

**Town of Somerset**  
**Town Board Meeting Minutes**  
**Wednesday, October 1, 2025**  
(Not official until approved at next meeting.)

Chair Plourde called the Town Board meeting to order at 7:05 p.m. Present were Demulling, Witzmann, Germain, Crotty, and Plourde. The Pledge of Allegiance was recited. *Motion by Germain, seconded by Witzmann to approve the agenda as provided. Motion carried.*

**Public Input:**

- None.

**Clerk and Treasurer's Report:**

- *Motion by Witzmann, seconded by Demulling to approve the September 3 & September 17, 2025, Town Board Meeting Minutes. Motion carried. Motion by Demulling, seconded by Crotty to approve the September Treasurer's Report. Motion carried.*

**Building Inspector's Report**

- *Motion by Witzmann, seconded by Demulling to approve the September Building Inspector's Report. Motion carried.*

**Animal Control Officer's Report**

- Will provide Sept. report at next meeting.

**Fire/Rescue Commission Report**

- Plourde gave update on next truck purchase in relation to the Comprehensive Plan that will be occurring. The total calls for 2025 so far 372 are compared to 406 in 2024. Five Bugle Training & Consulting was awarded the contract for the Comprehensive Strategic Plan.

**Parks, Rec, and Planning Commission Report**

- 2 Lot CSM for Dean & Rebecca Jantz off 165th Avenue -Mark McClenathan-Auth Consulting Lot #1=3.00 Acres, Lot #2=33.908 Acres-McClenathan provided revised CSM based upon Plan Commission's recommendation. Shared driveway agreement off 165<sup>th</sup> Avenue. McClenathan stated moving the driveway 200' to the west is not feasible at this time due to terrain. Demulling concerned that the two cul-de-sacs connect in the future. Discussion on future town road connectivity and the easement. *Motion by Demulling, seconded by Germain to table the 2 Lot CSM for Dean & Rebecca Jantz with the Town Board wanting to do a site visit. Motion carried.*
- 2 Lot CSM Lee Erickson (Robert Martell Trust) off 210th Ave.-Peter Gartmann Real Land Surveying Lot #1=20.43 Acres, Lot #2=17.08 Acres-Motion by Demulling, seconded by Germain to approve the 2 Lot CSM for Lee Erickson (Robert Martell Trust) off 210<sup>th</sup> Avenue with the condition Lot #1 driveway be moved 10' to the east on the CSM with 200' separation to next driveway to the east. *Motion carried. Park fees have been paid.*

### **Old Business**

- 60th Street Update-Jeff Reynolds/Jewell Associates stated he is working through a couple grant options. Focusing on an underground system with below the grade piping. Demulling suggested looking into digging the current holding pond deeper to help infiltrate the runoff. Reynolds suggested soil borings prior to excavation. Discussion on having an excavator digging down with engineer seeing grade and taking a soil sample. Consensus was quote from Jewell to supervise and obtain pricing quotes from local excavators. *Motion by Germain, seconded by Witzmann to approve Jewell to provide specifications for excavation and pricing for soil borings. Motion carried.*
- 205th Avenue Update-Three temporary limited easements remaining. Revised plans will be finished by October 7. Plourde will contact Schwartz and WI DOT to verify if a plan change approval from WI DOT is necessary.

### **New Business**

- Set Date/Time for 2026 Public Budget Hearing & Special Town Meeting of Elector-*Motion by Germain, seconded by Witzmann to set the 2026 Public Budget Hearing & Special Town Meeting of the Electors on Wednesday, November 5, 6:30 pm. Motion carried.*
- Consider Special Charges on 2025 Tax Roll for Unpaid Fire Call-*Motion by Witzmann, seconded by Demulling to send property owner a letter requesting documentation of fire coverage through insurance company if requesting reduction of the fire charge and Town Board gives until November 5<sup>th</sup> Town Board meeting to provide that documentation, otherwise the Town will consider a special charge on the 2025 tax roll. Motion carried.*
- Discussion/Consideration-Fire Call Charges for Structure Fires-Where Funds are Allocated: *Motion by Witzmann, seconded by Germain to allocate the fire call monies collected to the Fire Dept. less a 10% admin fee. Motion carried. Crotty abstained.*
- Consider Approval of LM Mail & Courier Quote for 2025 Tax Bills Postal Metering-Cost savings in postage of \$145-\$150. *Motion by Witzmann, seconded by Crotty to approve the quote from LM Mail & Courier for 2025 Tax Bills postal metering. Motion carried.*

### **Transportation & Facilities Committee**

- New Western Star Truck Arrival-Western Star is in operation.
- Discuss & Consideration of Sterling Truck-List on WI Surplus, Trade-In or Retain-Demulling suggested trying four trucks in snowstorms. Sterling is a good truck and has underbody. *Motion by Germain, seconded by Crotty to retain the Sterling Truck. Motion carried.*
- Presentation by Alera on Health Insurance: Amber Wentz from Alera Group presented information at the last Transportation & Facilities meeting. Employees may contact her directly for individual information.

- Schedule Date for Annual Performance Reviews: Witzmann stated they are postponed until November.
- Winter Hours & Work Schedule: *Motion by Witzmann, seconded by Demulling starting November 3, winter hours 6am-2:30 pm (M-F). Motion carried.*
- Date to Remove Porta-Potty at PPP-Consensus was to leave out in colder months for a trial run.
- Discuss Changes to Ordinances Pavement Specs-Witzmann stated Jewell will provide specification on 3.5" asphalt paving on new development roads for amending Town ordinance. Discussion on escrowing funds for the first chip seal. Next meeting agenda item.
- Reimbursement for T and F Meeting Attendance-Consensus was \$100 for Chair and \$50 for members for Transportation & Facilities Committee attendance to stay consistent with Fire/Rescue Commission and Parks, Rec & Plan Commission per diems.
- Review of Budget Status YTD and Carryover was given.
- Update on WDF Application-Witzmann gave an update of project costs submitted \$61,859.45 and states' share of \$43,301.62 (70%). Application is under review.
- SaltWise Training in New Richmond-Attended October 1.
- Capital Equipment Update and Budget 2026-Discussion on equipment replacement. 2001 truck, 1 ton pickup, and mower are under consideration for replacement.
- Transportation & Facilities Budget Recommendation 2026 -Capital Outlay/Town Buildings-discussion on concrete leave as is and adding another shed in the future.
- PASER Road Ratings – October 28<sup>th</sup>, 8:30 am at Town Hall.
- LRIP Application-Transportation & Facilities Committee will make a recommendation for a project submittal with consideration at the November 5<sup>th</sup> Town Board meeting.
- Snow Removal Season Preparation -Demulling will supervise beginning November 1.
- 180th Ave/Parent Street Issues -Plourde is obtaining a quote for staking with survey. Village of Somerset approved up to \$4000.
- Comp Time-Start January 1, 2026, with accumulation of up to 40 hours.
- Polk County's Request to Purchase Blue Recycling Container-Town will retain the container for the time being.

- Parnell Prairie Preserve Updates -Unleashed Dogs, Memorial Policy, Disc Golf Grant-Witzmann gave a brief update.

**Announcements for Sept. & Adjourn:**

Budget Workday, Fri., Oct. 3, 9am-11am

PRPC, Wed., Oct. 15, 7 pm

WTA-SCC Hwy. Shop, Thurs., Oct. 23, 6:30 pm

PASER Rating Workshop-Tuesday, Oct. 28, 8:30 am

*Motion by Witzmann, seconded by Crotty to adjourn. Meeting adjourned at 10:00 p.m.*

Jeri Koester,  
Clerk