

NOTICE AND AGENDA
Town of Eagle Town Board

Eagle Municipal Building

Wednesday, July 15, 2026
6:30p.m.

820 E Main St
Eagle, WI 53119

NOTICE IS HEREBY GIVEN that the Eagle Town Board, County of Waukesha, will conduct a meeting for the transaction of business as is required or permitted at such meeting pursuant to the notice requirements of Wisconsin Statute 19.84 public notices for its regular meeting.

1. Call to Order, Pledge of Allegiance, Roll Call
2. Proof of Posting and Notice
3. Announcement for possible closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in (Reynolds Zoning Code Violations).
4. Approval of Minutes- Town Board on June 17, 2026, Special Town Board Meetings on June 17 and July 1, 2026
5. Public Comment – Persons wishing to speak must sign in and will be allowed three (3) minutes to address the board.
6. Treasurer's Report (*Discussion/Action*)
 - a. June 2026 Financial Report
7. Claims (*Discussion/Action*)
 - a. Town payment of claims, as presented.
 - b. Recreation Department payment of claims, as presented.
8. Reports
 - a. Waukesha County Sheriff Report
 - b. Alice Baker Library Report
 - c. Planning & Zoning Updates
 - d. Joint Municipal Building Report
 - e. Kettle Moraine Fire District Report
 - Fire Department Research Committee Update
 - Structure of Fire Board
 - Fire Fee Discussion
 - f. Joint Municipal Court
 - g. Lake Management District Report/Lake Patrol Report

New Business

9. Proclamation Honoring Tom Betts for 39 Years of Service
10. Proclamation Honoring Allison Chase for 21 Years of Service
11. Discussion/action regarding speeding on Knoll Road and Whitetail Drive
12. Discussion/action on Beverage Operators Licenses for Mark Scholl, Eddie Verrett, Camron Summerlin, and Robert Novak

13. Discussion/action on beverage operator license denials

- Appeal by Anthony Davis
- Appeal by Tierra Davis

14. Discussion/action on requests to serve fermented malt beverages at the park pavilion: Timothy Fuchs on July 25 and Rebecca Friske on August 15

15. Committee & Liaison Reports (*Discussion/Action*)

- a. Park/Recreation Department (*Lang*)
 - MyRec.com to manage Joint Recreation Department programs and registrations
- b. Garbage Pickup & Recycling (*Hajewski*)
- c. Roads Report (*Kugel*)
- d. Chairperson Report (*Mommaerts*)
- e. Citizen Correspondence
 - Request to broadcast Town Meetings
 - Anonymous Zoning Complaint / Review Zoning Code Enforcement Policy

16. Requests by supervisors to add items to a future agenda (**No Discussion**)

17. Upcoming Meetings: Planning and Zoning is Wednesday August 5 at 5:30pm. The next regular Town Board meeting is Wednesday August 19 at 6:30pm.

18. Motion for closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in (Reynolds Zoning Code Violations).

19. Roll Call Vote

20. Closed Session

21. Motion to reconvene into open session

22. Open Session

23. Possible action concerning matter discussed in closed session.

24. Motion to Adjourn

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Posted _____, 2026 by _____

Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Town of Eagle at 262-594-5800.

TOWN OF EAGLE
TOWN BOARD MEETING
June 17, 2026
Unapproved Minutes

Chairperson Mommaerts called the meeting to order at 6:31pm and led with the Pledge of Allegiance. Roll Call: R. Kugel, D. Domagalski, R. Hajewski, F. Lang and C. Mommaerts were present. Proof of posting and notice was verified as being met.

Approval of Meeting Minutes: *Motion by Kugel to approve the minutes of the Town Board Meeting on May 20, 2026, as presented. Domagalski seconded the motion. Motion carried, 5-0.*

Mommaerts opened the floor to public comment: Tim Mackesey spoke on traffic speed concerns on Knoll Road in the Hidden Knoll Subdivision. Bob Radtke also spoke that excessive traffic and speeding is an issue on Knoll Road. Hannah Lang spoke on the Alice Baker Library Collection Development Policy stating the municipalities funding the library should have the authority to set the standards of what may be accessed at the library. Shawn Lang spoke on GFL: he does not like that our money is going to a Canadian company when there are local options. Secondly, Lang urges the board to consider no additional vaping retailers in town and limit it to the two existing license holders. Eric Severson spoke to request a future agenda item for drainage at the intersection of Jacks Bay Road and South Shore Drive. Erin Severson also spoke to request an agenda item for drainage at the intersection of Jacks Bay Road and South Shore Drive. Dave Rockteacher spoke to inquire if bids were obtained for resurfacing the municipal building parking lot.

Treasurer's report: Mommaerts noted income is at 60% and expenses are at 37%. *Motion by Kugel to approve the May 2026 financial report. Lang seconded the motion. Motion carried, 5-0.*

Kevin Brendel of Brew City PC was in attendance to answer questions on quotations presented for the decommissioning of the outdated server, monthly managed services, and replacement of the two office desktop computers which are no longer supported by Microsoft. Discussion took place about having laptops instead of desktop computers. Clerk Christian added that an election security grant that can be used for outdated computer hardware was just announced. *Motion by Kugel to accept the server migration and managed services quotes. Seconded by Hajewski. Motion carried 5-0.* Brendel was advised to resubmit the computer quote for one laptop with a docking station and one desktop computer.

Town payment of claims and Recreation Department payment of claims: *Motion by Kugel to approve the payment of Town claims and the payment of Recreation Department claims as presented. Lang seconded the motion. Motion carried, 5-0.*

Reports (Discussion and Action):

Waukesha County Sheriff's Report: The call log was reviewed. A deputy was present but said he was not aware of reports of speeding on Knoll Road mentioned during public comment.

Alice Baker Library Report: Hajewski reported library income is at 54% and expenses are 36%. The audit is complete; there was a presentation at the last meeting. Other items discussed at the meeting were strategic planning, employee handbook, the collection policy, and circulation. There are many programs happening which can be found on the library website.

Planning and Zoning: There were no updates from the meeting. A civil complaint may be pursued for an ongoing violation versus the use of citations.

Joint Municipal Buildings Committee did not meet.

Kettle Moraine Fire District Report: The monthly report was reviewed. Input is needed for the Intergovernmental Agreement Committee; the public is encouraged to attend the meetings. Mommaerts appointed Wendy Konichek to the KMFD Fire Board, replacing Gordon Planning. *Motion by Hajewski, seconded by Domagalski to accept the appointment of Wendy Konichek to the KMFD Fire Board. Motion carried, 5-0.*

Joint Municipal Court did not meet. Domagalski acknowledged receiving a formal letter stating that North Prairie will no longer be hosting the court at the end of the term next year.

