Minutes
Regular Town Board Meeting
July 14, 2025, 7:00 P.M.
Linn Town Hall
W3728 Franklin Walsh St. Zenda, WI. 53195
Held In-Person and Remotely

Chairman Weiss called the meeting to order at 7:01 PM

Present at roll call were Supervisors Zimmerman, Leith, Palmer, Livingston, and Chairman Weiss. Also present were Attorney James Duquette, Clerk Morris and Administrator/Treasurer Hurley.

Pledge of Allegiance

Town of Linn Board Statement About On-Going Federal Proceedings

Chairman Weiss addressed online and in person participants regarding the ongoing federal proceedings. In consideration of the ongoing federal probe, the Town of Linn will not be making further comment.

Consent Agenda

Livingston /Leith motioned to accept the Consent Agenda as presented. Motion Carried.

Financial Reports & Payment of the Bills

Payroll Report – June 2025

Livingston/Palmer motioned to approve the payroll report for June of 2025. Motion Carried.

Profit & Loss Statement – May 2025

Leith/Palmer motioned to approve the Profit and Loss statement through May 2025. Motion Carried.

Credit Card Report – June 2025, discussion only

No questions or comments

Payment of the bills

Livingston/Leith motioned to pay the bills as presented. Motion Carried.
The total for the month's bills came to $385,172.36. Mr. Hurley stated that there were two large payments. One was for the Bissell Rd culvert replacement and the other was for the tractor. Supervisor Leith inquired about Transfer Real Estate Services LLC for $10,400. Mr. Hurley said that they are the appraisal company for the Hillside Rd bridge replacement project.

Plan Commission

Weiss /Palmer motioned to approve this CSM. Motion Carried.

Certified Survey Map: Applicant Kristin J. Belongia of RH Batterman representing James Ieronimo, Owner of W4340 Laurel Street, is requesting a Certified Survey Map for a redivision of lots 1-3 and Outlot 1 (parcels # IA320900001, IA320900002, IA320900003, IA320900004), to remove the Outlot and make Lots 1-3 bigger and create a new 50-foot-wide cross access easement. The existing utility easement will also be released with this redivision.

Chairman Weiss explained that the Plan Commission looked upon this favorably and unanimously voted in favor of it.

Conditional use: Mitchell Severson of Trotter Associates, Inc. representing Steve Konstantopoulos (SMG Amusement LLC), owner of W4036 Stateline Rd (parcel I L 3300006), is requesting a Conditional Use to construct a 4-acre pond. The primary purpose of the pond is to provide an aesthetic and recreational feature for the property owner while simultaneously serving functional stormwater management and environmental enhancement purposes. *This item was tabled by the Commission until permits are received from oversight agencies and plans are finalized.*

Therefore, there will be no action from the Town Board at this time.

Comments from the public:

No participants online or in the Town Hall wished to make a public comment.

Ordinances, Resolutions & Proclamations

Amend S. 10-2, Special Events – second reading

Zimmerman/Leith motioned to approve the second reading of ordinance 10-2. Motion Carried.

Palmer/ Leith motioned to adopt ordinance 10-2. Motion Carried.

Mr. Hurley explained that based on the discussion at last month's meeting, he added the following to the ordinance… "**F.** Permit issuance. **(1)** Once an application is received, the Town Administrator-Treasurer shall forward the application to the appropriate Committee Chair, who will then select the Reviewer. The Reviewer of the application is responsible for meeting with the applicant, coordinating with Town staff, collecting all necessary information, and then submitting a recommendation for approval or denial to the Protective Services Committee and the Town of Linn Board."

Add S. 21, Storm Water Management – second reading

Mr. Hurley was hoping to have an application, a proposed fee schedule and FAQ as the Board requested but received them late from the engineer. He therefore does not recommend adopting the ordinance but wanted to give the Board the opportunity for additional input. No further comments and no action taken.

Amend S. 3-13, Permitting of Utility Construction in the Right-of-Way – first reading

Palmer/Zimmerman motioned to amend section 3-13. Motion Carried.

Palmer/Livingston motioned to waive the second reading of section 3-13. Motion Carried.

Palmer/Leith motioned to adopt section 3-13. Motion Carried.

This was on last month's agenda but tabled due to Attorney Duquette not being at that meeting. Attorney Duquette noted that this coincides with an item further on the agenda. This came about by looking at the application forms and questions that were asked. They now cite the ordinance as well as additional understandings and agreements regarding the release and indemnification information that the applicant would have to sign.

