

Regular Board Meeting
Tuesday, 12, 2025
Townsend Town Hall
6:00 p.m.

Chairperson Monica Zeller called the meeting to order at 6pm

Roll call: Chairperson Monica Zeller, Supervisor Chuck DeMoulin, Supervisor Willie Evans, Treasurer Beth Hartman, Clerk Linda Ziegler. 29citizens

Verification of proper agenda notice: Ziegler posted the agenda on August 5, 2025 at Townsend Post Office, Townsend Town Hall, Laona State Bank, Townsend Branch, and www.townsendwisconsin.org.

Motion by DeMoulin to move agenda #6, Audit to #1, 2nd by Evans – M/A

Motion made by DeMoulin to accept the minutes from July 8, 2025, 2nd by Evans – M/A

Treasures report – Hartman gave a P&L budget performance report. We received the General Trans. Aid. All bills for the town hall project are in. Ziegler stated all checks and vouchers are signed. Motion by Evans to approve the report and pay all the bills, 2nd by DeMoulin - M/A

Ambulance Report – Report on file. Chief Steve Harkema said they had 20 calls in July. Weinerfest went well. Sheriff's response has increased. Surviving the Streets first responders training will be August 28 at 6pm. General public training will follow at 8pm. This program will train responders how to counteract aggressive situations. They are still waiting for the state to approve the building plans for the addition. The new ambulance should be here in 2026.

Fire Department report – Report on file. Chief Dawn Herlache said they had just 2 calls in July. The DOT inspections on the fire trucks have been completed and bids are out for fire extinguisher service to the town and fire department. Red Maple boat landing has a new dry hydrant.

Friends of Townsend Fire – Chairperson Wanda Laste said Anita Szyszkiewicz has resigned from the board as secretary. John Zeller will be the new secretary and Donna Fisher was added to the board of directors. FOTF worked with the McCaslin Lions club and put out can collection barrels at the Arts & Crafts Show. The open House is October 4. August 16 is the next meeting.

Lakes Country Library – Kathleen Marsh said the meeting rooms and pavilion have been used a lot. Solar panels were installed in July and already paying dividends. There will be a ribbon cutting celebration on September 17 at 3pm along with a speaker from Northwind Solar.

Permits/Licenses: Evans made the motion to approve operators license for Gast and Peterson, 2nd by DeMoulin – M/A

Business:

1. **Circle-R—Accounting Audit.** Hartman read the audit letter dated August 4, 2025. This audit was for fiscal 2024. It stated that the financial records were “meticulously maintained.” The internal controls are effective in preventing any potential misstatements and there are no

significant issues regarding compliance with relevant laws and regulations. They suggested having a third-party payroll provider and to have an audit at least every 3 years.

2. **Planning & Zoning: Placement of a pre-existing dwelling @ 17179 Presbyterian Rd.-** Vice Chair Drew Zelle said that after examining the provided pictures and discussion with the property owner, the Planning & Zoning committee suggests denying the placement of the 1989 trailer. DeMoulin made the motion to deny the placement of the trailer, 2nd by Evans – M/A. At the Planning & Zoning meeting, Dan DeMoulin was voted in as Chairperson and Drew Zelle as Vice-Chair.
3. **Mikey Smet's contract-** Zeller made the motion to accept the one-year tire pickup contract for \$450.00 per ton, 2nd by Evans – M/A
4. **Generator-** Since installing the Generac generators, the town wants to sell the 1974 Allis Chalmers diesel generator. The board will place on the Surplus website for sale.
5. **Board of Review-** BOR was July 15 with no objections and just 2 phone conversations. Townsend has 16 new homes, and 39 new accessory buildings. The town will be reassessed in 2027
6. **Short-term rentals** – The town has sent letters to several property owners who are not in compliance with the town ordinance. If these property owners do not respond, their information will be forwarded to the Dept of Revenue that they are not compliant.
7. **Roadwork** – the Red Maple boat landing and part of the road will be worked on this week. Valley View will be repaired within the month
8. **Town Hall Project** – the Project is finished!! A budget vs actual spreadsheet was provided. The project came in \$95,000.00 under budget. The landscaping will be redone when the weather gets cooler. Ken Schwebke thanked the citizens for approving the vision. We can all be proud of what we have accomplished.

Public Comment – Zeller asked for volunteers to paint the concession stand at the ball park. Tom Derrickson is not in favor of having the food truck in the town parking lot. Zeller said that Los Magueyes is giving a portion of their sales back to the town and the sheriff's department. They are also giving free food to the volunteer fire department this Saturday. Michelle Zelle thinks that the food truck takes sales away from the brat fry at Mike's Supermarket.

Correspondence: A property owner on Krake Road wants the road paved. A property owner on Meadow Parkway thanked the town for sweeping the gravel. A request came from a resident to put up signage about closing gravel roads to ATV/UTV traffic. The U.S. Census Bureau is looking for help

Announcements:

August 18 Red Cross Blood Mobile 11-4
Surviving the Streets August 28 8pm
Red Arrow Corn roast August 30
Music at Oughton Park August 31 noon

Zeller motioned to adjourn at 7:05pm 2nd by DeMoulin - M/A

Draft subject to approval by the town board