

**Regular Board Meeting**  
**Tuesday, February 11, 2025**  
**Townsend Town Hall**  
**6:00pm**

Chairperson Monica Zeller called the meeting to order at 6:00pm

Roll Call: Chairperson Monica Zeller, Supervisor Chuck DeMoulin, Supervisor Willie Evans, Treasurer Beth Hartman, Clerk Linda Ziegler. 19 Citizens

Verification of proper agenda notice: Ziegler posted the agenda on February 4, 2025 at the Townsend Post Office, Townsend Town Hall, Laona State Bank, Townsend branch, and [www.townsendwisconsin.org](http://www.townsendwisconsin.org). The agenda was amended on February 7, 2025.

Evans made the motion to approve the agenda, 2<sup>nd</sup> by DeMoulin– M/A

Motion made by DeMoulin to accept the minutes of January 21, 2025, 2<sup>nd</sup> by Evans – M/A

**Treasurer’s Report** – Hartman gave a P&L budget performance report. We received the 1<sup>st</sup> installment of Trans aid, \$66,887.00, the Park Grant for \$11,736.00 and interest on all that tax money is \$3660.00. Motion by Evans to approve the report and pay all the bills, 2<sup>nd</sup> by DeMoulin – M/A

**Ambulance Report** – Janet Opeila said there were 11 calls in January. Members will be training in blood borne pathogens this week. Two new stair machines were purchased with state funding. Three members were out with illness, but the part time rotation filled in with no lack of services. Freezin’ Fanny ice out raffle is underway. Little Topsy’s Polar Plunge will be benefiting the Ambulance Building Fund.

**Fire Department** – Report on File: Chief Herlache said 5 members attended ice rescue training. The Wrightstown FD donated 2 old ice rescue suits to the Townsend and Lakewood fire departments. Herlache is applying for a Walmart grant for a new PC and the Community Credit Union for materials to make a gear dryer. The area departments had a zoom meeting with the consultant about creating a fire district.

**FOTF** – Wanda Laste said the Daylight savings raffle tickets have been sent out. The proceeds from this raffle will go toward upgrading extradition equipment. Saturday, March 8 will be an open house from 5-6:30 pm with giveaways and the drawing at 6pm.

**Lake Country Library** – Kathleen Marsh said Joan White has completed the mural at the library. The meetings are the 3<sup>rd</sup> Friday of the month at 8am and all are welcome to attend.

**Comp Plan Committee** – n/a

**Permits/Licenses** – n/a

**Business:**

- 1) Library Representative – Judy Fellows has submitted her application to be the Townsend representative on the board of trustees. Zeller approved this application.
- 2) Ordinance #01-2025, Confidentiality of Information about income and expenses requested by the Assessor in Property Assessment Matters in the Town of Townsend. Zeller made the motion to approve this ordinance, 2<sup>nd</sup> by DeMoulin – M/A
- 3) Update to Resolution 03-2024, Use of Meeting rooms at the Town Hall. In section G under paragraph titled Food and Beverage, the town is striking *non-alcoholic*, to include all beverages. Under paragraph titled Alcoholic Beverages, changing from *within* to *on* and *building* to *property*. This will include all municipal properties. Evans made the motion to implement these changes, 2<sup>nd</sup> by DeMoulin – M/A
- 4) Town hall update: Generator – The town received 3 bids for generators for the town hall and municipal building. Laona Machine, Mueller Electric and Schulz Heating & Cooling. The low bid was Laona Machine at \$24,661.14. Evans motioned to approve this purchase, 2<sup>nd</sup> by Zeller – M/A. The cost of this is in the town hall project budget. DeMoulin will be meeting with WPS to work on the gas meters and supply system.
- 5) Emergency Management Warming Shelter- during the severe temperatures, a few weeks ago, Oconto County posted locations that people could go to and escape the frigid weather. Townsend was not on that list because the restrooms were not complete. Now that this is finished, Townsend will be available during extreme weather situations. Zeller has put together a schedule in case this happens.
- 6) R. Hagen suggestion for sign ordinance – Robert had sent an email suggesting an ordinance with fines to prevent people from removing or erecting signage. There are county ordinances in the books that the town follows. The board will not take any action regarding this request.
- 7) Fire Adapted Communities Self-Assessment Tool. DeMoulin explained that the town is assessing whether we are prepared for an emergency such as wildfire, and what kind of impact it will have on the community. This is similar to the wildfire assessment the fire department conducts each year, checking the roads and driveways for clearance and suggesting safety measures. This publication will be available on the Townsend website for individuals to conduct their own assessment.
- 8) Proposed Bike Routes – Jayme Sellen from TEDCOR (Oconto County) contacted the town to help develop bikes routes so the public knows what type of terrain, activities, etc are in the area. Zeller and Bob Habeck have worked on this, and Jim O’Neil, property owner on Little Horn Lake, will be assisting the county with this information.
- 9) Sex Offender Registry – recently the town found out, through social media, about a sex offender living in the town. Zeller contacted Sheriff Skarban, who explained that this person had been released from a Marathon County prison in 2023 and just moved to the area. This resident has followed all of his requirements and is in good standing. Sheriff Skarban will be posting these type of updates on the Oconto County Sheriff’s Office APP and residents can also go to <https://appsdoc.wi.gov/public/yourright> or [www.WIStaySafe.gov](http://www.WIStaySafe.gov) sign up for notifications. The next 7-towns meeting, Sheriff Skarban will discuss the process of informing towns regarding these residents.

**Public Comment:** Zeller said that the town received a grant from the County for new playground equipment. A few weeks ago, a gentleman came into the office who sells equipment. Zeller had talked with him, explaining that our grant would not cover the cost of what he was offering. He was able to offer additional grant money, so the town is purchasing a \$50,000.00 unit for \$17,000.00. The only caveat is we must install ourselves. Michelle Zelle asked about reserving the hall. They had a verbal agreement with the clerk for the Pickerel Lake meeting, but the clerk called to tell them that a wedding had been booked and would they please find another location for their meeting. Per the resolution, the town can bump the rental for town functions (see section C). In this case, the rental agreement had not been signed, so the wedding party got the date.

**Announcements:**

Snowfest February 15 11am  
Cribbage Sunday's Feb 16 – March 30  
Blood Mobile February 17 11-4  
Spring Primary February 18 7am – 8pm

DeMoulin made the motion to adjourn at 6:56, 2<sup>nd</sup> by Evans – M/A