# Minutes of the Monthly Meeting of The Poygan Town Board of Supervisors

Date: January 17 , 2024 Time: 7:00 p.m. Location: 8693 Town Hall Road, Winneconne, WI 54986

**Regular Meeting Call to Order**

The regular monthly meeting was called to order at 7:05 p.m. by Chairman Martin Johnson.
The Pledge of Allegiance was said in unison.

**Attendance**

Chairman Martin Johnson, Supervisors John Meyerhofer and James Hanneman, Clerk Beth Jackson, Deputy Clerk Susan Schwartz, Treasurer Trina Herbst Gutche.

**Statement of Public Notice**

Notice of this meeting was posted at the following locations: Poygan Town Hall, 8693 Town Hall Rd, Winneconne, WI 54986, Notice was also posted on the Town of Poygan Website.

**Fire District Report**

- Date for Chicken Fun Night Fundraiser set for January 31, 2023 at the Fin & Feather
- Presented recommendation for Kevin Allcox as Fire Chief. Board discussed and had no objections to department moving forward with the process. The recommendation to be presented at the next Fire Commission meeting on January 24th. Anticipate February agenda for final approval.

**Approve Meeting Minutes**

Motion to approve Regular Meeting Minutes from December 12 by John Meyerhofer, 2nd by Jim Hanneman. Motion carried on a 3-0 voice vote

**Treasurers Report**

- Motion by Marty Johnson to approve December 12, 2023 Treasurers report, 2nd John Meyerhofer. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve December 31, 2023 Treasurers report, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve January 17, 2024 Treasurers report, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.

**Solar and wind ordinance review**

- Reviewed information provided by Attorney John Blazel. Examples included ordinances from other municipalities ranging from a 21 page county municipal code to a more succinct ordinance. Attorney discussed more complicated code may require more staffing and difficult for a small town to execute.
- Board provided guidance to Attorney to proceed with an ordinance similar to the shorter example.

**Draft Public Records Policy**

- Board reviewed draft policy and requested clerk research copy costs from outside vendors and to estimate the clerks hourly rate. The clerk position is paid a salary.
- Clerk to bring back information to the next board meeting.

**2023 Budget**

- Motion by Marty Johnson to
  - Apply surplus in budget categories to categories with deficit
  - Utilize ARPA funds for any remaining deficit
  - Remainder of the difference be applied by fund balance
- Motion 2nd by Jim Hanneman. Motion carried on a roll call vote Jim Hanneman Aye, Marty Johnson Aye, John Meyerhofer Aye.

**Sanitary District Invoice**

- Board directed clerk to send invoice for boundary work to Poygan Poysippi Sanitary District.

**LED Lights for Town Hall**

- Reviewed estimate from Folske Electric to provide labor and materials for lighting upgrade for the interior of town hall. Replace existing fluorescent lamp fixtures with LED flat panels.
- Motion by Marty Johnson to approve estimate from Folske Electric of $4,517.06 to update lighting inside Town Hall. 2nd by Jim Hanneman. Motion approved on a roll call vote. John Meyerhofer Aye, Jim Hanneman Aye, Marty Johnson Aye.

**Upgrade door locks for Town Hall**

- Reviewed estimates to install digital locks and front door video capabilities. New locks would use code to enter building and office.
- Motion by Marty Johnson to contract with Wisco Locksmiths LLC DBA Pop-A-Lock/Lockworks for $7,314.22 to install & provide hardware for Digital Locks and Ring Doorbell. 2nds by Jim Hanneman. Motion carried on a roll call vote. Marty Johnson Aye, Jim Hanneman Aye, John Meyerhofer Aye.

**WTA District Meetings & Bridge Meetings**

- State budget included a Bridge/Culvert inventory project. DNR and WTA holding meetings to present information. Virtual meetings from DNR on January 29 and January 22.
- WTA District Meetings available virtually or in person. Jim Hanneman & Beth Jackson to attend WTA meetings virtually. Clerk will sign both up and have a check ready for next meeting.

**Public Comment**

- Randal Spears and Dennis Hohol to attend a workshop regarding Board of Appeals and Planning/zoning

**Planning and Zoning**

- Committee met with Mr. and Mrs. Bradley who presented information for a potential event barn on their property.
- Committee had questions and asked for information from Mr. & Mrs. Bradley. The Bradley's will return at another meeting with more details.

**Building Permits**

- 0 permits this month

**Agenda Items for Next Month**

- Public Records Request Policy
- Solar/Wind ordinance

**Accounts Payable**

- Motion to approve accounts payable by Martin Johnson, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.

**Adjourn**

Motion to Adjourn at 8:55 pm by Marty Johnson, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.

Respectfully Submitted by Beth Jackson, Clerk, Town of Poygan