Lake Management District: Hajewski reported on the last meeting. Topics included lake levels, chemical weed treatment, preliminary budget, and the newsletter. Temporary parking restrictions on South Shore Drive during the fireworks and further correspondence on wake boat ordinances were discussed.

A Public Hearing for Alcohol Beverage Licensing was opened at 7:32pm.

The applications are as follows:

Class "A" Fermented Malt Beverage License and "Class A" Intoxicating Liquor License
Cornerstone Filling Station LLC S101W34414 CTH LO - Renee Gavers, Applicant
Dolgencorp LLC dba Dollar General Store #22466 W355S9084 E Godfrey Lane-Kim Hoffman, Agent

Class "B" Fermented Malt Beverage License and "Class B" Intoxicating Liquor License
Eagle Springs Golf Inc W352S10355 Tuohy Road - Anne Krug, Applicant
Jennings Holler Inc W379S9674 CTH S - Melissa Weishaar, Applicant
Kirks LLC dba Eagle Springs Pub W345S10463 CTH E-Kirk Gardner, Applicant

The public hearing was closed at 7:35pm

Discussion and Action 2026-2027 Alcohol Licenses: *Motion by Hajewski to approve the applicants for the 2026-2027 Alcohol Licenses as listed in the public hearing. Domagalski seconded the motion. Motion carried, 5-0.*

Discussion and Action on Cigarette/Tobacco/Electronic Vaping Device Retail License Renewals (7/1/2026-6/30/27) for Cornerstone Filling Station LLC S101W34414 CTH LO and Dolgencorp LLC dba Dollar General Store #22466 W355S9084 E Godfrey Lane. *Motion to renew the Cigarette/Tobacco/Electronic Vaping Device Retail Licenses for Cornerstone Filling Station and Dolgencorp. Second by Lang. Motion carried 4-1(Kugel).*

Discussion and Action on Beverage Operator Licenses (7/1/2026-6/30/27): A list of applicants was provided to the board prior to the meeting. *Motion by Mommaerts to approve the list of beverage operator licenses with the removal of Anthony Davis and Tierra Davis. Seconded by Lang. Denied applicants will be sent a letter with a notice to appeal before the board if they choose to pursue a license. Motion carried 5-0.*

Discussion and Action on Salvage License (7/1/2026-6/30/27) for LaChance Auto Parts and Salvage LLC S90W38028 Highway 59. *Motion by Kugel to approve the salvage license. Seconded by Mommaerts. Motion carried 5-0.*

Requests to serve fermented malt beverages at park pavilion on July 4 made by Sara Olson, July 11 made by Cindy Kempke, and July 11 made by Danielle Cinkosky. *Motion to approve the requests by Kugel, seconded by Mommaerts. Motion carried, 5-0.*

Committee Reports:

Park/Recreation Department: Lang reported there will be a meeting on June 24. Lang requested the Rec Director ask around about the bases reported missing last month. Follow-up was also done on having an AED at the Town Park. Lang suggested having it in a lockbox under the pavilion. A code would be issued with the park rental form.

Garbage Pickup & Recycling: Hajewski reported the complaints received included delays, cans knocked over, and an issue with a farmer with agricultural equipment being run off the road by a garbage truck. GFL received the notice requesting release from the contract. Hajewski spoke with them about the issues but has not heard back further.

Roads Report: Kugel reported the transition to the new public works superintendent is going well. Discussion took place on ways to show appreciation to Tom Betts for his 39 years of service.

Chairperson Report: Mommaerts had nothing further to report.

Citizen Correspondence: The board received a noise complaint regarding Jennings Holler. The individual making the complaint was in attendance as well as Melissa Weishaar of Jennings Holler. Melissa was apologetic and explained they try to keep the decibels at 60 at the property line which she believes is less than ordinance requires, however the way the stage is facing or wind direction could have an effect. It is a concern with her; she does not want unhappy neighbors. Supervisor Kugel encourages open communication between neighbors so that there is an understanding. All involved agreed to exchange contact information so any issues that arise can be addressed immediately.

Requests by supervisors for future agenda items: Kugel / Mommaerts requested an item for the Knoll Road & Whitetail Drive speeding issue. Lang asked for an item to discuss the structure of the fire board. Kugel asked that the issue of drainage at South Shore Drive and Jacks Bay Road be on the next Planning and Zoning agenda.

Upcoming Meetings: Mommaerts announced Planning and Zoning is August 5 at 5:30pm. The Town Board will meet on July 1 for a training session with General Code for ordinance codification. The next regular Town Board meeting is Wednesday July 15 at 6:30pm.

Motion to adjourn was made by Kugel. Hajewski seconded the motion. All in favor. The meeting was adjourned at 8:18pm.

Respectfully submitted,

Mercia Christian, Clerk

TOWN OF EAGLE
TOWN BOARD SPECIAL MEETING
June 17, 2026
Unapproved Minutes

Chairperson Mommaerts called the meeting to order at 5:30pm. Roll Call: R. Kugel, F. Lang, D. Domagalski, R. Hajewski, and C. Mommaerts were present.

Discussion on municipal code review: Codification of town ordinances is in progress. Board members were assigned logins and passwords to view the manuscript and provide input. Discussion took place on how to proceed with the project. It was determined that a training session take place with General Code on July 1, 2026, at 5:30pm.

Motion to adjourn was made by Kugel. Lang seconded the motion. All in favor. The meeting was adjourned at 6:16pm.

Respectfully submitted,
Mercia Christian, Clerk

TOWN OF EAGLE
TOWN BOARD SPECIAL MEETING
July 1, 2026
Unapproved Minutes

Chairperson Mommaerts called the meeting to order at 5:16pm. Roll Call: F. Lang, R. Hajewski, R. Kugel, D. Domagalski, and C. Mommaerts were present.

Discussion/action for the Town of Eagle and the Village of Eagle to join together in a unified fire department: Mommaerts asked to move forward to put plans on a piece of paper, stating we are not saying we are or aren't staying with North Prairie; we just need to have a plan in place. *Motion by Kugel to join with the Village of Eagle in a unified fire department workshop committee. Second by Lang. Motion carried, 5-0.*

Discussion/action to appoint Lori Kugel to the Alice Baker Library Board: One of the current citizen appointees, Barb Puza, has approached Mommaerts asking to step down. A public comment was received via email. Lang addressed the comment, stating the concern is appreciated, however it is important to recognize that everyone has bias and appointing Lori would be a good cross-section of our population. *Motion by Domagalski to accept the appointment of Lori Kugel to the Alice Baker Library Board. Second by Lang. Motion carried, 4-0 (R. Kugel abstained).*

Discussion/action on Brew City Quote: *Motion by Kugel to accept the quote as submitted. Second by Hajewski. Motion carried, 5-0.*

Codification training session with General Code via Zoom at 5:30pm: Jeanie Sanders of General Code virtually met with the board via Zoom. Sanders advised of best practices for navigating the eCode360 portal and how to proceed in answering the questions that are posed on the portal. The board will look at additional dates to proceed with the code review.

