

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, January 4, 2021

**Call to Order** at 7:01 p.m. by Interim Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Pat Zorn.

**Approval of Meeting Minutes:** Minutes from December 7, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from December 2020 and informed the board there will be an addition of check #7178, that was written in December, but clerk held check until reimbursement was received from the State of Wisconsin Route to Recovery program. Supervisor Ausloos made a motion to approve the treasurer's report as read with the pending revision. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for January 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

**Town Members/Special Topics:** Interim Chairman Willeford held a conference call with Rhode & Dale law firm in Sheboygan regarding drafting a dangerous animal ordinance. Information was forwarded to the attorney for review.

### **Monthly Correspondence and/or email:**

- ☐ Clerk presented information from Wisconsin Election Committee (WEC) about the Election Security Subgrant requesting paperwork for an Election Day Emergency Response Plan. Discussion held on the Emergency Response Plan form; the clerk will complete and forward to the WEC.
- ☐ Email received from Sheboygan County Transportation Department in follow up to the virtual meeting held about savings of \$3601.97 from the Local Road Improvement Program (TRIP) from 2018-2019 cycle that was available for a town's project. It was decided at the meeting that the monies would be transferred to Town of Greenbush for its open project on Center Road. Interim Chairman Willeford did participate in the virtual meeting.

**Building Permit:** Witkowski Inspection Agency sent information on building permit application for Paul Mueller for an accessory shed with electric at N96545 Turba Court. Board reviewed paperwork.

**Liquor/Operator Licenses:** None.

**Recycling Center:**

- ☐ Pete Geyer, caretaker of the recycling center gave information about recycling right from the Waste Management website (wm.com/recycleright). Discussion held on how to get this information to the town residents.
- ☐ Pete also asked if a pass could be created for the town residents who use the recycling center to confirm they are town residents since he does not know all the residents at this time. He provided an example, and the town clerk will create a pass.
- ☐ Additionally, guidelines need to be set up for what large items can be accepted for disposal.

**Constable Report:** Constable Ausloos contacted Tom Mueller regarding completing the conditional use permit for his deer park with cabin rental. Constable Ausloos will also check with the DNR about compliance on enclosures for the animals.

**Other Town Business:**

- ☐ Bill was received from Sheboygan County Highway Department for work done on Clark Road that was damaged by tankers hauling manure for Jon Maurer. Interim Chairman Willeford will speak with Jon Maurer about splitting cost of repair.
- ☐ Supervisor Schmahl received 300 disposable masks from Sheboygan County Sheriff's Department. One box will be kept at the town hall and the others will be distributed to area churches/businesses.
- ☐ Pat Zorn, chairman of the Town Hall Committee, requested a meeting be scheduled with the Town Board, the Town Hall Committee, and Kelly from Keller Structures. The meeting is scheduled at 5:45 p.m. on February 1<sup>st</sup> at the town hall.
- ☐ Treasurer Cobble indicated a resident commented that the minutes have not been posted consistently to the town's website. Town Clerk will try to be more diligent in having the minutes posted to the website.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 8:57 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, February 1, 2021

Russell Town Hall

Town Hall Committee/Town Board/Keller Structures 5:45 p.m.

Town Hall Committee members present: Chairman Pat Zorn, Dick Kraus, Michelle Geyer, Janet Seiler.

Town Board members present: Mike Willeford, Dan Schmahl, Jon Ausloos.

Others Present: Treasurer Cobble, Clerk Mierzejewski, and representatives from Keller Structures Kelly Claflin and Chris Manske.

Meeting began at 5:45 with brief overview by Pat Zorn who turned the meeting over to Kelly Claflin from Keller Structures.

Reviewed Discovery document, initial site design research, and initial conceptual floor plan from Keller Structures. Mr. Claflin went over what services Keller provides and what the process would be going forward.

Monthly Town Board Meeting 7:00 p.m.

**Call to Order** at 7:06 p.m. by Interim Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Dick Kraus, Josh Lammers.

**Approval of Meeting Minutes:** Minutes from January 4, 2021, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from January 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for February 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

**Town Members/Special Topics:**

- ☐ Town Hall Update: Supervisor Schmahl made a motion to proceed with Keller Structures to continue with proposal with building plan, seconded by Supervisor Ausloos. Motion carried.
- ☐ Dangerous Animal Ordinance: Reviewed and discussed ordinance received from Rhode & Dale. Interim Town Chairman will clarify with attorney questions that came up during discussion.
- ☐ Conditional Use Permit: Tom Mueller has submitted application for conditional use permit for use of 1 cabin on his property for agricultural tourism. Clerk will turn this over to Jerrod Henschel, zoning administrator.

**Monthly Correspondence and/or email:**

- ☐ Clerk handed out information from Wisconsin Towns Association on loan rates through lenders for municipal buildings.

**Building Permit:**

- ☐ Received payment from D&D Carpentry for work done on Sharon Klahn property.
- ☐ Clerk will check with Brian Witkowski, building inspector, on invoice for this permit and on invoice for Lucy Mueller shed permit.

**Liquor/Operator Licenses:** None.

**Recycling Center:** Pete Geyer mentioned to town board that the tarp is ripping on the dumpster.

**Constable Report:** Kiel Snowmobile Club contacted Constable if town has an ordinance about plowing snow across the road from driveways. Discussion followed and if the snow is pushed back far enough off the town road, and no snow is left on the road, this can be done.

**Town Roads:**

- ☐ Interim Chairman spoke with Jon Maurer about paying half of cost for repair of Clark Road that was damaged by tankers hauling manure from his farm.
- ☐ Discussed soil settling where culvert was put in on Sexton Road. Board will check if there are “dip” and “bump” signs available to place in area.

**Other Town Business:**

- ☐ 2020 Board of Audit: Figures were compared between treasurer’s checkbook and clerk’s ledger and they balanced. 2020 Board of Audit form was signed by Town Board members.
- ☐ Supervisor Ausloos made a new display box for posting town business and will install it.

