Meeting

Meeting Minutes

August 26, 2026, 1:00 PM

---

1. Call to Order and Roll Call

The Forestville Town Board Monthly Meeting was called to order at 6:30 PM on Monday, June 17, 2024, at Forestville Town Hall.

Present: Supervisor Kevin Gillett, Supervisor Larry Huber, Supervisor Jason Tlachac, Supervisor Dina Schmidt, Clerk Theresa Tlachac

---

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

---

3. Verification of Public Notice

Clerk Theresa Tlachac confirmed that the public notice was posted at the Town Hall bulletin board, on the Town website, and in the Clerk's office.

---

4. Clerk's minutes from May 13th Special Meeting, May 16th Board of Review Meeting, and May 20th Regular Meeting

> Motion to approve the meeting minutes from the May 13th Special Meeting, May 16th Board of Review Meeting, and May 20th Regular Meeting was made by Supervisor Larry Huber and seconded by Supervisor Jason Tlachac. The motion carried unanimously.

---

5. Annual Report Review by Clerk

Clerk Theresa Tlachac presented the Treasurer's Financial Report, summarizing account balances as follows: Town Checking, $1,072.83; Money Market, $29,908.36; Broadband Account, $40,960.47; CD, $134,275.50; and LGIP General, $167,669.54. The cemetery account balance of $14,003.65 is included within the Money Market account.

A discrepancy was noted between the financial system's reported broadband account balance and the actual bank account balance. The Board discussed the likelihood that the $40,960.47 shown under the broadband account represents a QuickBooks entry error stemming from the consolidation of ARPA funds, which have been fully expended and reported as closed. The Board agreed to arrange a meeting with a QuickBooks-experienced associate, Sue, to review and correct the journal entries.

Clerk Tlachac also reported that $1,095.81 in interest had been earned on the CD over the prior two months, and that there were no outstanding receivables. The Board agreed to reinvest CD interest back into the CD account.

> Motion to accept the Treasurer's Financial Report as presented, with the acknowledgment that a likely entry error exists in the broadband account reflecting previously expended ARPA funds, was made by Supervisor Larry Huber and seconded by Supervisor Jason Tlachac. The motion carried unanimously.

---

6. Chairman Comments

Southern Door Fire Department Report

The Chairman reported two fire calls since the previous meeting: a fully engulfed pickup truck on County Road O on June 5th, and a permitted burn on County Road J on June 7th requiring no action. Nine EMR calls were recorded since May 8th. Departmental updates included: June training to be held at the practice house on County X, focusing on forcible entry, search and rescue, ventilation, and communications; completion of a practice dummy constructed from old fire hoses; a pending DNR grant application (due June 30th) for wildland firefighting equipment; driver approval review for insurance renewal; implementation of electronic MABAS at Door County dispatch at an annual cost of $300; participation in the Door County Library's June 12th community event; a truck dispatch to the Algoma Fire Department's 150th anniversary parade on June 29th; hosting of the Fire Iron Motorcycle Ride on September 7th; and the Fireman's Picnic scheduled for July 27th, 2024.

Maplewood Sanitary District

Meeting minutes were received. The District continues to work with the DNR on a sanitary survey related to a water connection project.

Cemetery Report

Both cemeteries are well-maintained. A small number of lot sales are pending final decisions from prospective buyers.

---

7. Citizens Input and Questions

No members of the public were present or attending remotely.

---

8. Any Other Business to be Transacted

Broadband Update

Supervisor Gene Trapero reported that the BEAD Funding process through the Public Service Commission continues to move slowly. Required documentation, including the Town's resolution and the notarized agreement with Brightspeed, was previously submitted. Preparatory infrastructure work is underway in the Maplewood area in anticipation of the BEAD bidding process. The Board noted that the Town's position to receive the requested grant funding is favorable, though a final timeline remains uncertain.

HeyGov and Website Update

Supervisor Gene Trapero reported on efforts to consolidate digital service billing. Annual fees include: Town Web Design hosting and maintenance, $808; domain name registration, $15; five Google Workspace accounts, $1,080; and HeyGov services, $1,188. Attempts to consolidate ClerkMinutes billing with the annual HeyGov invoice were unsuccessful, as ClerkMinutes must remain on a monthly credit card charge. The current ClerkMinutes plan is $99 per month. Clerk Theresa Tlachac confirmed the tool is working well and is used monthly.

> Motion to approve continuation of the ClerkMinutes subscription at $99 per month, billed via credit card, was made by Supervisor Paulo C and seconded by ____. The motion carried unanimously.

Correspondence — Town Hall Keypad and Lockbox

The Chairman reported that a keypad entry system and lockbox have been installed at the Town Hall. Keys have been distributed to Board members. The Board discussed the need for an additional push-button lockbox to be mounted inside the building to provide key access to the meeting room and storage areas for regular users such as civic groups, the American Legion, and the Maplewood Sanitary District commissioners. The Chairman will procure and install an appropriate lockbox.

Correspondence — Driveway Permits

Two driveway permits were processed: one for LQH Homes on Vigness Road and one for Don Etcheson in Carnet. Both were reviewed, authorized, and completed. Clerk Tlachac noted that permit payments were successfully received via the lockbox drop.

Correspondence — Road and Roll (Whistler Reporting)

The Chairman noted that the County is piloting online road reporting through Whistler in lieu of paper maps. The Chairman expressed a preference for retaining the paper format and chose not to respond to the trial invitation in order to delay mandatory adoption as long as possible.

Road and Roll — County Line Road and Old Krieger Road Engineering

The Chairman presented an updated engineering plan for the proposed truck route improvement encompassing County Line Road and Old Krieger Road. The plan, developed with input from a northeast engineering consultant, includes segment-by-segment specifications for road surfacing, ditch regrading, culvert replacement, and shoulder requirements consistent with grant conditions. The Chairman indicated the project will be advertised for bids in the local paper with the goal of completing work in fall 2024. The Board acknowledged the importance of spending road aid funds within the calendar year to protect future allocations.

Road and Roll — South Forest Drive Bridge/Culvert

The Chairman reported that, following an inspection with County Representative Randy, it was determined that minimal water flow exists at the South Forest Drive bridge location, supporting a proposal to replace the failing bridge with a 3- or 4-foot culvert. The County indicated it would contribute 50% of the cost. However, the Soil and Water Conservation Department subsequently requested that the replacement be engineered due to the reported watershed area of approximately 17,000 acres. The Chairman expressed concern about the scope and cost of such a requirement and