

**MAPLE CREEK TOWN BOARD MEETING
TOWN HALL W10388 COUNTY ROAD W
DECEMBER 8, 2025 6:30 PM**

Call to order and Pledge of Allegiance

Supervisor Janke called the December 8, 2025 Maple Creek Town Board meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

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 and on the town's website on Friday, December 4, 2025.

Elected Officers present: Adam Janke, Tom Stracy (by phone), Tory Much, Treasurer and Lynette Gitter, Clerk

Elected Officers absent: Susan Griffin

Others present:

Approval of November 10, 2025 Town Board Meeting Minutes and November 17, 2025 Public Budget, Town Elector and Special Town Board Meeting minutes

Stracy made a motion, seconded by Janke, to approve the November 10, 2025 Town Board Meeting Minutes and November 17, 2025 Public Budget, Town Elector and Special Town Board Meeting minutes Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

Treasurer

Monthly Financial Report

The balances for all accounts as of October 31, 2025, are as follows: Checking - \$3,012.99; Investment Savings - \$254,891.36; Town Reserve CD's - \$151,508.46; Town ARPA Reserve CD - Funds were transferred to the IA account. Total town funds - \$409,412.81. Stands as read subject to an audit with the clerk.

3RD Quarter Bookkeeping Reconciliation with Clerk

The Clerk reported that the receipts/expenditures match for the 3rd quarter.

Outagamie County Sheriff's officer report. None

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. Approve Election Inspector List for the period of January 1, 2026 to December 31, 2027

Janke made a motion, seconded by Stracy, to approve the Election Inspector list for the period of January 1, 2026 to December 31, 2027. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

B. Clerk Election Training-6 hours before Dec 31

Clerk Gitter lost Election certification after being off the last 2 years and needs to accumulate 6 hours of training by the end of this year.

Janke made a motion, seconded by Stracy, to approve 6 hours of Election training for the clerk before December 31, 2025. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

C. Town Hall Maintenance/Hire Jerry Ernst to shovel ramp when needed.

The Clerk talked to Jerry Ernst about shoveling the Town Hall ramp when needed. He said he would be willing to do that. The Clerk asked the Town Board if she could be the one to contact him when to shovel. They agreed to that. Jerry is already a town employee, but this would be a new duty for him.

Efforts will be made to accommodate the needs of disabled persons upon proper notice by contacting the clerk prior to the posted meeting at 920-982-5258.

Stracy made a motion, seconded by Janke, to approve the Clerk hiring Jerry Ernst to shovel the Town Hall ramp when needed. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

The clerk also stated that the toilet in the men's bathroom was running after the rental on Thanksgiving Day. It was discussed that the hardware in the two toilets have never been replaced. The Supervisors will take a look at them. Also, the overhead lights on the stage need cleaning out. Stracy made a motion, seconded by Janke, to approve hiring Supervisor Janke to clean the stage lights. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

D. Communication from WTA regarding WTA dues and TAC (Town Advocacy Dues)

Per the letter from the Town's Association, the WTA Board of Directors has made the decision to begin to phase in a requirement that all towns fully invest in the TAC. Maple Creek has already been paying additional dues to TAC so there will be no changes for us.

E. Communication from Village of BC regarding payment on Fire Truck

Clerk Janke from the Village of Bear Creek sent over an email from the bank regarding the payment (\$110,000) we sent and how we wanted it applied to our portion of the loan. Chairperson Griffin and the clerk both agreed it should pay the first payment due in November (\$23,177.19) and the balance (\$86,822.81) should be applied to Maple Creek's remaining principal. Of course, the bank then needs to refigure everything since we didn't pay the whole amount (\$133,308.71). The clerk suggests that we pay our remaining balance of \$30,084.98 earlier in 2026 and not wait until November. Supervisor Stracy suggested that we could take the additional money paid, back, and then pay it all in 2026. It would depend on the interest rate. It was determined that the interest rate is higher than any CD rate we could get for the returned funds. The Board decided to leave the payment as is and pay it off as soon as possible in 2026.

F. Unexpected garbage can replacement procedure

Supervisor Janke was wondering what the procedure is for garbage replacement. He stated that a resident's can was hit by a car over the weekend and demolished. It's \$115 to replace the can. The clerk stated that the resident is responsible for any replacements. We do have extra recycling cans in the basement but no garbage cans. It was suggested that the resident try to get reimbursed from the insurance company.

G. Road Work—Chairperson Griffin—See her email on updates in packet

- ✓ **Update on ditch cleaning on Schweitzer**
This is done and should come in under the quote.
- ✓ **Update on County quote for shoulder repair—Roloff/D and Spurr between bridges**
This is done.
- ✓ **Update on Paser Ratings Report**
This is done.
- ✓ **Update from Spectrum-Removal of large wire rolls along roads**
She left another message with no response. The Supervisors agreed that we should bypass Spectrum and contact the County about it.

H. Clerk

- ✓ **Town Hall Rental December 21**-Sunday rental
- ✓ **Clean Town Hall December**-Should just be a touch-up for December 21.
- ✓ **Purchase shelf to hang mops. Purchase shelf for bathroom.**
- ✓ Janke made a motion, seconded by Stracy, to approve for the clerk to get pricing on cabinets for the bathrooms and a shelf to hang the brooms/mops, etc. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

Report of officers:

- **Cemetery**—Nothing
- **Plan Commission**—Nothing
- **Building Inspector—November Report**
 - ✓ Parcel 160010000-Natske Irrev Trust, N6755 Cty Rd D-Porch/Garage Addition
 - ✓ Parcel 160010000-Natske Irrev Trust, N6755 Cty Rd D-Electrical for Porch/Garage Addition
 - ✓ Parcel 160044400-Frederick Schmidt, N5236 Cty Rd D-20x24 Detached Garage

Efforts will be made to accommodate the needs of disabled persons upon proper notice by contacting the clerk prior to the posted meeting at 920-982-5258.

- ✓ Building Inspector put together a sheet titled, "When is a permit required?" This will be posted on the web page for those who may have questions about getting a permit.

- **Constable**—Nothing
- **Raft**—Nothing

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

Complaints/Correspondence – No action taken. None

Review and payment of vouchers

Vouchers for checks numbering 13159 to 13185 were submitted for review and payment. Additional payments will be made by direct debit from checking for the December Federal 941 Withholding Tax payment and the 4th Quarter Wisconsin Withholding Tax payment.

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

- ✓ Contact Spectrum for internet services
- ✓ Contact Town Web Design
- ✓ Village of Bear Creek turn out gear
- ✓ Stilen Road bidding

Adjournment/Calendar

- ✓ December 20 & 27 – Tax collection at the town hall 9:00 a.m. to 3:00 p.m.
- ✓ December 21 – Town Hall rental, private party
- ✓ January 5 – Plan Commission meeting 6:00 p.m. (if needed)
- ✓ January 12 – Town Board meeting 6:30 p.m.
- ✓ January 24 & 31 – Tax collection at the town hall 9:00 a.m. to 3:00 p.m.

Stracy made a motion, seconded by Janke, to adjourn at 8:05p.m. Ayes 2, Opposed 0, Abstain 0, Absent 1. MOTION CARRIED.

These minutes were taken at a meeting of the Town of Maple Creek Board held on the 8th day of December 2025, and were entered in this record book by:

_____, Clerk Gitter, And were approved this 12th day of January, 2026 by:

_____ Absent _____, Chairperson Griffin

_____, Supervisor Janke

_____, Supervisor Stracy