- ☐ Treasurer Cobble informed Board he needs to renew a 1-year subscription for Microsoft Office.
- ☐ Tax collection went well with the adjustments made due to Covid-19.
- ☐ Treasurer Cobble presented Delinquent Tax Report to Town Board for review.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos.  
Meeting adjourned 9:00 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

### **Tentative Upcoming Meeting Schedule**

- ☐ Monday, April 5, 2021 7:00 p.m. Monthly Meeting
- ☐ Tuesday, April 6, 2021 General Election
- ☐ Monday, May 3, 2021 7:00 p.m. Monthly Meeting

If you have an item for the agenda, please contact  
Interim Town Chairman Mike Willeford (920) 946-6778

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, March 1, 2021

**Call to Order** at 7:00 p.m. by Interim Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Jerrod Henschel, and Pete Geyer.

**Approval of Meeting Minutes:** Minutes from February 1, 2021 were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from February 2021. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for March 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update. Nothing to report.
- ☐ Pete Geyer, recycling center caretaker, was approached by another town resident about a non-resident bringing trash to dump. Interim Town Chairman Willeford will speak with the non-resident that this is not allowed and to get rid of their trash in their municipality.
- ☐ Also Waste Management is taking over Advanced Disposal and Pete had updated information on recycling procedures. Treasurer Cobble will include this information in the March newsletter.
- ☐ Also need to update website with new caretaker information.
- ☐ Dangerous Animal Ordinance Approval/Adoption. Town Board reviewed ordinance. Supervisor Schmahl made a motion to make an amendment to section IV E6 to include 'canis lupus, commonly known as wolves or hybrids' inserted after "cougars". Supervisor Ausloos seconded motion. Motion carried. Supervisor Ausloos motioned to accept the ordinance as amended. Supervisor Schmahl seconded motion. Motion carried. This is Ordinance 2-2021.

- ☐ Citation Ordinance Approval/Adoption. Town Board reviewed ordinance. Supervisor Ausloos made a motion to accept the ordinance as written. Supervisor Schmahl seconded motion. Motion carried. This is ordinance 3-2021.

#### **Monthly Correspondence and/or email:**

- ☐ Open Book is scheduled Wednesday, May 12<sup>th</sup> 9:00-11:00 a.m. by email or phone call.
- ☐ Board of Review is scheduled Wednesday, June 2 6:00-8:00 p.m. at town hall.
- ☐ Special 2020 Dividend received from Rural Mutual due to pandemic.
- ☐ WE Energies requested information on road weight restrictions. Form completed listing Holstein Road between Sheboygan Road and County H as Class B restriction.
- ☐ Invitation from DNR for Skype meeting regarding transportation projects in municipalities on March 4<sup>th</sup> at 8:00 a.m.
- ☐ Wisconsin Town Association will hold virtual district meetings this year.

#### **Building Permit:**

- ☐ Payment and building permit application received from D&D Carpentry for work done for Sharon Klahn. Clerk emailed Brian Witkowski with this information and followed up on payment clerk received from Lucy Mueller for a garage building permit. Brian Witkowski will process these permits.

#### **Liquor/Operator Licenses:**

- ☐ Operator License application received from Jovan's. Board reviewed information. Supervisor Schmahl made a motion to approve application, seconded by Supervisor Ausloos. Motion carried.

#### **Recycling Center:** Discussed above.

#### **Constable Report:** Nothing to report.

#### **Town Roads:**

- ☐ Interim Chairman Willeford spoke with Tim at Sheboygan County Sign Shop for cost of various road signs. Supervisor Schmahl also had quotes from another sign shop. Will discuss further after inspection of town roads this spring and determine what signs need to be replaced.
- ☐ School bus sign on Sexton Road is tipped.

#### **Other Town Business:**

- ☐ Annual meeting is scheduled for Tuesday, April 20, 2021 at 7:00 p.m.
- ☐ Fire inspection was done of the Town Hall. Inspection of the fire extinguisher expired October 2020. Interim Chairman Willeford will check on getting this updated.
- ☐ Clerk Mierzejewski asked town board for assistance in finding additional poll workers. Treasurer Cobble will put this in the March newsletter.

- ☐ Supervisor Schmahl attended the Marsh meeting. Committee has applied for a grant for a foot bridge and currently the DNR has budgeted for a dam at the Marsh.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos.  
Meeting adjourned 9:30 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

### **Tentative Upcoming Meeting Schedule**

- ☐ Tuesday, April 20, 2021 7:00 p.m. Annual Meeting
- ☐ Monday, May 3, 2021 7:00 p.m. Monthly Meeting
- ☐ Thursday, May 12, 2021 open book
- ☐ Wednesday, June 2, 2021 6:00-8:00 p.m. Board of Review



## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, April 5, 2021

Town Hall Committee held meeting at 6:30 prior to monthly meeting. Those present included Mike Willeford, Dan Schmahl, Jon Ausloos, Jaremy Cobble, Pat Zorn, Dick Kraus, Michelle Geyer, Jerrod Henschel, and Kelly Caflin and Chris from Keller Structures.

Kelly Caflin and Chris presented the conceptual site plan consisting of a wood-frame building. No definite building site has been determined. Questions and discussion followed. Pat Zorn offered to show Kelly and Chris the possible building site after the meeting.

**Call to Order** at 7:10 p.m. by Interim Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Zoning Administrator Jerrod Henschel.

**Approval of Meeting Minutes:** Minutes from March 1, 2021 were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from March 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for April 2021. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update. See above notes.
- ☐ Zoning Administrator Henschel gave update on Tom Mueller. He has contacted Sheboygan County Planning Department and DNR. Discussion followed. Interim Chairman Willeford had a letter that was drafted by the attorney explaining conditional use process. Supervisor Ausloos motioned to have Attorney send letter to Tom Mueller dated April 5, 2021, explaining conditional use permit process and information the town needs to complete application, and to comply by April 20, 2021. Supervisor Schmahl seconded motion. Motion carried. Interim Chairman Willeford will inform attorney to send letter.

