change the head and assistant groundskeeper positions to year-round general labor positions. The wages remain the same at \$17 and \$16 per hour. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

- New lawnmower delivered

The new lawnmower has been delivered. Paul Gitter, cemetery maintenance, will check it over. The other lawnmowers have significant mice damage and Paul Gitter suggests new seals on the shed door. Also, one of the mowers had the key left on, so we should have an idea who has keys to the shed. Chairperson Griffin suggests that we put this on the agenda for next month.

#### C. Open House meeting for Solar Farm—June dates?

Since the last date that was agreed upon was in May, should the clerk try to set up a meeting with the solar farm company (Derek Bus, agent) sometime in June? The Board agreed and the clerk should suggest June 21<sup>st</sup> or June 28<sup>th</sup> to Derek Bus.

#### D. WTA County Unit meeting July 18<sup>th</sup>—Maple Creek is sponsor—Place? Topic?

The WTA County Unit meeting is July 18<sup>th</sup> and Maple Creek is the sponsor. The sponsor takes care of the meal and participates in the topic. Since there is usually around 50-60 people, our town hall is not large enough to accommodate that size of crowd. Doug Wunderlich, Town of Dale Chairman, has offered his town hall for that night if we are interested at no cost. After discussion, the clerk should contact Mr. Wunderlich to confirm using the Town of Dale’s hall in July. The clerk will check out options for the meal. The County Unit treasury will contribute \$300 to the meal. Anything over that is the town’s responsibility.

#### E. Roads:

- Meeting on Saturday, May 14<sup>th</sup> with Chad Johnson. Time?

Chairperson Griffin will be meeting at the town hall on Saturday, May 14<sup>th</sup> with Chad Johnson and they will tour the town roads to address any issues.

- Replace Stilen Road Sign and post

A road sign and post are needed on Stilen Road, at the corner of Stilen and Buboltz Roads. Chairperson Griffin will contact Chad Johnson from the County Highway Department to take care of it.

- Crackfilling Service quote and map

We received a proposal from Crack Filling Service Corp. with a map showing the roads they suggest should be crackfilled. Supervisor Young doesn’t agree with crackfilling all of Schweitzer Road. The section from W to Buboltz Road should be removed. The current estimate is \$24,900. After discussion, Knapp made a motion, seconded by Griffin, to hire Crack

Filling Service, Corporation to crack fill several roads in Maple Creek, not to exceed \$20,000. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED. Supervisor Knapp will contact them to get us on their schedule.

- County Highway quote to pave Buboltz Road of \$160,000

Chairperson Griffin asked Chad Johnson to give us a quote to reconstruct/pave Buboltz Road from WW to Hoffman Road; approximately 1 mile. His quote to reclaim, shape, pave and shoulder one mile is \$160,000 with 2” of 4-LT HMA. If we would like to add another 2” overlay that would be another \$104,000. If we were to add 6” of gravel prior to pulverizing that would be an additional \$56,000. So, the cost of \$264,000 would just cover reclaim, shape, page and shoulder with no gravel. Supervisor Knapp would like to put the project out to bids. He feels we can get a better deal. The clerk stated that if we contract with the County, no bidding process is needed. But if we go with a private contractor and plan to spend more than \$25,000 it needs to be let out to bids. The clerk suggests another meeting to set up the bidding project. Chairperson Griffin called a special meeting on Sunday, May 22<sup>nd</sup> at 2p.m. to get the bid process started.

- Grader Patching

No discussion.

- Hintzke Road culvert

Chairperson Griffin will contact Chad Hoerth, City of New London Administrator, to see if the City has come up with plans/budget to replace the culvert on Hintzke Road.

- Turnarounds

Supervisor Knapp knows that Ken Ziemer owns that property on Finger Road and will contact him about putting in a culvert and gravel. Chairperson Griffin will get a cost proposal from Chad Johnson at the County.

- Other maintenance-Hire Supervisor Knapp to remove sod from ditches from the snowplowing

Many clumps of dirt were left in various ditches from the last county snowplowing. Supervisor Knapp said he could take care of them. Young made a motion, seconded by Griffin, to hire Supervisor Knapp to pick up the sod from various ditches in the town. Ayes 2, Opposed 0, Abstain 1. MOTION CARRIED.

- F. County Hazard Mitigation Plan--Agreement to Participate

After reviewing the information, Young made a motion, seconded by Griffin, to decline participating in the County’s Hazard Mitigation Plan. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

#### G. Clerk

- Approve per diems for Deputy Clerk

The clerk stated that right now the deputy clerk receives an hourly wage when attending meetings. It would be more cost effective if she would be on the same per diem schedule as the other officers. Griffin made a motion, seconded by Knapp, to approve paying the Deputy Clerk a per diem for meetings from the same schedule as other officers. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

- Constable Call-Larson-update

The clerk talked with the Larson’s regarding the dog call outstanding invoice and they have agreed to pay it.

- Board of Review—May 19<sup>th</sup> 5:00-7:00 pm, Town Hall

So far, no objection forms have been filed with the clerk or the assessor.

### Report of Officers

- a. Raft—2 permits issued to Tregg Fuerst
- b. Constable—1 Call.
- c. Cemetery—Handled earlier under Item B.
- d. Building Inspector—One permit for construction of an addition for Spooks on Spurr.
- e. Plan Commission—Handled earlier under Item A.

**Public Input: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters for Town Board consideration, however, they cannot be discussed or acted upon until the subject matter, of the proposed action, has been noticed.**

One resident commented about the appointment of Plan Commission members.

**Complaints and/or Correspondence--No action taken**

The clerk received an email from the County Highway Department saying that they are paying out on the bridge aid applications very soon. They will be paying in order of application and we have two out there; Kickhafer culvert and Affeldt culvert. We will hear from them soon.

**Review and payment of vouchers**

Vouchers for checks numbering 12010 to 12046 were submitted for review and payment. An additional payment will be made by direct debit from checking for the May federal withholding tax.

**Future Agenda Items: Discussion/Action on future agenda items?**

- Turnarounds
- Buboltz Road Construction-Special Meeting Sunday, May 22<sup>nd</sup> at 2pm
- Cemetery shed maintenance
- WTA County Unit meeting

**Adjournment/Calendar**

- Road meeting with County May 14<sup>th</sup>, possible quorum
- Board of Review May 19<sup>th</sup>, 5:00 to 7:00 p.m.
- Town Board meeting, June 13<sup>th</sup>, 6:30 p.m.
- June ? Solar Farm meeting,
- July 11<sup>th</sup> Town Board meeting 6:30p.m.
- July 18<sup>th</sup> WTA meeting 6:00 p.m.,
- Fall Primary August 9, 2022
- Free Tire Pickup, Sept. 16-19, Friday night to Monday morning.

Young made a motion, seconded by Knapp to adjourn at 8:15 p.m. Ayes 3, Opposed 0, Abstain 0. MOTION CARRIED.

These minutes were taken at a meeting of the Town of Maple Creek Board held on the 9<sup>th</sup> day of May 2022,

And were entered in this record book by:

\_\_\_\_\_, Clerk Gitter

And were approved this 13<sup>th</sup> day of June 2022 by:

\_\_\_\_\_, Chairperson Griffin

\_\_\_\_\_, Supervisor Young

\_\_\_\_\_, Supervisor Knapp