

TOWN OF FOND DU LAC
PUBLIC HEARING & TOWN BOARD MEETING
September 14, 2026 6:00PM
MEETING MINUTES

PUBLIC HEARING – Zoning Ordinance Amendment §13-1-6(c)(b)

A public hearing was held regarding possible amendments to the Town's zoning ordinance that would allow the construction of accessory buildings in front and side yards in certain districts upon issuance of a special exception.

The Public Hearing was called to order at 6pm by Chairperson Montsma. Present were Atty Matt Parmentier, Supervisors Newton, Allender, Janeczko & Washkoviak; Chairman Montsma, Clerk Klapperich, Treasurer Post and various town residents.

The Planning Commission recommended using the special exception process in order to maintain oversight and apply conditions such as exterior matching and compatibility with principal structures.

Public comment was received and the Board discussed visibility, neighborhood impacts, and the intent to avoid a blanket change while still providing flexibility through the special exception mechanism.

The public hearing was adjourned at 6:05pm.

MEETING MINUTES

1. Board meeting was called to order at 6:05 pm by Chairman Montsma. Still present were Atty Matt Parmentier, Supervisors Newton, Allender, Janeczko and Washkoviak; Chairman Montsma, Clerk Klapperich, Treasurer Post and various town residents. Chairperson Montsma and Clerk Klapperich confirmed that the meeting had been properly noticed in accordance with the Wisconsin Open Meetings Law. 2. Pledge of Allegiance
2. The Pledge of Allegiance was recited by all present.
3. The minutes of the previous Town Board meeting were reviewed. Motion by Supervisor Washkoviak, seconded by Supervisor Janeczko, to approve the minutes as presented. Motion carried 5-0.
4. Recommendation to Approve Ordinance Change to §13-1-6(c)(b) – Accessory Buildings / Special Exception. The Board discussed the Planning Commission recommendation to

approve the proposed ordinance change to §13-1-6(c)(b) regarding a special exception to allow accessory building placement in front and side yards in certain districts.

Atty. Parmentier and Supervisor Allender summarized the Planning Commission's reasoning, emphasizing that the special exception route ensures case-by-case review rather than a blanket allowance. The Planning Commission can impose conditions, including requirements that accessory buildings match or be compatible with existing structures and surroundings.

Following discussion, a motion was made by Chairman Montsma to approve ordinance change 13-1-6(c)(b) to allow accessory buildings in front and side yards in certain districts by special exception as recommended by the Planning Commission, seconded by Supervisor Washkoviak, Motion carried 5-0.

5. The Board considered Sanitary District 4 appointments and terms, effective January 1, as follows: President – 6 years: Lee Olig, Secretary – 4 years: Jessica Dehnel, Treasurer – 2 years: Scott Warner. Motion by Supervisor Janeczko, seconded by Supervisor Allender, to approve the Sanitary District 4 appointments and terms as presented. Motion carried 5-0.

6. Online Tax Payments – Cancellation with PSN / Xpress and Transition to MSB. Treasurer Post presented a proposal to cancel Payment Service Network (PSN) and Xpress for online tax payments and transition to MSB, the processing company used by Fond du Lac County.

She explained that using MSB will:

- Align the Town's tax payment processing with the County's system.
- Allow payments to post directly to the County website.
- Reduce manual entry and the risk of posting errors.
- Eliminate ongoing monthly maintenance fees associated with current providers.

Motion by Supervisor Washkoviak, seconded by Supervisor Newton, to discontinue services with Payment Service Network and Xpress and to transition online tax payment processing to MSB as proposed. Motion carried 5-0.

7. Supervisor Allender presented a preliminary update on the Comprehensive Plan 2040 resident survey.

Key points included:

- Total of 224 responses: 134 online and 90 paper submissions.
- Strong engagement and support for the three-tier development framework.
- Mixed or uncertain feedback regarding Simon Riverside Park improvements and the concept of a town campus.
- Public pushback regarding language on housing density and equitable distribution of income levels; staff will rephrase and clarify those sections in future drafts.

Visioning sessions are scheduled in conjunction with Planning Commission meetings on September 15 and October 20 to further refine the Comprehensive Plan based on survey feedback. No formal action was taken under this item.

8. The Board discussed a request to increase driveway width to 38 feet at N5968 South Port Boulevard, primarily to accommodate boat access. Chairman Montsma outlined the rationale and noted consistency with site conditions and use. Motion by Supervisor Newton, seconded by Chairman Montsma, to approve an increased driveway width to 38 feet at N5968 South Port Boulevard as requested. Motion carried 4-0-1 (abstain by Supervisor Washkoviak).

9. Operator's Licenses – Clerk Klapperich reported on operator license applications and background checks. Four applicants successfully passed background checks for The Nut House, JP's Four Mile House (two operators), Bobby's Gas and Food Mart. Motion by Supervisor Janeczko, seconded by Supervisor Allender, to approve the four operator's licenses as presented. Motion carried 5-0.