**Monthly Correspondence and/or email:**

- ☐ Ann Buechel-Haack sent a thank you note for the masks the town donated to Elkhart Lake school.
- ☐ WTA Sheboygan County Unit Meeting is April 16<sup>th</sup> via Zoom or conference call.
- ☐ Ayres sent information about services they provide to complete and submit pavement ratings to WisDOT for a fee of \$2500 for 21 miles of town roads. Town Board agreed to turn down this offer.
- ☐ American Rescue Plan Act offers direct aid to local governments for infrastructure projects. More information will be forthcoming on the amount.
- ☐ Payment received from Bay Title for Special Assessment that was completed on E. Yoder property.

**Building Permit:** Information received from Brian Witkowski on Sharon Klahn and Lucy Mueller building projects.

**Liquor/Operator Licenses:** One operator license application was received from Jovans. The board reviewed the information and approved the application. Clerk will complete paperwork.

**Recycling Center:** Follow up on nonresident using recycling center. Interim Chairman Willeford contacted person and issue is resolved.

**Constable Report:** Trash is being dumped on Holstein Road and by Ford/Sheboygan Road.

**Town Roads:**

- ☐ Resident questioned if town board will take care of damage done by snowplow in ditches by property. Town board advised that if damage is done in the right of way no action will be taken. If damage is done to a mailbox or private property, then the town will review it.
- ☐ Interim Chairman Willeford will contact Brian Olson from Sheboygan County Highway Department to go over town road maintenance schedule.

**Other Town Business:**

- ☐ Treasurer Cobble has delinquent dog licenses; he will send a letter requesting payment.
- ☐ Clerk explained need for more poll workers.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 8:50 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, May 3, 2021

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Brian Olson.

**Approval of Meeting Minutes:** Minutes from April 5, 2021, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from April 2021. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for May 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update. Nothing new to report.
- ☐ Brian Olson from Sheboygan County Highway Department explained to the board the report he created on the condition of the town's roads. He explained the rankings and notations of each road. Discussion followed on using this report to budget for future road repair and maintenance. The Town Board will do the annual physical road inspection on May 17, 2021.

### **Monthly Correspondence and/or email:**

- ☐ Chairman Willeford received invitation from Adam Payne to attend a meeting on May 20<sup>th</sup> at 6 p.m. regarding Covid Relief for Broadband at the County Courthouse.

### **Building Permit:**

- ☐ Information received from Brian Witkowski on building permits for Ryan Kraemer, Dan Raab, and Jason Jensen. Form also received from Sheboygan County Planning and Conservation Department that Tyler Schmitt's proposed construction meets the dimensional setbacks from existing septic system. Motion made by Supervisor Schmahl

that the Board reviewed the information and seconded by Supervisor Ausloos. Motion carried.

**Liquor/Operator Licenses:** None.

**Recycling Center:**

- ☐ Treasurer Cobble reported he would be willing to take the electronics that have been piling up at the Recycling Center to the next county Clean Sweep collection. Town Board agreed to reimburse him for doing this.

**Constable Report:**

- ☐ Trash is being dumped in right of way by the Sportsmen Club.
- ☐ Treasurer Cobble has sent a letter to 3 residents with delinquent dog licenses.

**Town Roads:** See notation in Special Topics above.

**Other Town Business:**

- ☐ Treasurer Cobble checked with the County Clerk what type of license is required for wolf dog. Per County Clerk wolf dog is licensed through the DNR.
- ☐ Discussion held on Tom Mueller conditional use permit application and reviewed zoning guidelines for agricultural tourism.
- ☐ Supervisors will contact Lee Conrad about the number of animals on his property, per question raised by town resident at annual meeting if Mr. Conrad has a conditional use permit.
- ☐ Clerk Mierzejewski provided town board with balanced Annual Report as there was a discrepancy found at the annual meeting.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 9:25 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, June 7, 2021

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Pete Geyer, Lee and Rita Conrad.

**Approval of Meeting Minutes:** Minutes from May 3, 2021, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from May 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for June 2021. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update. Nothing to report.
- ☐ Pete Geyer is having issues with Waste Management, who bought out Advanced Disposal, for removal of full dumpsters, etc. The town contract with Advanced Disposal automatically renewed in November of 2020. Town Board will do price comparison of other vendors.
- ☐ Lee and Rita Conrad attended meeting regarding obtaining a conditional use permit for number of animals on farm. They were not aware of A2 zoning restriction on number of animals per acre. After discussion Supervisor Schmahl stated Lee and Rita Conrad are not in compliance for A2 zoning with the number of animals on their property, and he made a motion that they will have until November 15, 2021, to get rid of excess cattle. Motion seconded by Supervisor Ausloos. Motion carried. Clerk will send letter to Lee and Rita Conrad pertaining to this decision.
- ☐ Tom Mueller conditional use permit application was discussed. Tom Mueller needs to update all paperwork for the conditional use permit application. The Board has received

a staff report from the zoning administrator. When updated paperwork is received then the planning board will need to schedule a meeting. Supervisor Schmahl will talk with Tom Mueller about this.

**Monthly Correspondence and/or email:**

- ☐ Chairman Willeford attended Sheboygan County Heads of Government meeting on May 20, 2021. Discussed Covid-19, ARPA and possible uses for Broadband and transportation updates. Next meeting will be June 23<sup>rd</sup>.
- ☐ Clerk Mierzejewski working on updating DUNS ID number and obtaining SAM ID number for town to be able to submit application for ARPA funds.
- ☐ Letter received from Town of Marshfield that rate for the 2021-2022 snowplowing season will be \$145/hour.
- ☐ Letter received from DNR that town received Basic Recycling Grant Award of \$836.09.
- ☐ After discussion clerk will order 2 Directory of Official books from the County clerk.

**Building Permit:**

- ☐ Supervisor Ausloos spoke with Adam Zorn about porch remodel and question raised about possible need for building permit. Mr. Zorn is reusing materials from previous porch and doing work himself; no permit required.
- ☐ Board reviewed building permits processed by Witkowski Inspection Agency for Aleksandr Boreesenko, Dean Winkel/Highland Dairy, Paul Mueller, and Ryan Erickson. Supervisor Ausloos made a motion that the Board had reviewed these permits. Supervisor Schmahl seconded motion. Motion carried.