Motion to adjourn was made by Kugel. Hajewski seconded the motion. All in favor. The meeting was adjourned at 6:43pm.

Respectfully submitted,
Mercia Christian, Clerk

TOWN OF EAGLE

Waukesha County, WI

06/30/2026 Financial Reports

- Page 1: A/R Aging Summary
- Pages 2-3: Balance Sheet
- Pages 4-9: Profit & Loss Budget Performance
- Page 10: Treasurer's Report

Town of Eagle
A/R Aging Summary
As of June 30, 2026

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alice Baker Public Library	77.00					77.00
Bielinski Homes Inc.	2,406.20					2,406.20
Eagle Springs Lake Management District		1.00				1.00
Patera/N Remitz					-549.12	-549.12
TOTAL	2,483.20	1.00			-549.12	1,935.08

Town of Eagle

Balance Sheet

As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
11000 · Cash	
11100 · LGIP	
002 · GENERAL FUND	463,649.36
008 · Wambold Road	1,429.12
009 · Equipment Reserve Fund	62,395.37
010 · Buildings Reserve Fund	54,227.74
011 Cemetery Reserve	947.85
Total 11100 · LGIP	582,649.44
11120 · Citizens Bank	
CHECKING - CITIZENS	11,308.91
Jericho Escrow CITIZENS savings	504.97
MM SAVINGS TAXES - CITIZENS	1,012.82
MM SAVINGS TOWN - CITIZENS	836,093.79
Total 11120 · Citizens Bank	848,920.49
Total 11000 · Cash	1,431,569.93
Total Checking/Savings	1,431,569.93
Accounts Receivable	
13000 · Accounts Receivable	1,935.08
Total Accounts Receivable	1,935.08
Other Current Assets	
12000 · Taxes & S/A Receivable	191,436.53
16000 · Inventories & Prepayments	
16900 · Prepaid Expenses	500.00
Total 16000 · Inventories & Prepayments	500.00
Total Other Current Assets	191,936.53
Total Current Assets	1,625,441.54
TOTAL ASSETS	1,625,441.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21100 · Accounts Payable	31,389.73

Town of Eagle

Balance Sheet

As of June 30, 2026

	Jun 30, 26
Total Accounts Payable	31,389.73
Other Current Liabilities	
21101 · Direct Deposit Liabilities	-2,367.03
21110 · A/P Accruals	8,847.50
21400 · Sales Tax Payable	58.79
21500 · Payroll Liabilities	
21513 · **State Withholding	2.25
21526 · WRS Retirement	2,618.66
21500 · Payroll Liabilities - Other	-606.92
Total 21500 · Payroll Liabilities	2,013.99
23000 · Special Deposits	
23300 · Road Bonds	44,000.00
23301 · Landscaping Bond	11,250.00
23302 · Park Rental Deposits	960.00
Total 23000 · Special Deposits	56,210.00
25000 · Due to Other Funds	
25220 · Due to Jericho Escrow (st-light	504.97
Total 25000 · Due to Other Funds	504.97
26100 · Deferred Tax Revenues	191,431.83
Total Other Current Liabilities	256,700.05
Total Current Liabilities	288,089.78
Total Liabilities	288,089.78
Equity	
33000 · Retained Earnings	926,778.21
34100 · Restricted Private Roads Equity	1,429.12
34200 · Restricted Major Equip Reserves	29,903.24
34250 · Garage / Salt Shed Reserve	21,691.10
34400 · Restricted Cemetery Funds	947.85
34550 · FireTruck / EMS Reserve	32,492.13
34600 · Office / Election Eqpmnt Reserv	32,536.64
Net Income	291,573.47
Total Equity	1,337,351.76
TOTAL LIABILITIES & EQUITY	1,625,441.54

Town of Eagle
Profit & Loss Budget Performance
June 2026

Ordinary Income/Expense	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
Income				
41000 · Tax Revenues				
41110 · Taxes	0.00	604,969.67	796,406.00	75.98%
41150 · Managed Forest	0.00	18.82		
Total 41000 · Tax Revenues	0.00	604,988.49	796,406.00	75.97%
43000 · Intergovernmental Revenues				
43410 · State Revenue Share	0.00	0.00	132,411.88	0.0%
43420 · Fire Insurance Tax 2% Dues	31,591.45	31,591.45	35,000.00	90.26%
43430 · Exempt Computer Aid	0.00	0.00	473.90	0.0%
43440 · State Personal Property Aid	0.00	2,209.09	2,209.09	100.0%
43450 · Video Service Provider Aid	0.00	0.00	7,183.83	0.0%
43522 · Water Patrol Grant	0.00	6,879.44		
43531 · Highway Transportation Aids	0.00	61,764.40	123,528.80	50.0%
43545 · Recycling Grant	8,829.53	8,829.53	8,800.00	100.34%
43610 · Municipal Services Aid	0.00	4,211.72	4,210.07	100.04%
43620 · State Conservation Lands APRIL	0.00	25,427.50	25,400.00	100.11%
43650 · Managed Forest Land	2.80	2.80	2.00	140.0%
43660 · DNR(PILT) JAN	0.00	15,286.03	15,250.00	100.24%
Total 43000 · Intergovernmental Revenues	40,423.78	156,201.96	354,469.57	44.07%
44000 · Licenses & Permits				
44100 · Business & Occu (LIQ/Cig/Oper)	1,665.00	3,230.00	3,700.00	87.3%
44150 · Cable Franchise Fees	0.00	5,769.28	26,650.00	21.65%
44200 · Dog License Fees				
4420001 · Dog License Fees Paid to County	0.00	0.00		
44200 · Dog License Fees - Other	25.00	3,221.79	1,500.00	214.79%
Total 44200 · Dog License Fees	25.00	3,221.79	1,500.00	214.79%
44300 · Building Permits & Inspections	8,854.08	60,039.02	37,500.00	160.1%
44400 · Zoning Permits				
4440006 · Zoning - Reimb. Engineering Exp	0.00	991.25		
44400 · Zoning Permits - Other	0.00	0.00	10,000.00	0.0%
Total 44400 · Zoning Permits	0.00	991.25	10,000.00	9.91%
44000 · Licenses & Permits - Other	0.00	0.00		
Total 44000 · Licenses & Permits	10,544.08	73,251.34	79,350.00	92.31%

