

Town of Lincoln: ToL Board of Supervisors (BoS) Regular Meeting Minutes, Monday, December 2, 2024

I. The regular meeting was called to order at 7:00p.m. by Town Chairman, Jesse Jerabek with the Pledge of Allegiance recited. Other Board of Supervisors (BoS) present: Dave Routhieaux and Tony Strnad. Public attendance: Town Treasurer Tim Strnad, Town Assessor & Zoning Administrator Joe Jerabek, PC Chairman Mick Sagrillo, Town Constable Larry Paul, Amy Zacharias & Zackery Zacharias of Action Appraisers. Minutes to be written by Town Clerk, Mary Ann Salmon.

II. December 2, 2024 Agenda: Motion made to approve December 2, 2024 agenda as submitted w/ addition of **Road Limits on Cardinal Rd** under Board Discussion & Business (Routhieaux / Strnad). Motion carried 3-0.

III. Approval of Meeting Minutes: Motion made to approve November 11, 2024 Regular BoS Meeting minutes as submitted (Routhieaux / Strnad). Motion carried 3-0. Motion made to approve November 13, 2024 Budget Meeting minutes as submitted (Routhieaux/Strnad). Motion carried 3-0. Motion made to approve November 20, 2024 Special Meeting of BoS minutes as submitted (Routhieaux/Strnad). Motion carried 3-0.

IV. Action Appraisers & Consultants Presentation: Amy and Zackery Zacharias presented options on revaluation, market updates and taking over the Town of Lincoln Assessor's tasks since Joe Jerabek will not be running for re-election in Spring 2025 Election. The last full revaluation was done in 2019, and the Town of Lincoln is currently out of compliance with the Dept. of Revenue, having 5 years to get back in compliance. A full revaluation is not necessary currently because a 2026 market update is an option. A full revaluation would currently cost \$51,200 while a market update would run \$30,720; each price includes maintenance, attendance at Board of Reviews, and contract prices would be honored in future years. Motion made to enter a 4-year contract with Action Appraisers & Consultants (Jerabek / Routhieaux). Motion carried 3-0. Joe Jerabek asked about storing old property roll records; Chairman Jerabek will check with WTA on length of time required to keep.

V. Treasurer's Report: Treasurer Strnad gave report on November ToL Income/Interest, Checking, CD, Savings, & Loan accounts. Motion made to approve November Treasurer's Report as submitted (Routhieaux / Strnad). Motion carried 3-0. Treasurer Strnad is still looking for a company to provide a bond to allow him to collect property taxes. WTA recommends a bond rather than the Town passing a resolution to not require a bond. Strnad will have the property tax bills ready by end of this week / early next week. He will cashout CD for New Rescue vehicle & deposit into General Funds checking account. One check from Nov. 2023 is still outstanding; Clerk following up on again. Treasurer will include notes to residents that mailboxes should be able to withstand a considerable amount of snow thrown at them and garbage/recycling containers should not be left on the shoulder of the roads due to safety & damage issues. BoS have noticed more containers on the roadside in the ToL.

VI. Clerk's Report: Work completed over the last month: made contact w/ four Town Hall renters, finalized work on 2025 Budget, forwarded Clerk job description to M. Sagrillo, helped w/ WTA Mtg on 11.18.24, turned in annual mill rate worksheet & tax documents to County, completed online DOR municipal levy worksheet, prepared candidacy packets for Spring election & posted notice on website, submitted WTA mtg receipts to B. Paplham, left message re: one outstanding check from Nov 2023, invoiced three fire call bills, and invoiced ELNA Farms for road repair expense. Correspondence received: MFL Transfer notices; Algoma Fire & Rescue Expenditure/Revenue reports; Sheriff's Incident Report, 2025 Spring Election & candidacy notices; Sedron Facility inspection notice; Dairy Dreams testing notices; DOR Innovation Planning Grant info; Luxemburg – Casco school board election & budget; insurance statement of liability; and IRS balance statements.