**Liquor/Operator Licenses:** Beverage Retail License Applications for Jovan's and 3 Guys and a Grill were received along with renewal of operator licenses from July 1, 2021, to June 30, 2022, and Cigarette License for Jovan's. Board reviewed applications and Supervisor Schmahl motioned to approve all applications; seconded by Supervisor Ausloos. Motion carried.

**Recycling Center:** See discussion above.

**Constable Report:** Constable Ausloos followed up with residents on 2 of the 3 delinquent dog licenses; one was paid, one person moved, and Treasurer Cobble received updated information on the 3rd delinquent license.

**Town Roads:**

- ☐ Town Board did the annual check of the condition of the roads in the town. Discussed repairing Grogan Road east of J, either all or part of it, and also repairing Rusmar Road.

Supervisor Schmahl motioned to budget \$60,000 between the two projects. Supervisor Ausloos seconded motion. Motion carried. Chairman Willeford will get quotes from County Highway Department.

- ☐ Discussed cutting of the ditches to be done.

**Adjourn:** Motion made by Supervisor Schmahl to adjourn the meeting, seconded by Supervisor Ausloos. Motion carried. Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Lynette Mierzejewski  
Town of Russell Clerk

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Wednesday, July 7, 2021

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski.

**Approval of Meeting Minutes:** Minutes from June 7, 2021, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble handed out a revised May treasurer's report which included an ACH deposit not previously recorded. He then presented the treasurer's report for June 2021. Supervisor Ausloos made a motion to approve the treasurer's report as read. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for July 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update. Currently nothing new to report; committee tentatively planning to attend August meeting.
- ☐ Tom Mueller Conditional Use Permit (CUP). Supervisor Schmahl had spoken with Mr. Mueller about providing an amended CUP application, which was received by town clerk on June 24, 2021. Constable Ausloos spoke with DNR warden about wolf/dog concerns and informed DNR about the deer getting released; they will investigate further. Discussion followed. Town Board decided to have the town Zoning Board of Appeals meet to review information on conditional use permit application and to give their recommendations to the Town Board. Clerk will contact Bill Kraus, chairman of zoning committee to schedule date for meeting.
- ☐ Clerk received conditional use permit application from Nicholas Brownson requesting doing various vehicle repair at his residence. Clerk will forward application to Jerrod Henschel, zoning administrator.

### **Monthly Correspondence and/or email:**



- ❑ Chairman Willeford has been in contact with GFL about providing recycling/trash disposal services for the township; he is waiting for quotes.
- ❑ Clerk received copy of letter Sheboygan County Planning Department sent to Harold Lefeber Estate regarding property at W8807 Lefeber Court requesting additional information about the remodeling project.
- ❑ Also received from Sheboygan County Planning Department that proposed 30x30 shed at N8867 County Road J meets county requirements for no increased wastewater loading and setbacks from existing septic system.
- ❑ Department of Transportation will be doing traffic studies/counts in Town Russell possibly through September 2021.
- ❑ An email was received from the DNR about a proposed increase in PILT of \$5342.79. More information will be forthcoming.

**Building Permit:** Building permit application for Drake Dairy received from Witkowski Inspection Agency for barn addition and manure storage pit. Board reviewed application.

**Liquor/Operator Licenses:** Two operator license requests received from Jovan's. Board reviewed applications and motion made by Supervisor Ausloos to approve the applications; seconded by Supervisor Schmahl.

**Recycling Center:** No concerns.

**Constable Report:** Explosive fireworks were put in various resident's mailboxes. County Sheriff was contacted.

**Town Roads:**

- ❑ Rusmar Road was seal coated and cost was \$14,250, original quote was \$19,940.
- ❑ Estimated quote for repair of 2500 feet of Grogan Road east of County Road J is \$58,000. Chairman Willeford will discuss further with Brian Olson, Sheboygan County Highway Department.
- ❑ County will start ditch cutting in July, doing a double pass on half the roads and a single pass on the remaining town roads, this cutting system will rotate yearly so every other year half the town roads will have a double pass cutting done.

**Other Town Business:**

- ❑ Wisconsin Towns Association District meeting is July 16<sup>th</sup> at 7:30 p.m. in Town of Lyndon. Topic of discussion is ARPA.
- ❑ Supervisor Schmahl attended the Marsh Meeting. He shared information on stewardship gifts handed out and updates on budget and projects.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos. Meeting adjourned 9:10 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, August 2, 2021, Zoning Board of Appeals 7:00 p.m.  
Tuesday, August 3, 2021, Monthly Meeting 7:00 p.m.  
Wednesday, September 1, 2021, Monthly Meeting 7:00 p.m.

If you have an item for the agenda, please contact  
Town Chairman Mike Willeford (920) 946-6778

Town of Russell  
Zoning Board of Appeals  
Approved Minutes  
August 2, 2021

Meeting called to order at 7:00 p.m. by Bill Kraus, Zoning Board of Appeals Chairman.

Pledge of allegiance followed.

Roll call taken. Zoning Board of Appeals members present include Bill Kraus, Jon Maurer, John Kiehnau, Mark Schuricht, Jerrod Henschel. Others present include Tom Mueller, Sue Watry, Don Turba, Mike Willeford, Jeremy Cobble, Dan Schmahl, Jon Ausloos, Lynette Mierzejewski.

Town Clerk verified notice of meeting was posted on website, town hall bulletin board, and in Tri-County News on July 15, 2021, and July 22, 2021.

Chairman Kraus explained Zoning Board of Appeals meeting was to provide recommendation to the Town Board on conditional use permit application from Tom Mueller, N9463 County Road H, Elkhart Lake. Chairman Kraus then asked Tom Mueller to explain to those present about the conditional use permit application request.

Mr. Mueller explained he has a deer park with tame whitetail deer that people can feed. He also has wolf/dog hybrids that people can interact with. The DNR monitors the whitetail deer and wolf/dog hybrid fencing, etc. This is a form of ag tourism which is good for the community and agriculture is changing. The cabin will be turned into a gift shop selling items related to wildlife/animals.