Town of Eagle
Profit & Loss Budget Performance
June 2026

	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
45000 · Fines & Forfeitures	20.00	95.00	50.00	190.0%
46000 · Public Charge for Services				
46110 · Clerk/Adm Fees	50.00	135.95	175.00	77.69%
46120 · Treasurer (S/A) Fees	75.00	530.00	250.00	212.0%
46420 · Special Charge for Garbage	0.00	335,867.68	335,857.82	100.0%
46720 · Park Revenue	1,567.15	2,386.21	3,500.00	68.18%
46910 · Cemetery Lots & Services	0.00	740.00	375.00	197.33%
Total 46000 · Public Charge for Services	1,692.15	339,659.84	340,157.82	99.85%
47000 · Intergov Charges for Services				
47330 · Plowing/Roads Reimb (I/G Trans)	0.00	5,888.00	3,000.00	196.27%
47410 · Library PR Reimb (I/G Library)	275.00	275.00	550.00	50.0%
Total 47000 · Intergov Charges for Services	275.00	6,163.00	3,550.00	173.61%
48000 · Other Revenue				
48110 · Interest	4,471.96	37,447.41	25,295.00	148.04%
48150 · Dividends	0.00	774.00		
48200 · Rent	0.00	2,500.00	2,500.00	100.0%
48500 · Private Donations	0.00	2,000.00	2,000.00	100.0%
48999 · List- Other Revenues	0.00	8,417.60		
Total 48000 · Other Revenue	4,471.96	51,139.01	29,795.00	171.64%
49000 · Other Financing Sources	0.00	0.00	325,962.01	0.0%
Total Income	57,426.97	1,231,498.64	1,929,740.40	63.82%
Gross Profit	57,426.97	1,231,498.64	1,929,740.40	63.82%
Expense				
51000 · General Government				
51100 · Town Board				
51110 · Chairman Salary	1,218.33	7,309.98	14,620.00	50.0%
51111 · Training/Education Town Board	0.00	126.65	500.00	25.33%
51112 · Supervisors Salary	2,000.00	12,000.00	24,000.00	50.0%
51115 · Board Payroll Taxes	246.20	1,324.21	2,954.00	44.83%
Total 51100 · Town Board	3,464.53	20,760.84	42,074.00	49.34%



Town of Eagle
Profit & Loss Budget Performance
June 2026

	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
51300 · Legal	613.85	12,275.65	20,000.00	61.38%
51400 · Administration				
51420 · Clerk				
51421 · Clerk Wages	5,384.62	32,307.72	70,000.00	46.15%
51425 · Clerk Payroll Taxes	411.93	2,471.54	5,355.00	46.15%
51426 · Clerk Retirement	387.70	2,326.20	5,040.00	46.16%
51428 · Clerk Life Insurance	0.00	212.00	212.00	100.0%
51429 · Clerk Health Insurance (ICHR)	916.66	5,499.96	11,000.00	50.0%
Total 51420 · Clerk	7,100.91	42,817.42	91,607.00	46.74%
51430 · Personnel				
51431 · Deputy Clerk / Part Time Office	212.50	1,840.25	12,000.00	15.34%
51435 · DC/Part-time Office Payroll Tax	16.26	140.78	918.00	15.34%
Total 51430 · Personnel	228.76	1,981.03	12,918.00	15.34%
51440 · Election Expenses				
51441 · Election Wages	0.00	2,078.95	8,000.00	25.99%
51440 · Election Expenses - Other	468.00	1,369.71	4,000.00	34.24%
Total 51440 · Election Expenses	468.00	3,448.66	12,000.00	28.74%
51450 · Membership & Dues	2.50	2,417.25	2,500.00	96.69%
51460 · Printing & Publishing	0.00	13.76	300.00	4.59%
51465 · Background Checks	56.00	91.00	350.00	26.0%
51470 · IT Expense	149.97	949.80	5,000.00	19.0%
51480 · Office Supplies/Equipment	243.78	1,515.23	8,000.00	18.94%
51485 · Postage	156.00	282.00	1,000.00	28.2%
51490 · Seminar/Education	0.00	601.65	1,000.00	60.17%
51495 · Travel & Mileage	0.00	105.45	300.00	35.15%
Total 51400 · Administration	8,405.92	54,223.25	134,975.00	40.17%
51500 · Financial Administration				
51510 · Audit Expense	17,850.00	17,850.00	17,850.00	100.0%
51530 · Assessor	2,207.05	14,195.02	27,800.00	51.06%
51565 · Tax Billing	0.00	909.17	5,000.00	18.18%
51590 · Bank & Financial Charges	0.00	14.00	100.00	14.0%
Total 51500 · Financial Administration	20,057.05	32,968.19	50,750.00	64.96%

Profit & Loss Budget Performance

June 2026

	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
51600 · Buildings				
51610 · Office Utilities	587.51	3,365.72	8,000.00	42.07%
51690 · Town Share of Building Expense	71,643.20	71,643.20	66,475.00	107.78%
51691 · Custodian WRS	28.54	155.12	300.00	51.71%
Total 51600 · Buildings	72,259.25	75,164.04	74,775.00	100.52%
51900 · Other Gen Gov				
51930 · Insurance & Bonds	1,103.13	69,240.63	28,000.00	247.29%
Total 51900 · Other Gen Gov	1,103.13	69,240.63	28,000.00	247.29%
Total 51000 · General Government	105,903.73	264,632.60	350,574.00	75.49%
52000 · Public Safety				
52200 · Fire Department				
52230 · Town's Contribution (Quarterly)	0.00	172,281.50	344,563.00	50.0%
52290 · 2% Fire Insurance Rebate	31,591.45	31,591.45	35,000.00	90.26%
Total 52200 · Fire Department	31,591.45	203,872.95	379,563.00	53.71%
Total 52000 · Public Safety	31,591.45	203,872.95	379,563.00	53.71%
53000 · Public Works				
53200 · Roads Cost Pools				
53230 · Shop Supplies	50.32	513.08	1,000.00	51.31%
53240 · Equipment Maintenance	666.00	3,232.68	10,000.00	32.33%
53270 · Garage Bldg. & Utilities	410.28	2,736.61	5,000.00	54.73%
53271 · Trunked Radio Operating Cost	0.00	1,631.49	3,132.00	52.09%
Total 53200 · Roads Cost Pools	1,126.60	8,113.86	19,132.00	42.41%
53300 · Highway & Street Maintenance				
53330 · Road Material	0.00	1,048.50	2,500.00	41.94%
53339 · Sand & Salt Expense	0.00	7,051.07	20,000.00	35.26%
53340 · Signs	784.28	784.28	2,500.00	31.37%
53350 · Transportation Expenses	430.08	6,611.60	15,000.00	44.08%
53390 · Roads Program Contracts	0.00	0.00	80,000.00	0.0%
53391 · Chip Sealing/Crack Filling	0.00	0.00	50,000.00	0.0%
53300 · Highway & Street Maintenance - Other	0.00	0.00	40,000.00	0.0%
Total 53300 · Highway & Street Maintenance	1,214.36	15,495.45	210,000.00	7.38%