10. Clerk Klapperich reported on preparation of an advertisement for competitive sealed bids for the replacement of the roof on the Town Hall building at W5990 W Pioneer Road. Atty Parmentier recommended adding language to specify award to the "lowest responsible bidder", and require that bids remain open for 30 days. Motion by Chairman Montsma, seconded by Supervisor Washkoviak, to authorize publication of an advertisement for competitive sealed bids for the Town Hall roof replacement at W5990 W Pioneer Road, incorporating the "lowest responsible bidder" language and a 30-day bid validity period. Motion carried 5-0.

11. The Board discussed scheduling a park dedication and ribbon-cutting ceremony for the new playground at Simon Park. There was consensus to coordinate the event with the upcoming Trunk or Treat event, with a ribbon cutting anticipated at approximately 2:30 p.m. No motion needed.

12. Public Works

A .Chairman Montsma provided an update on current projects, including chip sealing work near Town Line and Forest. Some of the work, including shoulders, was slightly delayed due to equipment issues and coordination with ongoing construction.

B .Chairman Montsma reported on road maintenance and monitoring of upcoming road projects, noting that asphalt prices may increase next year due to petroleum cost fluctuations, which could affect LRIP grant budgeting.

c. Chairman Montsma reported that inspection permit revenues have reached approximately \$212,000 year-to-date, significantly exceeding the originally budgeted amount of \$80,000.

13. Public comment was opened to individuals wishing to speak on non-agenda items.

Comments included a request to review traffic control at Alexander Court and South Port Boulevard, with a suggestion to consider changing from stop signs to yield signs based on actual traffic patterns. A suggestion to explore community resources and support for individuals in recovery, in light of rising overdose statistics. Concerns raised by about ongoing noise issues at Manowske Welding related to handling of steel and a request to review the Town's noise ordinances with legal counsel. Sheriff's Office updates on speeding enforcement on various Town roads.

14. Supervisor Allender commented that Facebook has been exploding due to the information on the new playground at Simon Park. Supervisor Washkoviak will be attending the OSG meeting this week. Supervisor Janeczko reported that her and Clerk Klapperich are working together on monthly reconciliation of general bank account.

Chairman Montsma stated the budget time is here and the board will be working on 2027 budget. Chairman has been appointed to the County Board, District 5 as well as the County Hwy Department Committee. There will be a meeting in the near future to launch our partnership with local communities and Strategic Management for the Innovation Grant.

Clerk Klapperich has started another election cycle with the General Election on November 3rd.

Treasurer Post will be attending a Wisconsin Towns Association workshop later this week.

Fire Chief Birschbach announced the new AED machines are installed and training information. Fond du Lac County Fire will have an Open House at the FDL Fairgrounds on October 6th from 47pm. Fire equipment from many communities will be on site.

Officer Ed reporter the humane society is full at this time.

15. The Board received an update on pending Board of Appeals meeting on September 30 and Planning Commission will meet on September 15.

16. Treasurer Post presented the financial report and account balances, including:

General Account Received: \$110,257.64

General Account Orders: \$167,877.27

General Account Balance: \$537,544.87

Road, Bridge & Culvert Account: \$337,645.87

Park Account: \$30,099.52

Town Hall 9 Month CD: \$24,072.41 (renews 1/22/27)

Fire Dept. 9 Month CD: \$17,974.26 (renews 7/15/27)

Motion by Supervisor Washkoviak, seconded by Supervisor Janeczko, to approve the financial report. Motion carried 5-0.

Treasurer Post presented the payment of bills as follows:

Payment of Bills: \$87,774.26

Wages: \$17,356.22

The Board also discussed proper allocation of certain tree or pavement-related costs to ensure they are charged back to the park fund rather than the general account. Motion by Supervisor Washkoviak, seconded by Supervisor Allender, to approve the payment of bills as presented and corrected. Motion carried 5-0.

17. Closed Session. Motion by Supervisor Allender, seconded by Supervisor Janeczko, to convene into closed session pursuant to Wis. Stat. § 19.85(1)(g) for the purpose of conferring with legal counsel regarding litigation in which the Town is or is likely to become involved, and pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session.

Roll call vote: Supervisor Newton-aye; Supervisor Allender-aye; Supervisor Janeczko-aye; Supervisor Washkoviak-aye; Chairman Montsma-aye. Motion carried, and the Board entered closed session at 6:57pm. The Board discussed pending litigation and related strategy with legal counsel. No action was taken in closed session.

Motion by Chairman Montsma, seconded by Supervisor Washkoviak, to reconvene into open session. Motion carried, and the Board reconvened into open session at 7:34pm.

18. There being no further business, motion by Supervisor Allender, seconded by Supervisor Janeczko, to adjourn. Motion carried 5-0.

Submitted by Terri Klapperich, Clerk