Numerous questions were asked by those present as well as information shared from various publications.

- ☐ Who regulates the deer and fencing. Mr. Mueller stated he is regulated by the Department of Agriculture for the deer and regulated by the DNR for mainly the fencing requirements. He stated he has reports he has to complete stating what he has at deer park.
- ☐ What the requirements are for perimeter fencing. Mr. Mueller stated the DNR regulates this.
- ☐ Is double fencing required for deer. Mr. Mueller stated no, he has "clean" deer. If a deer dies it needs to be tested.
- ☐ How many deer at deer park currently. Mr. Mueller stated 14 deer.
- ☐ What percentage of wolf is wolf/dog hybrid. Mr. Mueller stated 90% wolf.
- ☐ Questions on fencing height and depth.
- ☐ Mr. Mueller stated wolf/dog can come out on leash and this is okay per DNR.

- ☐ Mr. Mueller stated the wolf/dog hybrids have rabies vaccine.
- ☐ Has 4 wolf/dog hybrids, two are 16-months old, two are 16-week-old pups. Vet said because of being a large breed they would be neutered/spayed at about 10 months old.
- ☐ If a wolf/dog hybrid is an exhibit animal, then two fences are required.
- ☐ Mr. Mueller stated DNR comes to location to inspect deer every 10 years, for wolf/dog hybrids he does not know how often is required.
- ☐ What is law on wolf/dog hybrid interaction with people. Zoning Administrator stated this cannot be done.

Zoning Administrator stated Town Board has requested documentation multiple times, he has sent an email to Mr. Mueller requesting documentation, Chairman Willeford had an attorney send letter in April requesting documentation.

Again requested documentation, Mr. Mueller stated he had documentation and could go and get it.

Question asked about deer that were released from deer park. Mr. Mueller verbally attacked Town Constable for not assisting. Town Constable stated he was not notified by Mr. Mueller that deer were released; he only heard about it from residents who saw the deer (deer do not look like typical whitetail deer). Sheboygan County Sheriff has documentation of when deer were let out. Mr. Mueller stated he did not contact the sheriff or DNR immediately when he discovered the deer were released.

Mr. Mueller the wolf/dog hybrid are microchip mainly for identification.

Mr. Mueller stated he has a Captive Animal License/Permit and DNR was just out there for the fence but has not received the fence certificate yet.

Discussed cabin rental. Mr. Mueller stated initially was for overnight stay. He stated in September 2021 he will turn the cabin into a gift shop because he currently has people staying there through August.

Brought up that he was sent a letter in April to cease and desist rental of the cabin because it was not up to code.

Mr. Mueller became upset; he thought the meeting was just about the wolf/dog hybrid, used multiple expletives directed at the town board and zoning administrator. Mr. Mueller left the meeting at 7:35 p.m. and did not return.

Discussion held after Mr. Mueller left. Zoning Administrator presented documentation of numerous cases of wolf/dog hybrid attacks and why castration needs to be done at 6 months of age.

Discussed the multiple times Tom Mueller has been noncompliant with requests for documentation, i.e. permits, vaccinations, proof of purchase, etc.

Zoning Administrator Jerrod Henschel stated his driving force in preparing the staff report was the Zoning Ordinance Intent which in part is to encourage the wise use of land and promote safety and well being for the residents of the Town of Russell.

Jon Maurer made a motion that due to insufficient documentation the board could not recommend conditional use permit for Tom Mueller. Motion seconded by John Kiehna. Motion carried.

Motion to adjourn made by Jon Maurer, seconded by Mark Schuricht. Motion carried. Meeting adjourned at 8:30 p.m.

Respectfully Submitted  
Lynette Mierzejewski  
Clerk Town of Russell

## TOWN OF RUSSELL BOARD APPROVED MINUTES

Tuesday, August 3, 2021

**Call to Order** at 7:07 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Zoning Administrator Jerrod Henschel.

**Approval of Meeting Minutes:** Minutes from July 7, 2021, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble handed out revised treasurer's report for June. He then presented the treasurer's report from July 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for August 2021. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried. Clerk received check from Sheboygan County for sales tax revenue for \$2866.00. Also check received from Stan Meinnert to cover cost of road repair due to damage from farm equipment.

### **Town Members/Special Topics:**

- ☐ Town Hall Update: Nothing to report.
- ☐ Tom Mueller Conditional Use Permit:

Board discussed Zoning Board recommendation, from zoning meeting held on August 2nd, which was insufficient documentation to approve conditional use permit.

Board also discussed amended staff report received from Zoning Administrator Jerrod Henschel with revised recommendation that conditional use permit not be approved due to applicant's repetitive failure to provide documentation, comply with DNR requirements, and hostile attitude toward town personnel.

Supervisor Schmahl motioned to decline request for conditional use permit because Mr. Mueller did not submit requested information and documentation of compliance. Supervisor Ausloos seconded motion. Motion carried.

Zoning Administrator Jerrod Henschel suggested contacting Senator Stroebel to have him contact DNR and DATCP about coordination between the two agencies. Also

he provided information on Captive Wild Animal Farm Regulation Publication PUB-CS-17 3/2016 citing various items that Mr. Mueller is noncompliant with. Board members will contact Senator Stroebel via email, phone calls.

Discussed enforcing ordinance, will check with Wisconsin Town's Association. Board will continue to work on this.

Also it was brought to the Town Board's attention that pond on Tom Mueller's property was pumped out and dredged. Person doing this work asked if he had a permit to do so, because of it being in a designated wetland area, Mr. Mueller said no. Proper authorities will be informed of this.

**Monthly Correspondence and/or email:**

- ☐ St Anna Fire Department sent contract renewal. Chairman Willeford will ask them to attend September meeting to discuss the contract.
- ☐ A resident called about a culvert on River Road/Lane. Chairman Willeford will investigate this to see if culvert is in Town of Russell or Town of Greenbush.
- ☐ Diane Kissinger requested if she could be at recycling center to obtain signatures on a petition opposing CRT. Chairman Willeford declined request after checking with Town Supervisors.
- ☐ Joe Lisowe, a manure hauler, inquired if it was okay to haul manure via Irish Court; if there was enough room to turn around on the dead-end road. Board discussed and said it would be okay to do so.