Town of Eagle
Profit & Loss Budget Performance
June 2026

	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
53320 · Road Labor				
53321 · Road Wages	7,739.52	41,571.60	85,000.00	48.91%
53322 · DPW Part Time Wages	0.00	7,169.58	15,000.00	47.8%
53323 · DPW OT	0.00	735.48	4,500.00	16.34%
53325 · DPW Payroll Taxes	592.07	3,784.96	7,994.25	47.35%
53326 · Roads Retirement	557.24	3,046.08	6,120.00	49.77%
53327 · DPW Health Insurance (ICHRA)	916.66	5,499.96	11,000.00	50.0%
53328 · Life Insurance	0.00	0.00	300.00	0.0%
Total 53320 · Road Labor	9,805.49	61,807.66	129,914.25	47.58%
53410 · PRIVATE ROADS	0.00	6,175.00	10,000.00	61.75%
53600 · Sanitation				
53620 · Garbage & Recycle				
53631 · Bulk Garbage Service	6,128.96	21,526.26		
53635 · Recycling Expense	22,310.56	78,359.61		
53620 · Garbage & Recycle - Other	31,094.42	104,084.58	349,338.00	29.8%
Total 53620 · Garbage & Recycle	59,533.94	203,970.45	349,338.00	58.39%
53680 · Other Sanitation	0.00	186.19	200.00	93.1%
Total 53600 · Sanitation	59,533.94	204,156.64	349,538.00	58.41%
Total 53000 · Public Works	71,680.39	295,748.61	718,584.25	41.16%
54000 · Health & Human Services				
54190 · HAWS	0.00	1,189.65	1,189.65	100.0%
54910 · Cemetery Expense / Sexton Fees	0.00	121.74	920.00	13.23%
Total 54000 · Health & Human Services	0.00	1,311.39	2,109.65	62.16%
55000 · Culture, Recreation & Education				
55110 · Library	0.00	86,543.50	173,087.00	50.0%
55120 · Historical Society Donation	0.00	0.00	1,000.00	0.0%
55200 · Parks	1,018.24	2,252.84	5,000.00	45.06%
55300 · Recreation Dept	0.00	5,000.00	5,000.00	100.0%
55501 · Lake Patrol Expenses	0.00	6,879.44		
55900 · Donations	500.00	500.00	500.00	100.0%
Total 55000 · Culture, Recreation & Education	1,518.24	101,175.78	184,587.00	54.81%

Town of Eagle
Profit & Loss Budget Performance
June 2026

	Jun 26	Jan - Jun 26	YTD Budget	% of Budget
56000 · Conservation & Development				
56300 · Planning				
56301 · Planning Expense	0.00	515.66		
56300 · Planning - Other	0.00	0.00	10,950.00	0.0%
Total 56300 · Planning	0.00	515.66	10,950.00	4.71%
56400 · Zoning	0.00	944.14	6,060.00	15.58%
56500 · Building Inspection				
56510 · Address Assignments Expense	28.05	145.38		
56500 · Building Inspection - Other	3,392.66	34,274.91	50,000.00	68.55%
Total 56500 · Building Inspection	3,420.71	34,420.29	50,000.00	68.84%
56700 · Engineer	0.00	991.25	20,000.00	4.96%
Total 56000 · Conservation & Development	3,420.71	36,871.34	87,010.00	42.38%
57000 · Capital Outlay				
57320 · Roads Equip Capital Purchases	0.00	36,312.50	36,312.50	100.0%
57620 · Park Improvements	0.00	0.00	171,000.00	0.0%
Total 57000 · Capital Outlay	0.00	36,312.50	207,312.50	17.52%
Total Expense	214,114.52	939,925.17	1,929,740.40	48.71%
Net Ordinary Income	-156,687.55	291,573.47	0.00	100.0%
Net Income	-156,687.55	291,573.47	0.00	100.0%



6/30/2026	BANK	Deposits	Transfers In	Interest	Payments	Transfers Out	Service	BANK	Ending	Uncleared	Uncleared	Register Balance	Rate
LGIP													
02: GENERAL	\$462,255.65	\$0.00	\$0.01	\$1,393.70	\$0.00	\$0.00	\$0.00	\$0.00	\$463,649.36	\$0.00	\$	\$463,649.36	3.67%
06: LAKE ROAD	\$0.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.01	\$0.00	\$0.00	\$	\$	\$0.00	3.67%
08: WAMBOLD	\$1,424.82	\$0.00	\$0.00	\$4.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,429.12	\$0.00	\$	\$1,429.12	3.67%
09: EQUIPMENT	\$62,207.81	\$0.00	\$0.00	\$187.56	\$0.00	\$0.00	\$0.00	\$0.00	\$62,395.37	\$0.00	\$	\$62,395.37	3.67%
10: BUILDING	\$54,064.73	\$0.00	\$0.00	\$163.01	\$0.00	\$0.00	\$0.00	\$0.00	\$54,227.74	\$0.00	\$	\$54,227.74	3.67%
11: CEMETERY	\$945.00	\$0.00	\$0.00	\$2.85	\$0.00	\$0.00	\$0.00	\$0.00	\$947.85	\$0.00	\$	\$947.85	3.67%
Totals	\$580,898.02	\$0.00	\$0.01	\$1,751.42	\$0.00	\$0.00	\$0.01	\$0.00	\$582,649.44	\$0.00	\$	\$582,649.44	
CITIZENS BANK													
Checking	\$19,845.37	\$55,974.50	\$136,584.39	\$0.00	\$168,217.42	\$0.00	\$0.00	\$0.00	\$44,186.84	\$0.00	\$ 32,877.93	\$11,308.91	
Money Market	\$964,154.97	\$5,803.51	\$0.00	\$2,719.70	\$0.00	\$136,584.39	\$0.00	\$0.00	\$836,093.79	\$0.00	\$	\$836,093.79	3.80%
Tax Collection	\$1,011.99	\$0.00	\$0.00	\$0.83	\$0.00	\$0.00	\$0.00	\$0.00	\$1,012.82	\$0.00	\$	\$1,012.82	1.00%
Jericho Escrow	\$504.96	\$0.00	\$0.00	\$0.01	\$0.00	\$0.00	\$0.00	\$0.00	\$504.97	\$0.00	\$	\$504.97	0.02%
Totals	\$985,517.29	\$61,778.01	\$136,584.39	\$2,720.54	\$168,217.42	\$136,584.39	\$0.00	\$0.00	\$881,798.42	\$0.00	\$ 32,877.93	\$848,920.49	
Total All Banks	\$1,566,415.31	\$61,778.01	\$136,584.40	\$4,471.96	\$168,217.42	\$136,584.40	\$0.00	\$0.00	\$1,464,447.86	\$0.00	\$ 32,877.93	\$1,431,569.93	