VII. Town Chairman's Report: Work completed over the last month: attended 11.13.24 ToL Budget mtg; checked Town Hall heat for upcoming rental; helped host 11.18.24 WTA mtg; took call from Sheriff's Dept. re: Pheasant Rd mailbox hit (maybe more than one on that road) & contacted RM Masonry; put in reflectors for plowing in hall lot, took S. Srnka call & approved hauling tankers (water) & he promised they would be light enough to avoid road damage.

VIII. County Supervisor's (District 2) Report: None.

IX. Zoning: None.

X. Planning Commission (PC):

a. **PC Chairman Report** (see attached).

b. **Appointment of a New PC Chairman & a New PC Member:** Mick Sagrillo was reappointed as Plan Commission Chairman for another 2-year term, expiring 12/2026. Recruitment for a new PC member will continue.

c. **Approval & Signing of Official ToL Zoning Map:** Sagrillo presented the updated official Town of Lincoln Zoning Map dated 12.2.2024; map was signed.

XI. Public Comment: Supervisor Strnad noted the Village of Luxemburg has an ordinance re: shipping containers allowed only 120 days. Sagrillo noted Nov WTA magazine article on special assessments charged to those residents that benefit from that expense to maintain (Example: Cardinal Rd and Cedar Rd).

XII. Board Discussion:

a. **Establish Right-of-Ways:** Joe's Landscaping has completed work on Pheasant Rd. Bluebird Rd was graded for no charge. Joe Bader gave rough estimate of \$1000 on two culverts & four ends & proper drainage, itemized bid to follow. He is willing to put in stakes in the rights-of-way marked by BoS.

b. **Lincoln/Red River Road Responsibilities:** Board decided to have ditch & brush cutting on ToL side only done. Repair of road & snow plowing may be different, ToL will need to wait for Town of Red River's final decision.

c. **ARPA Funds Designation:** Discussion held on designation of remaining ARPA Funds balance of \$6,331.63. Funds will be moved from ARPA funds to general fund for Joe's Landscaping bill of \$4,188 paid 11.11.24.

d. **No Littering Signs:** Chairman Jerabek has No Littering signs to install as needed. Litter & trash in ditch has been reported on Robin Lane.

e. **Road Limits on Cardinal Rd:** County advised that road limits could be formally in place for minimum of one month out of

the calendar year via published meeting agenda item & minute's discussion (then signs do not have to be physically posted).

XIII. Business:

- a. Approval of the 2025 Town of Lincoln Budget/Levy:** Motion made to approve the \$109,707 Town of Lincoln Budget Levy to be paid in 2025. (Routhieaux/Strnad). Motion carried 3-0.
- b. Establish Right-of-Ways:** Motion made to approve up to \$1,000 for two culverts & four ends & proper drainage. (Jerabek / Routhieaux). Motion carried 3-0.
- c. Lincoln/Red River Town Road Responsibilities:** No action.
- d. ARPA Funds Designation:** Motion made to use ARPA funds to donate \$1000 to Casco Fire Dept. and \$500 to the Brussels Fire Dept. in 2025 w/ the remainder of \$643.63 to go towards new Joe's Landscaping culvert bill (Jerabek/Routhieaux). Motion carried 3-0.
- e. Candidate Papers:** Candidate papers are due back to Clerk by 1.7.2025. Copies of packet are available from Clerk and information is posted on the Town website.
- f. Road Limits on Cardinal Rd:** Motion made to post road weight limits at 75,000 lbs. or less on Cardinal Road from January 1st through February 28th, 2025 (Jerabek/Routhieaux). Motion carried 3-0. ARIP Grant will be applied for at 90% reimbursement. ToL will need to have engineer's input on what is needed for road to be built for heavy equipment. Once ARIP funds are used, Town can never put a posting on that road again.

XIV. Agenda Items for Next Meeting 1.6.25: Lincoln/Red River Road Responsibilities; Candidate Papers

XV. Bills: December 2024 bills were reviewed, approved, and December check register signed by Board of Supervisors. Motion made to approve and pay December bills (Routhieaux/ Strnad). Motion carried 3-0.

XVI. Adjournment: 8:23pm. Motion made to adjourn (Routhieaux/Strnad). Motion carried 3-0.

Respectfully submitted by Town of Lincoln Clerk, Mary Ann Salmon