**Building Permit:** Building permit application received from Witkowski Inspection Agency for Tyler Schmitt to construct a 30'x30' accessory garage. Board reviewed application.

**Liquor/Operator Licenses:** None.

**Recycling Center:** No quotes received from GFL yet.

**Constable Report:** Resident told constable that Drake's trucks are running stop signs and using excessive speed.

**Town Roads:**

- ☐ Shoulder washed out by recycling center due to large amount of rain; will get this filled.
- ☐ Bridge on Holstein Road, reflective sign down.
- ☐ Grogan Road repair completed.
- ☐ Ditches have been cut.

**Other Town Business:** None.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Supervisor Ausloos.  
Meeting adjourned 9:10 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Wednesday, September 1, 2021, 7:00 p.m. Monthly Meeting  
Monday, October 4, 2021, 7:00 p.m. Monthly Meeting  
Monday, November 1, 2021, 7:00 p.m. Monthly Meeting  
Monday, December 6, 2021, 7:00 p.m. Monthly Meeting

If you have an item for the agenda, please contact  
Town Chairman Mike Willeford (920) 946-6778



# TOWN OF RUSSELL BOARD APPROVED MINUTES

Wednesday, September 1, 2021

**Call to Order** at 7:08 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.  
Others present: Treasurer Cobble, Clerk Mierzejewski.

**Approval of Meeting Minutes:** Minutes from August 3, 2021, were read. Supervisor Ausloos motioned to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from August 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for September 2021. Reviewed and discussed bill from highway department for road work that was done. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

## **Town Members/Special Topics:**

- ☐ Town Hall Update. Chairman Willeford spoke with Committee Chairman Pat Zorn; Keller Structures is close to finishing the quote for a new town hall.
- ☐ Tom Mueller Conditional Use Permit.

Chairman Willeford spoke with attorney about issuing citations. Town needs to set up with municipal court, to be able to schedule a court date when citation is issued. An officer would issue citation. Chairman Willeford will contact Attorney Paul Dirkse.

Board members contacted DNR about pond/dredging being done in a wetland area; also that fraudulent information was given on deer park/dangerous animal license being approved by town board. Discussed State of Wisconsin/DNR would issue citation. Senator Stroebel was also contacted. Board will follow up with Sheboygan County Planning Department/Aaron Brault and Sheboygan County Health Department/David Roettger.

- ☐ ARPA update. Clerk will check on this.
- ☐ St. Anna Fire Department Contract Renewal. Chairman Willeford will invite officers from the department to attend the October meeting. Reviewed contracts from previous 4 years which showed a 5% increase per year.

**Monthly Correspondence and/or email:**

- ☐ Clerk received 2 Directory of Officials for Sheboygan County.
- ☐ Redistricting is underway to create additional wards for elections. This does not affect Town of Russell due to population falls under \_\_\_\_\_
- ☐ Karissa Weston contact Clerk about building a mother-in-law suite. Clerk referred her to Zoning Administrator Jerrod Henschel.

**Building Permit:** Building permit application received from Witkowski Inspection Agency for Dean Adams for a driveway. Board reviewed application.

**Liquor/Operator Licenses:** None.

**Recycling Center:** Pete Geyer requested getting rid of trailer by recycling center; discussion followed. Also still having problems with Waste Management picking up full containers in a timely manner when contacted. Per regulations grass needs to be cut by recycling center.

**Constable Report:** Nothing to report.

**Town Roads:**

- ☐ Chairman Willeford will contact Sheboygan County Highway Department about Grogan Road repair, if there will be additional cost; due to bill being well below estimate. Also will request quote for repair of Holstein Road/Sexton Road intersection to get rid of the bumps. Brian Drake agreed to cost share repair.
- ☐ No parking sign by Thome Garage fell over.

**Other Town Business:** None.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 8:52 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, November 1, 2021, 7:00 p.m. Monthly Meeting  
Monday, December 6, 2021, 7:00 p.m. Monthly Meeting

# TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, October 4, 2021

Russell Town Hall 7:00 p.m.

**Call to Order** at 7:01 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski.

Town Hall Committee: Pat Zorn, Dick Kraus, Janet Seiler, Michelle Geyer, and from Keller Structures, Chris Manske, Kelly Caflin.

Todd Witt and Travis Halfmann from St. Anna Fire Department.

**Approval of Meeting Minutes:** Minutes from September 1, 2021, were read. Supervisor Schmahl made a motion to approve the minutes as read. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from September 2021. Revision of report with removal of check #7323 because it was not being written in September. Supervisor Ausloos made a motion to approve the treasurer's report as revised. Supervisor Schmahl seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for October 2021. Motion made by Supervisor Schmahl to pay the bills as presented, seconded by Supervisor Ausloos. Motion carried.

## **Town Members/Special Topics:**

- ☐ St Anna Fire Department Contract Renewal. Discussion held between representatives from fire department and town board. Mutual decision made to maintain 2-year contract to coincide with town board election year. Supervisor Schmahl motioned to accept the proposed contract with St. Anna Fire Department for 2022-2023 with a 5% increase each year. Seconded by Supervisor Ausloos. Motion carried.
- ☐ Town Hall Update. Chris Manske presented drawings for 2184 square foot town hall. Kelly Caflin reviewed the estimated budget. Discussion followed. It would take 4 months to complete design and 1 month for bid requests. Estimated build time would be 5 months. There is 1 build site donated by a town resident. Town Board thanked those from Keller for work they have done; board discussed further after they left.
- ☐ Tom Mueller Conditional Use Permit.

Town Board has not received documentation of permits from DNR that Mr. Mueller is compliant since the last town meeting.

Chairman Willeford met with Attorneys Mike Dirkse and Oliver Bauer. He shared memo from Attorney Bauer regarding Zoning Code and Dangerous Animal Ordinance as it pertains to Tom Mueller.