Town of Eagle
FINAL CLAIMS
June 14 through July 11, 2026

Type	Date	Num	Name	Memo	Amount
11000 - Cash					
11120 - Citizens Bank					
CHECKING - CITIZENS					
Liability Che...	06/16/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/15/2026	-4,539.50
Liability Che...	06/30/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/29/2026	-2,367.03
Bill Pmt -Ch...	07/01/2026		Integrity Insurance	Policy Installment	-1,049.57
Liability Che...	06/15/2026	ECHECK	United States Treasury	39-1158979 QB Tracking # 454819118 QB Tracking # 454819...	-592.40
Liability Che...	06/17/2026	E-pay	United States Treasury	39-1158979 QB Tracking # 566333118 QB Tracking # 566333...	-1,753.04
Liability Che...	06/17/2026	E-pay	Wis. Dept. of Revenue	036-0000125100-02 QB Tracking # 566395118 QB Tracking # ...	-599.32
Liability Che...	07/01/2026	E-pay	United States Treasury	39-1158979 QB Tracking # 1149004118 QB Tracking # 11490...	-2,059.66
Liability Che...	06/30/2026	EPAY	Wisconsin Employee Trust Fund...	WRS	-2,593.54
Liability Che...	06/29/2026	EPAY	WI SCTF	Garnishment	-609.42
Bill Pmt -Ch...	07/01/2026	AUTO0726	TASC	ICHRA Funding JUN/JUL 2026 - Overcharged, support ticket in...	-3,666.65
Paycheck	06/15/2026	DD1428	Domagalski, Duane E	Direct Deposit	
Paycheck	06/15/2026	DD1429	Hajewski, Ryan P	Direct Deposit	
Paycheck	06/15/2026	DD1430	Kugel, Richard	Direct Deposit	
Paycheck	06/15/2026	DD1431	Mommaerts, Chris	Direct Deposit	
Paycheck	06/17/2026	DD1432	Betts, Thompson F	Direct Deposit	
Paycheck	06/17/2026	DD1433	Christian, Mercia M	Direct Deposit	
Paycheck	06/17/2026	DD1434	Wehr, Nathan M	Direct Deposit	
Paycheck	07/01/2026	DD1435	Christian, Mercia M	Direct Deposit	
Paycheck	07/01/2026	DD1436	Wehr, Nathan M	Direct Deposit	
Paycheck	06/15/2026	41621	Lang, Faith	Processed on June 12-listed on prior month report	-461.75
Paycheck	06/17/2026	41637	Lang, Abigail M		-133.45
Bill Pmt -Ch...	06/15/2026	41638	WE Energies	Utilities-Office and Park	-292.80
Check	06/17/2026	41639	Stephanie Sadler	Security Deposit Refund	-100.00
Bill Pmt -Ch...	06/17/2026	41640	Elan Financial Services	Credit Card Statement	-668.87
Bill Pmt -Ch...	06/17/2026	41641	Postmaster	Rolls of Stamps - Stock up before increase	-312.00
Bill Pmt -Ch...	06/17/2026	41642	WEX Bank	June Citgo Statement	-430.08
Bill Pmt -Ch...	06/23/2026	41643	James Imaging Systems	Copier Contract	-78.55
Bill Pmt -Ch...	06/23/2026	41644	WE Energies	Garage Gas and Electric	-74.84
Bill Pmt -Ch...	06/24/2026	41645	Kettle Moraine Fire District*	2026 2% FIRE DUES	-31,591.45
Check	06/24/2026	41646	Falasco, Marisa	Security Deposit Refund	-100.00
Check	07/01/2026	41647	Betts, Thompson F		-2,399.25
Paycheck	07/01/2026	41648	Lang, Abigail M		-125.59
Paycheck	07/01/2026	41649	Spectrum Enterprise	Internet	-149.98
Bill Pmt -Ch...	06/29/2026	41650	Alice Baker Memorial Public Libr...	Library Services	-43,271.75
Bill Pmt -Ch...	07/01/2026	41651	Kettle Moraine Fire District*	Fire Services Budget	-86,140.75
Bill Pmt -Ch...	07/07/2026	41652	US Cellular	Cell Phones / Rec & DPW	-80.58
Check	07/07/2026	41653	Sara Olson	Refund of Security Deposit	-100.00
Bill Pmt -Ch...	07/08/2026	41654	Brew City PC	Monitoring & Backup for Server & Computers	-149.97
Bill Pmt -Ch...	07/08/2026	41655	Complete Office	Paper	-73.75
Bill Pmt -Ch...	07/08/2026	41656	Conley Media, LLC	Public Hearing Notice	-118.03
Bill Pmt -Ch...	07/08/2026	41657	Eagle, Village of	Water Usage/Hydrant Fee	-83.10
Bill Pmt -Ch...	07/08/2026	41658	Election Systems & Software	Service Contract for DS200 (2) & Express Vote (2) - Annual	-86.72
Bill Pmt -Ch...	07/08/2026	41659	GFL Environmental	Monthly Garbage and Recycling	-29,757.75
Bill Pmt -Ch...	07/08/2026	41660	Hahn Ace Hardware	Leaf blower, park supplies, chainsaw oil	-651.81
Bill Pmt -Ch...	07/08/2026	41661	Lange Enterprises, Inc.	911/Address Sign (One)	-48.60
Bill Pmt -Ch...	07/08/2026	41662	Magnan Assessment Services	Monthly Charge per contract	-2,207.05

3:50 PM

07/10/26

Accrual Basis

Town of Eagle
FINAL CLAIMS
June 14 through July 11, 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Ch...	07/08/2026	41663	Municipal Law & Litigation Group...	Legal	-1,941.80
Bill Pmt -Ch...	07/08/2026	41664	Patrick O'Bryan	Refund of 2025 Tax - Assessor Error	-1,006.99
Bill Pmt -Ch...	07/08/2026	41665	Pats Services Inc	Portable Toilets at Park	-620.00
Bill Pmt -Ch...	07/08/2026	41666	Scotty P Garage Doors LLC	Garage Door Repair & 3 Remotes	-230.00
Bill Pmt -Ch...	07/08/2026	41667	Swiderski Power	Oil,hose, fittings for tractor	-148.02
Bill Pmt -Ch...	07/08/2026	41668	Vernon, Village of	Type E Notice Spring Election 2026	-19.38
Bill Pmt -Ch...	07/08/2026	41669	WI Dept. of Justice	Background Checks	-273.00
Bill Pmt -Ch...	07/08/2026	41670	Wisconsin Building Inspections L...	Jun Building Permits	-6,868.50
Liability Che...	06/17/2026	EPAY061726	Empower Retirement	Deferred Compensation	-600.00
Liability Che...	07/01/2026	EPAY 070126	Empower Retirement	Deferred Compensation	-600.00
Total CHECKING - CITIZENS					-232,546.29
Total 11120 · Citizens Bank					-232,546.29
Total 11000 · Cash					-232,546.29
TOTAL					-232,546.29