Amend S. 5-3, Weeds – first reading

Leith/Zimmerman motioned to approve the Weed Commissioner statute as presented. Motion Carried.

Palmer/Livingston motioned to waive the second reading of amended section 5-3. Motion Carried.

Palmer/Livingston motioned to adopt amended section 5-3 Weeds. Motion Carried.

Mr. Hurley said that Superintendent Wittum would like to acknowledge that we have a Code Enforcer and they could work together in conjunction with him being the Weed Commissioner. This was reviewed favorably by the Highway Committee.

New Business:

Reappoint Highway Superintendent: Matt Wittum

Weiss/Palmer motioned to reappoint Highway Superintendent Matt Wittum. Motion Carried.

Revisions to Permit Form for Constructing or Work within the Town Right-of-Way

Leith/Palmer motioned to approve the permit to construct, maintain, operate and repair utilities within the Highway Right-of Way form. Motion Carried.

Attorney Duquette said that the cost recovery agreement was added for time spent as well as indemnification.

Highway Safety Improvement Program Grant Application – Intersection of S Lakeshore Drive and Linn Road - discussion only

Mr. Hurley brought the completed grant application for the Board to review. The grant could cover up to 90% of the costs. He is planning on putting the Town's portion of the project into the budget for next year. The application will be submitted in mid-August. Mr. Weiss asked if we are

awarded the grant, can we then make the decision whether or not we are going to take it. Mr. Hurley was not sure and would have to look into that.

Non-conforming pier without a Linn Permit – W3322 Burr Oak Drive

Mr. Hurley explained that this issue goes back to the beginning of March. This pier is 15 feet onto his neighboring property and has to be 12.5 feet from the riparian setback. The construction company said they didn't even know that they needed a permit.

Memorandum of Understanding with the Walworth County Department of Health and Human Services for Radon Test Kits

Leith/Zimmerman motioned to approve the Memorandum of Understanding between the Walworth County Department of Health and Human Services for the radon test kits. Motion Carried.

Mr. Hurley said that Supervisor Leith brought this to his attention. This is an opportunity to offer discounted radon test kits to our residents. Walworth County currently charges $15 per kit. The Town may sell the kits to residents and keep the proceeds.

Cash Policy – discussion only

It was discussed what our cash on hand policy should be. The Clerk's office generally needs cash for dog licenses, payment of police citations, launch passes, and property tax payments. It was decided that having $500 on hand would be appropriate.

Stateline Road Maintenance – Fahrner Asphalt Sealers, $13,600, non-budgeted item

Palmer/Livingston motioned to award this to Fahrner Asphalt Sealer in the amount of $13,600. Motion Carried.

Supervisor Palmer said that the Highway Committee didn't want to invest a lot of money in this road since the Town will be replacing it in a couple years. Highway Superintendent Wittum had come up with a good fix for a couple years while waiting to replace the road.

Building & Grounds Committee:

Supervisor Livingston said that they had a short meeting to discuss the 2026 Capital Improvements, and they have not yet met regarding the expenses. They also approved a couple Town Hall rentals.

Highway Committee:

Second Driveway Requests

N1735 Wooddale Drive and W3683 Linnwood Avenue

Palmer/Livingston motioned to approve the second driveway at N1735 Wooddale Dr. Motion Carried 4-1. Weiss dissented.

Palmer/Livingston motioned to approve W3683 Linnwood Avenue. Motion Carried. 4-1 Weiss dissented.

Supervisor Palmer said that Superintendent Wittum did not have a problem with these requests. There are no traffic concerns. The Highway Committee recommended approval of both of these. Supervisor Livingston noted that the address on Wooddale Drive was Jakes Grass Plus, the ditches are deep and there is no shoulder making it difficult for the homeowner. Chairman Weiss said that they turned a lot of these requests down in the past. He wonders where they should draw the line.

Purchase for new tractor: Debris Blower - $9,300, Mid-State Equipment, non-budgeted item

Palmer/Livingston motioned to approve the debris blower purchase in the amount of $9,300 to Mid-State Equipment. Motion Carried.