Supervisor Schmahl motioned to authorize attorneys to reach out to Tom Mueller's attorney to discuss town Zoning Code and Dangerous Animal Ordinance attempting to settle things amicably. Supervisor Ausloos seconded motion. Motion carried.

After reviewing engagement letter from Hopp Newmann Humke LLP, Supervisor Schmahl motioned to have them as town attorney. Supervisor Ausloos seconded motion. Motion carried.

- ☐ ARPA Update. US Treasury Department extended due date for first Project and Expenditure Report to April 30, 2022. More details will be forthcoming.

**Monthly Correspondence and/or email:**

- ☐ Check received from Sheboygan County for town's portion of county sales tax revenue for \$2866.00.
- ☐ Kiel city administrator, Jamie Aulik, reported Kiel Ambulance Service paramedic operational plan has been approved by Wisconsin Department of Health Services.
- ☐ WTA Sheboygan County Meeting will be held October 15<sup>th</sup> by Town of Mitchell in Cascade.
- ☐ Notification received from Fond du Lac County on Comprehensive Plan Adoption due to Town Russell being adjacent to county.
- ☐ Town Board members will have email addresses changed from personal address to town address.
- ☐ Town road map received from Department of Transportation. This was reviewed and verified as correct by board and signed by Chairman Willeford.
- ☐ Clerk asked status of Nicholas Brownson Conditional Use Permit application. Clerk will send follow-up email to Zoning Administrator.

**Building Permit:** Town Board reviewed building permit applications received by Witkowski Inspection Agency for Krystle Manier for inground pool, Lambert/Julie Binversie for kitchen/bath remodel, Jim Zielke for wood burning stove, Mike/Tina Willeford for driveway.

**Liquor/Operator Licenses:** Operator's License Application received from Jovan's. Motion made by Supervisor Ausloos to approve application, seconded by Supervisor Schmahl. Motion carried.

**Recycling Center:** Service Agreement with GFL signed on September 22, 2021, for 60 months by Chairman Willeford. Everything is going well with new provider.

**Constable Report:** Nothing to report.

**Town Roads:** Wade at Sheboygan County Highway Department contacted Chairman Willeford about replacing current road signs to larger, 9-inch signs. Board decided to replace missing road signs currently and tabled further discussion on larger signs.

**Other Town Business:** Budget meeting to be held in November. Board decided to have meeting on Monday, November 1, 2021, at 6:00 p.m. with regular monthly meeting to follow.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 10:12 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, November 1, 2021, 6:00 p.m. Budget Meeting  
Monday, November 1, 2021, 7:00 p.m. Monthly Meeting  
Monday, December 6, 2021, 7:00 p.m. Monthly Meeting

TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, November 1, 2021

Town of Russell Town Hall

**Budget Meeting**

Call to order at 6:05 p.m.

Pledge of Allegiance followed.

Agenda posted: Yes, in paper, on website, at town hall.

Attendance: Board Members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Tim Tripp

Clerk presented proposed 2022 budget to those present. Board members reviewed the budget and changes were made. Discussion followed. A new 2022 budget was printed and given to those present. After review, Supervisor Schmahl motioned to approve the proposed 2022 budget subject to the clerk checking/verifying town tax levy calculation. Supervisor Ausloos seconded motion. Motion carried.

Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Motion carried. Meeting adjourned 6:51 p.m.

**Monthly Meeting**

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski, Tim Tripp, Bethanie Gengler, Eilene Ribbens, Louise Hansen

**Approval of Meeting Minutes:** Minutes from October 4, 2021, were read with the change from Bill Kraus to Dick Kraus in attendance and under town hall update changing 2 build sites to 1 build site. Supervisor Ausloos made a motion to approve the minutes as corrected. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble handed out a revised September treasurer's report. He then presented the treasurer's report from October 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for November. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

**Town Members/Special Topics:**

- ☐ Town Hall Update. Supervisor Schmahl spoke with Town Hall Committee Chairman Pat Zorn about other options to building a new town hall including updating current town hall to include a first-floor bathroom and turn it into office; and holding annual meeting and voting at other facilities in township, i.e. Marsh Educational Building, Town Russell Church. Supervisor Schmahl also spoke with Aaron Brault, Sheboygan County Planning Department who suggested the Town present a counteroffer to the original offer made by the County. Discussed various options. Chairman Willeford will speak with Brian Witkowski about updating current town hall. Supervisor Schmahl will follow up with Aaron Brault.
- ☐ Tom Mueller Conditional Use Permit. Bethanie Gengler, founder of Roadside Zoo News, addressed the board with concerns that Tom Mueller is operating Rustic Retreat Deer Park in violation of state and federal laws. She explained anyone who exhibits animals to the public must obtain a USDA Class C Exhibitor's License. Also WI DNR PUB-CS-20 indicates any person using captive wild animals in interactive sessions must be licensed to exhibit by USDA; and furthermore DNR mandates that wolves and wolf-dog hybrids that are greater than 3 months of age "must not be used in interactive sessions or exhibited outside of the enclosure". The USDA also considers any type of interaction as "exhibiting". Ms. Gengler indicated she had spoken to Tom Mueller, and she stated he blamed the town board for putting her up to calling him.
- ☐ Nick Brownson Conditional Use Permit. Clerk to contact zoning administrator to get final recommendation, and when received to schedule planning board meeting.

Supervisor Ausloos had to leave at 8:12 p.m. due to not feeling well.

**Monthly Correspondence and/or email:**

- ☐ Sheboygan County Shared Revenue Program paperwork was reviewed and will be submitted by the clerk.
- ☐ Sheboygan County Sales Tax Revenue Sharing paperwork was reviewed and signed by Chairman and Clerk; Clerk will submit form to county.
- ☐ Wisconsin Towns Association sent notice of increase in dues for 2022.
- ☐ Sheboygan County Planning and Conservation Department sent update regarding Bathrooms of Convenience in accessory structures.