Eagle Recreation Department FINAL CLAIMS June 14 through July 11, 2026

Type	Date	Num	Name	Memo	Amount
CITIZENS CHECKING (Rec)					
Liability Check	06/16/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/15/2026	-396.77
Liability Check	06/30/2026		QuickBooks Payroll Service	Created by Payroll Service on 06/29/2026	-436.75
Liability Check	06/17/2026		United States Treasury	35-2524308 QB Tracking # 569933118 QB Tracking # 569933118 ...	-66.80
Liability Check	07/01/2026		United States Treasury	35-2524308 QB Tracking # 1133515118 QB Tracking # 1133515118	-73.66
Bill Pmt -Check	06/16/2026	6499	Challenger Teamwear	Baseball Jerseys	-556.45
Bill Pmt -Check	06/16/2026	6500	Eagle, Town of	Cell Phone/Credit Card Charges	-220.08
Bill Pmt -Check	06/16/2026	6501	Elmblad, Shelley	Reimbursement for purchase of Rec Dept donation to Kettle Morai...	-50.00
Bill Pmt -Check	06/16/2026	6502	Ricoh USA, Inc	Copier Usage	-9.36
Bill Pmt -Check	06/16/2026	6503	Smith, Kathryn	REFUND Fall Soccer 1st-2nd grade	-55.00
Bill Pmt -Check	06/16/2026	6504	U.S. Postal Service	Annual PO Box Rental Fee	-126.00
Bill Pmt -Check	06/22/2026	6505	Howell, Sarah	REFUND for T-ball (cancelled due to not enough participants)	-71.00
Bill Pmt -Check	06/22/2026	6506	Miller, Julie	Diamond Art Class Instructor	-50.00
Bill Pmt -Check	06/22/2026	6507	Shamsi, David	REFUND for T-ball (cancelled due to not enough participants)	-71.00
Bill Pmt -Check	06/22/2026	6508	Skyhawks	Golf Camp June 15-19, 2026	-490.20
Bill Pmt -Check	06/25/2026	6509	Village of East Troy	Bike Program - Winter/Spring 2026	-40.00
Total CITIZENS CHECKING (Rec)					-2,713.07
TOTAL					-2,713.07



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

Chief's monthly report:

- For the month of June, the district responded to 41 calls for service.
- As of today, July 08, we have received 259 calls total for 2026.
- Ambo 35 is having battery issues with it not charging. Lt. Laabs has narrowed it down to the onboard charger. He will replace it once all the parts come in. Ambo 233 will be going to get the air conditioning fixed once Ambo 35 is repaired.

• Staffing – Ongoing Challenges and Immediate Actions

Staffing is a continue issue for weekend coverage. We had Palmyra coverage a few times in June.

- We have 5 new EMTs and are working on getting them trained and orientation done.
- The AFG Grant application has been submitted. The total amount requested is \$462,540.00. If awarded, the district will be able to purchase 48 new portable radios to replace the current radios, most of which are over 23 years old. Hopefully we will be successful.
- If citizens, municipal board members, fire board members, or anyone else have questions regarding the fire district operations, I am available for all forms of communication. My cell phone number is 414-610-6696, my email address is assistantchief@kettlemorainefd.com , and the office phone number is 262-594-3302 Ext. 3.
- The fire fee research committee remains on hold.
- We will always continue to focus on our commitment to the communities that we serve.

Below are the calls for service.

Please feel free to contact me with any questions or concerns.

Respectfully submitted,

Steve Wilton

Interim Fire Chief



Kettle Moraine Fire District

Station 33 126 E. Main Street, Eagle, WI 53119 (262)-594-3302

Station 35 108 N. Oakridge Drive, North Prairie, WI 53153 (262)-392-2700

2026

	EMS	Fire	Fire/EMS	TOE	VOE	VONP	MA	Total
January	24	9	5	17	8	6	7	38
February	21	9	1	6	10	7	8	31
March	18	21	5	12	12	10	10	44
April	34	17	1	17	18	11	6	52
May	29	7	5	15	12	9	5	41
June	29	9	4	10	20	9	3	42
July								
August								
September								
October								
November								
December								
Total								
	155	72	21	77	80	52	39	248

Call Total 248

Mutual Aid	39	16%
Town of Eagle	77	31%
Village of Eagle	80	32%
Village of North Prairie	52	21%



**PROCLAMATION HONORING TOM BETTS FOR 39 YEARS OF SERVICE TO THE
TOWN OF EAGLE**

WHEREAS, Tom Betts has dedicated over 39 years of service to the Town of Eagle as Public Works Superintendent; and

WHEREAS, Tom Betts has consistently demonstrated exceptional care in his work, excellent attendance, resilience under pressure, and stamina for demanding daily operations; and

WHEREAS, through his dedication and knowledge, Tom Betts has played a significant role in keeping the Town Park, buildings, roads, and right of ways, clean and in good order;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Eagle does hereby acknowledge, celebrate, and honor the contributions and milestones reached by Tom Betts; and

BE IT FURTHER RESOLVED that we extend our deepest gratitude for his loyalty and service, and offer our very best wishes for a blessed retirement and happiness in the years to come.

Chris Mommaerts, Town Chairperson

Rick Kugel, Supervisor

Faith Lang, Supervisor

Ryan Hajewski, Supervisor

Duane Domagalski, Supervisor

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Eagle to be affixed this 15th day of July 2026.

Mercia Christian, Town Clerk



**PROCLAMATION HONORING ALLISON CHASE FOR 21 YEARS OF SERVICE
TO THE ALICE BAKER LIBRARY AND THE TOWN OF EAGLE**

WHEREAS, Allison Chase began her dedicated career with the Alice Baker Library on August 5, 2005, serving as the Library Director; and

WHEREAS, during her 21 years of thoughtful leadership Allison Chase has guided the Alice Baker Library through a period of growth, technological changes, and lasting community impact; and

WHEREAS, under Allison Chase's guidance, the library has enhanced the visitor experience by promoting patronage and programs—such as the summer reading program, photography contest, and memory café. Allison was also instrumental in the furnishing of the garden kaleidoscope on the Nature Trail; and

WHEREAS, Allison Chase exemplifies the very best of public service, leading a dedicated team, fostering an inclusive and welcoming environment for patrons of all ages, and ensuring the free and open exchange of information for our community;

NOW, THEREFORE, The Town Board of the Town of Eagle do hereby express our sincere appreciation to Allison Chase and offer our best wishes for a blessed retirement and happiness for years to come.

