Minutes Of the Monthly Meeting
Poygan Town Board of Supervisors

Date: June 19, 2024 Time: 7:00 p.m. Location: 8693 Town Hall Road, Winneconne, WI 54986

The Town Board of Poygan will discuss and may act upon the following items at this meeting

Public Involvement for the Quigley Rd Bridge called to order at 6:30pm. meeting – Kristofer Olson

- **Kristofer Olson of Ayers and Associates presented preliminary plans for Bridge**
- Design to be finished and submitted by February 1, 2025. Construction to start after June 15, 2025. Takes 2-3 months to construct.
- Existing bridge 100+ yrs old and concrete slab. Limited options available for new bridge design. Most likely replace with a concrete slab bridge. Same width 26' as existing bridge. Approaches are 50' long. Working with DOT for additional approach length.
- Power and communications utilities will have to move. Will work with Alliant and Charter/Spectrum.
- Bridge inspected once it is open, 2 years after that and then on a 4 yr cycle.
- Public Involvement meeting ended 6:55 p.m.

Regular Meeting

Regular Meeting Call to Order
The regular monthly meeting was called to order at 7:00 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 Department Report
July 8th at 6:30 Fire Commission Meeting

Approve Meeting Minutes

- Motion to approve Regular Meeting Minutes for May 15, 2024 by Jim Hanneman, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote
- Motion to approve Special Meeting Minutes for May 29, 2024 Road Bid Opening by Jim Hanneman, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote

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Appoint Trina Herbst-Gutche Treasurer for 2 year cycle April 2024-April 2026

Motion by Marty Johnson, 2nd by – John Myerhofer. Motion carries on a Roll Call Vote Jim Hanneman Aye, John Meyerhofer Aye, Marty Johnson Aye

Treasurer's Report

- Moved Fire Truck and Reval to combined fund
- Motion by Jim Hanneman to approve Treasurer's Report, 2nd by John Myerhofer. Motion carried on a 3-0 voice vote

Board of Review Dates

Board discussed and approve the following dates:

- Open Book: August 29 from 10a-6:30p in person, call Appraiser to schedule appointments
- Board of Review: September 19, 2024 (Thursday) 4:00 pm to 6:00 pm.

Liquor Licenses Renew, Liquor Licenses, Tobacco Licenses and Operators Licenses

- Motion by Marty Johnson to approve Combination Class B Liquor License for Thomas Marquardt, The Hill Tavern, LLC, Tobacco & 9 Operators, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve Combination Class B Liquor License for Daniel Natrop, Haases Supper Club, Inc. and 1 Operator, 2nd by Jim Hanneman. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve Combination Class B Liquor License for Gary Nelson, Captains Cove, Tobacco and 1 Operator. 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve Class "A" beer for Tim Noffke, Noffke's Bait & Landing LLC. 2nd by Jim Hanneman. Motion carried on a 3-0 voice vote.
- Motion by Marty Johnson to approve Poyganaire's Class "B" Temporary License for 7/27/2024 with a rain date of 7/28/2024, 2nd by John Meyerhofer. Motion carried on a 3-0 voice vote.

Conditional Use Permit to run small boat repair business at 7890 County Rd D, Omro, WI 54963

- Planning & Zoning Commission recommended Town of Poygan Board approve permit request from John, Sean and Katy Adams at 7890 County Rd D, Omro, WI 54963 (tax parcel 020-0245-03) with the following Conditions:
    - Signage will be required per compliance with Town of Poygan sign policy
    - Access will be the driveway off of Church Road (north of the building) with sufficient area to turn boats and trailers around.
    - Boats must be stored in the building

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- Business hours will be summer 9AM to 5PM May thru September.
- A waste plan submitted as to the name of company or companies involved with the removal of waste material connected with thew repair and service provided.
- Noise complaints to be directed to the Town Of Poygan Board.