- ☐ WI Dept of Administration final population estimate is 376, of which approximately 295 are of voting age.
- ☐ WI Local Redistricting does not affect Town as population is under 1000 and meets the one ward parameters.
- ☐ WPS and WE Energies sent information on Natural Gas Pipeline Safety.

**Building Permit:** None for October.

**Liquor/Operator Licenses:** None.

**Recycling Center:** Nothing to report.

**Constable Report:** Treasurer Cobble contacted constable about stray dog; treasurer was able to find owner via Facebook.

**Town Roads:**

- ☐ Road Signs. Discussion tabled until next year on purchasing larger road signs.
- ☐ Estimate received from County Highway Department on repair of Holstein Road by Sexton Road. Chairman Willeford discussed with Drake Farms who agreed on cost sharing the expense of repair. Supervisor Schmahl motioned to go ahead with repair of Holstein Road, seconded by Chairman Willeford. Motion carried.

**Other Town Business:**

- ☐ Clerk asked Board to contact/appoint people for helping at the polls.
- ☐ Discussed upcoming meeting dates. See below.

**Adjourn:** Motion to adjourn made by Supervisor Schmahl, seconded by Chairman Willeford. Meeting adjourned 9:00 p.m.

Respectfully Submitted:

Lynette Mierzejewski

Town of Russell Clerk

**Tentative Upcoming Meeting Schedule**

Monday, January 3, 2022, 7:00 p.m. Monthly Meeting

Monday, February 7, 2022, 7:00 p.m. Monthly Meeting

Monday, March 7, 2022, 7:00 p.m. Monthly Meeting



## TOWN OF RUSSELL BOARD APPROVED MINUTES

Monday, December 6, 2021

Town Russell Hall 7:00 p.m.

**Call to Order** at 7:00 p.m. by Chairman Willeford.

**Pledge of Allegiance** followed.

**Agenda Posted:** Yes.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Peter Geyer, Treasurer Cobble, Clerk Mierzejewski.

**Approval of Meeting Minutes:** Minutes from November 1, 2021, were read. Supervisor Ausloos made a motion to approve the minutes as read. Supervisor Schmahl seconded motion. Motion carried.

**Treasurer's Report:** Treasurer Cobble presented the treasurer's report from November 2021. Supervisor Schmahl made a motion to approve the treasurer's report as read. Supervisor Ausloos seconded the motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for December 2021. Motion made by Supervisor Ausloos to pay the bills as presented, seconded by Supervisor Schmahl. Motion carried.

### **Town Members/Special Topics:**

- ☐ Town Hall Update: Supervisor Schmahl spoke with Tom Sabel about updating town hall including first floor bathroom, new roof, electrical, etc.
- ☐ Tom Mueller Conditional Use Permit (CUP): Board reviewed letter from Attorney Voelker on behalf of Tom Mueller including a new CUP application; but did not include documentation as previously requested. Discussion followed. Will consult with town attorney about further action including pursuing a court date. Clerk did receive application fee for CUP from Rustic Retreat Deer Park LLC.

### **Monthly Correspondence and/or email:**

- ☐ Email received from Ann Buechel Haack Elkhart Lake School District Superintendent requesting town forward a survey to residents for input on selecting new school superintendent. Discussed and decided to hand out info at the town recycling center.
- ☐ Department of Workforce Development letter indicated \$8.12 refund will be sent as an adjustment due to Covid Relief.
- ☐ Newsletter and Year in Review received from Grota Appraisals including new forms to be completed by the clerk in 2022.

- ☐ Nicholas Brownson conditional use permit application. Clerk will follow up with the zoning administrator.
- ☐ Clerk received information from DNR on PILT program. Town Russell has 80.08 acres in PILT 113 program (lands acquired before 1992) with proposed 2022 payment of \$280.28 up from \$70.47 previously; and PILT 114 program (lands acquired on or after 1992) with a proposed payment of \$465.35 in 2022. Payment formula is based on property values and assessment ratios.
- ☐ Information received from Department of Revenue on calculating Levy Limit.

**Building Permit:** No building permits for November.

**Liquor/Operator Licenses:** Operator License application received from Jovan's. Board reviewed application and Supervisor Ausloos motioned to approve application, seconded by Supervisor Schmahl. Motion carried.

**Recycling Center:**

- ☐ Pete Geyer wants to close recycling center on Saturday, December 25, 2021, due to holiday, and offered to open the recycling center on Sunday, December 26<sup>th</sup> from 8:00 until 11:00. Discussed and board agreed with Pete's suggestion. Handout will be given at recycling center with change.
- ☐ Pete also requests a new shed to replace the current decrepit sheds. Supervisor Schmahl motioned that Supervisor Ausloos investigates a new building and orders a building with a budget of \$2500.00. Supervisor Ausloos seconded motion. Motion carried.

**Constable Report:** Tires were discarded on Holstein Road. Pete Geyer has picked them up and will dispose of them.

**Town Roads:** Holstein Road at Sexton Road has been repaired.

**Other Town Business:**

- ☐ Treasurer Cobble has moved in-person tax collection from Saturday, December 25, 2021, to Thursday, December 30<sup>th</sup> from 6:00 to 8:00 p.m. due to holiday.
- ☐ Supervisor Schmahl presented the following town residents to be approved as poll workers for 2022: Herbert Dickman, Rosemarie Dickman, Gary Seiler, Janet Seiler, Judy Schmitz, Larry Kempf, Jackie Ausloos, Colleen Schnell, Gary Bieck, Nancy Bieck, and June Winkel. Chairman Willeford reviewed and appointed those listed above as poll workers for 2022. Clerk will send letter to poll workers.

**Adjourn:** Motion to adjourn made by Supervisor Ausloos, seconded by Supervisor Schmahl. Meeting adjourned 8:46 p.m.

Respectfully Submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Schedule**

Monday, February 7, 2022, 7:00 p.m. Monthly Meeting

Tuesday, February 15, 2022 Spring Primary

Monday, March 7, 2022, 7:00 p.m. Monthly Meeting

Tuesday, April 5, 2022 Spring Election

Tuesday, August 9, 2022 Partisan Primary

If you have an item for the agenda, please contact Town Clerk