Supervisor Palmer stated that the Highway Department already has a blower, but this new one is more flexible and is able to reach the hard-to-reach areas much better than the current one. The Committee also approved the purchase of this blower. Chairman Weiss asked where the money will come from. Mr. Hurley explained that items budgeted for last year and were not purchased, those funds went into reserves. Reserves will be used for this purchase.

After the fact driveway permit fee

N631 Zenda Road - *Committee Recommended $0*

Palmer/Livingston motioned to approve the N631 Zenda Road after the fact permit fee of no fee. Motion Carried.

Chairman Weiss asked why this one has no fee. Mr. Palmer explained that in this case it was not their fault. The contractor said he would get the permit and never did.

N2443 Cisco Road - *Committee Recommended $500*

Palmer/Livingston motioned to charge $500 for N2443 Cisco Road after the fact permit fee. Motion Carried.

Supervisor Palmer explained that these people were told they need a permit and should have already known this as well. They chose to ignore it.

N1972 Birches Drive - *Committee Recommended $50*

Palmer/Livingston motioned to charge $50 after the fact permit fee for N1972 Birches Dr. Motion Carried.

W4246 Indian Drive - *Committee Recommended $50*

Palmer/Livingston motioned a permit fee of $50 for W4246 Indian Drive. Motion Carried.

N1574 Linn Rd. - *Committee Recommended $50*

Palmer/Livingston motioned for an after-the-fact permit fee of $50 for N1574 Linn Road. Motion Carried.

Roadway Maintenance Agreement with the City of Lake Geneva – Wilmot Blvd., Willow Rd

Palmer/Leith motioned to approve the Roadway Maintenance Agreement with the City of Lake Geneva regarding Willow and Wilmont Road.

Mr. Hurley reached out to Lake Geneva to see if they wanted to continue with this Agreement and they said, yes. The Agreement had expired, and the Highway Committee added that they would want the governing entity to handle the road resurfacing and overlay.

Harbor Commission

Pier crib replacement work – Lake Geneva Pier Company to replace 4 cribs for $24,800, non-budgeted item

Zimmerman/Leith motioned to approve the first part of the work on the weakest, worst portion of the cribs at $24,800. Motion carried.

Supervisor Zimmerman explained that the Harbor Commission met, and Ryan Southwick of Lake Geneva Pier Company presented his recommendation regarding the repair of the pier cribs. He showed a video from a diver who pointed out some of the most concerning areas on both Linn and Hillside. Supervisor Livingston was at the meeting. He is an engineer and is concerned about the wear and tear this will put on the good cribs. This would be the first step in the restoration. There will be more work done in 2026. Supervisor Zimmerman also said that compared to last year at this time, the Harbor Commission's budget is ahead by $18,000. Supervisor Livingston wanted to know when we have to competitively bid, Attorney Duquette stated not until the work reaches $25,000.

Replace bench at the Linn Pier – two benches from U-Line for $1,320 plus shipping, non-budgeted item

Zimmerman/Leith motioned to replace the single bench with two, six-foot laguna bench cedar benches not to exceed $1,320 plus shipping. Motion Carried.

Protective Services Committee – No meeting

Parks Committee – No meeting

Non-Standing Committees, and Professional Services Reports

Geneva Lake Environmental Agency Report –

Chairman Weiss reported that the new director Holly is getting acclimated. She is monitoring things and working with her interns as well as partnering agencies. She has been dealing with the invasive species that we talked about here.

Geneva Lake Use Committee Report- No meeting.

City of Lake Geneva Police & Fire Commission Report-

Supervisor Livingston has been to a couple of these meetings. There are five Commissioners and three liaisons: one is from the City of Lake Geneva, one from the Town of Geneva and Supervisor Livingston represents the Town of Linn. The liaisons give reports. Then they get into the Fire Department business, approving of bills, and calls that may have been unusual. They read thank you notes and discuss hirings and resignations. They discuss police business and any items that may need to go to the City Council. They then go into Closed Session and the liaisons are not part of that.

Building Inspection Reports – No questions or comments

Code Enforcement Report & Case Update –

Mr. Hurley said that this business has picked up, more Linn residents are calling in with concerns.

Pier As-Built Survey Progress Reports –

Mr. Hurley said that the only issue is the pier he talked about earlier in the meeting at W3322 Burr Oak Dr.

Engineering Report- No questions or comments.

Leith/Livingston motioned to adjourn at 7:52 pm. Motion Carried

Respectfully Submitted,

Alyson Morris
Linn Town Clerk