- Requestor's set up an account with Safety Clean, Appleton for Oil disposal.
- Discussion among the board to change dates of hours to 9 am to 5pm May 1-October 31.
- Motion by Marty Johnson to approve conditional use permit for 7890 County Rd D, Omro, WI 54963 (tax parcel 020-0245-03) with change to dates to May 1 – October 31 and acknowledging waste disposal by safety clean, 2nd by John Meyerhofer. Motion carried on a roll call vote – John Meyerhofer Aye, Jim Hanneman Aye, Marty Johnson Aye

Report and possible action from Planning Commission regarding zoning amendment to increase the calculation/formula used to determine accessory structure size on properties zoned RR (Rural Residential) – Bring back next month with a narrative and edited Zoning Ordinance 17.05

Discuss Culvert on Oak Hill Rd and Possible action

- John Meyerhofer to contact Lind Excavating about estimate. Received Estimate from Anvil Custom
- Set Special Meeting for Monday, June 24 at 7:00 p.m.

Discuss the structure of the planning board

- Board discussed that per state statute Chairman of Town Board appoints the Chair of the Planning Commission. Discussed need for better organization and communication with Planning Commission. Discussed the role of the Secretary of PC and the larger workload compared to regular PC members.
- Marty Johnson requested anyone interested in the PC Chair or Secretary position to email the clerk or Marty.
- Next meeting discussion of compensation for Secretary and Fee structure for publication & hearing

Board members and terms

- Currently terms for the Planning Commission, and Board of Appeals are different. Discussed amending terms to align more with Town Board Terms. Marty Johnson suggested the Planning Commission and Board of Appeals terms start in May.
- Ordinance will be required to change terms. John Blazel and Clerk to work on this for next meeting.

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Quigley Road Bridge Public Involvement Plan discussion and possible action

Board discussed the plan presented by Ayers at Public meeting and agreed Marty Johnson could sign off on the plan.

Building Inspector

Marty will retire by end of year, will complete inspections on all permits he has issued by the end of the year. Continue to discuss.

ARPA/Spirit Funds

- Asphalt on Werner Rd – There are 3 houses to go. Board satisfied with current conditions. Hold on project until houses built.
- Siding for North Side of Town Hall – Jim Hanneman to contact vendors for the project and bring back to next meeting.
- Curbing on needed roads – Shouldering Starview was discussed. Board to acquire costs.
- Road & Driveway on Laura Lane – Town cannot acquire because it doesn't meet town road standards. Discussion that garbage trucks go up drive for pick up, probably shouldn't as is a private drive. Jim Hanneman to discuss with GFL.
- Picnic Pavillion – Jim Hanneman to take lead.
- Office/Hall – Large screen & cart, laptop for Deputy Clerk, Office Chairs, Election worker chairs, folding machine, copy machine – Clerks office to take Lead.

Discuss EMS significant cost increases and options to fund increase

Tabled for next meeting

Planning & Zoning

No Agenda yet. Planning Commission to gather on regular date to review training video.

Building Permits – 6 building permits

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Agenda Items for next meeting –

EMS, Building Inspector, ARPA/Spirit Fund Projects, Planning board structure and terms, Possible Quorum - Post WTA Meeting and Special Meeting on Monday.

Town Calendar

- July 10, 2024 Planning & Zoning Meeting at 7:00 PM
- July 17, 2024 Town Board Meeting at 7:00 PM
- July 30, 2024 In Person Absentee Voting for Partisan Primary Begins, office dates and times TBD
- August 6, 2024 Public Test of Election Equipment 10am (Tentative)
- August 13, 2024 Partisan Primary 7a-8p

Account Payable

Motion to Approve Accounts Payable Motion by Marty Johnson, 2nd John Meyerhofer. Motion carried on a 3-0 voice vote.

Adjourn

Motion to adjourn John Meyerhofer, 2nd Jim Hanneman, Motion carried on a 3-0 voice vote.

NOTE: The chairman reserves the right to change the order of items on the agenda. QUORUM NOTICE: A quorum of other governmental bodies may be present, but no action may be taken other than noticed above. ACCOMMODATION NOTICE: Efforts will be made to accommodate the needs of disabled persons upon proper notice by calling 685-0552 or Beth Jackson at 920-252-5225. POSTING 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.