Chris Mommaerts, Town Chairperson

Rick Kugel, Supervisor

Faith Lang, Supervisor

Ryan Hajewski, Supervisor

Duane Domagalski, Supervisor

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Eagle to be affixed on this 15th day of July 2026.

Mercia Christian, Town Clerk

Item 15e

TOWN OF EAGLE, WAUKESHA COUNTY
ZONING CODE AND BUILDING CODE ENFORCEMENT PROCEDURE

1. All compliance inspection requests need to be submitted in writing by a person, filed with the Town Clerk and signed by the Town Chairman prior to staff conducting a site inspection. All property complaints shall be documented and shared with all members of the Town Board before being forwarded to any inspector or other official for a site inspection. The complainant must be either the owner or the resident of a property adjoining or adjacent to the property that is the subject of the complaint and must be personally affected by the violation or the violation must directly affect his or her property value. The Board shall confirm that the complainant is the owner or resident of a property adjoining or adjacent to the complaint-about property and shall document that confirmation. If the complainant wants to be kept anonymous, then they shall be directed to speak with a Town Board member and request the Town Board member to write the complaint and sign it on their behalf. The Town Board members are not required to serve as the complainant for a person but may do so at their discretion.
2. All communications between Board members or other Town officials and any citizens concerning property complaints or potential property complaints shall be documented. That documentation shall include the date of each communication, the participants, and if such documentation is not already incorporated into an email or other written document, a summary of the communications, including any advice or guidance offered by Board members or other Town officials. The documentation of any communications between the complainant and any Board member or other Town official shall be made available to the owner of the property that is the subject of the complaint upon the request of the property owner.
3. The Town Chairman must sign all complaints and forward those complaints to the Town Clerk. The Town Clerk shall pass said complaints to the Zoning Administrator and Building Inspector. If the complaint alleges a violation of the zoning code, the Zoning Administrator will perform a site inspection, note non-compliance items, reference code sections, and take photos. If the complaint alleges a violation of the building code, the Building Inspector will perform a site inspection, note non-compliance items, reference code sections, and take photos. If the complaint alleges violations of both the zoning code and the building code, then both the Zoning Administrator and Building Inspector will perform a single site inspection at the same time unless the complaint involves an issue posing a danger to health, safety and welfare such that an inspection should take place without delay associated with attempting to do a joint inspection. The Zoning Administrator and Building inspector will note non-compliance items, reference code sections, and take photos.
4. The Town Board, Zoning Administrator, and Building Inspector shall diligently attempt to contact property owners alleged to be in violation of ordinances to schedule site inspections. The Town may seek a special inspection warrant only after a property owner has refused to schedule an inspection, or 21 days have lapsed without a response from the property owner to the Town's attempts to schedule an inspection.
5. The Zoning Administrator and/or Building Inspector, if violations are found, shall give notice of the non-compliance by First Class mail service to the owner and/or occupant of the property, giving them thirty (30) days from the date the notice was sent to make corrections. (Information required: Property owner name and mailing address, address of property inspected, date of inspection, list of non-compliance items, corrective action to be taken, and a copy of Town Code section being enforced.) A copy of the letter and photos will be sent to the Town Chairman, Board and Town Clerk. Fines, fees, or forfeitures do not accrue until they have been confirmed by a property inspection. Fines, fees, or forfeitures shall accrue only after the end of the 30-day "as of right" period, starting from the day a notice of non-compliance was sent, and after any extensions the Board may provide. Fines, fees, or forfeitures accrue only after the end of the 30-day "as of right" period, starting from the day a notice of non-compliance was sent, and after any extensions the Board may provide.

6. A property owner who is making progress but is unable to come into compliance in the initial 30-day grace period is entitled to one 30-day extension as of right upon request, unless the item(s) involve(s) issue(s) posing a danger to health, safety, and welfare such that any extensions are not "as of right" but are discretionary extensions granted pursuant to the following terms pertaining to additional discretionary 30-day extensions. Where evidence is provided to the Zoning Administrator or Building Inspector that substantial progress has been made, and prior to the 30-day requirement, a onetime 30-day extension may be requested with an appearance by the property owner before the Town Board. A property owner may seek additional extensions, and the Town Board may grant the same upon an appearance by the property owner before the Town Board and upon the property owner showing evidence of substantial progress which reflects a good-faith effort to address the asserted violations. As noted, these procedures for seeking additional and discretionary 30-day extensions will not be applied to issues posing a danger to health, safety, and welfare.

7. A follow-up inspection—following the procedure and limitations outlined above—is done after the time limit, including any extensions, expires. If not in compliance and time has lapsed, the Zoning Administrator and/or Building Inspector may issue (a) citation(s) for the violation(s) or the issue will be referred to the Town Attorney by the Town Board for commencement of a civil enforcement action in court. Once a citation is issued or civil enforcement action is commenced, the matter is deemed to be in court and will only be addressed at the request of the Town Attorney.

8. A report from the Zoning Administrator and a report from the Building Inspector will be forwarded each month to the Town Chairman and Town Clerk by e-mail with the status of open non-compliance files.

9. The Town Clerk shall bring each month the non-compliance report and files to the Town Board meeting for review for the sole purpose of advising the Town Board members about the status of the matters.

10. The Town may impose fines, fees, or forfeitures only for violations confirmed in an inspection by the Zoning Administrator or Building Inspector. No Board member may add (or direct the Zoning Administrator or Building Inspector to add) additional items to the violations listed in reports generated after a property inspection unless the additional item(s) involve(s) issue(s) posing a danger to health, safety, and welfare whereupon reasonable efforts shall be undertaken to comply with the procedures above as it relates to documenting the issue and communications, notifying the property owner and including such additional issue for consideration in any extension requests.

11. If, within 6 months of the property coming into compliance, the property owner or resident of an adjoining or adjacent property submits a complaint that the property once again exhibits the same violation(s), the same procedure outlined above shall be followed, except that the owner of the allegedly non-compliant property is not entitled to the initial 30-day grace period or 30-day extension. Instead, fines, fees, or forfeitures may begin to accrue upon a Zoning Administrator's or Building Inspector's finding of non-compliance at a site visit. The Town Attorney may issue citations and/or commence a civil action, without the necessity of prior notice being given to the owner or occupant, upon the Zoning Administrator's or Building Inspector's finding of non-compliance by the Zoning Administrator or Building Inspector. However, this abbreviated procedure applies only to violations repeated within 6 months. It does not apply to violations of different ordinances not violated within the preceding 6 months.

12. Any deviation of the procedure shall be cleared with the Town Board beforehand.
Adopted: August 21, 2016, amended January 2, 2024.