Town of Nasewaupee

Town Board Meeting
3388 Park Drive, Nasewaupee Town Hall
February 16, 2023
Minutes

Call to Order
The February 16, 2023 Nasewaupee Town Board meeting was called to order by Chairman Steve Sullivan at 7:00 p.m. at the Nasewaupee Town Hall.

Establish a Quorum/Members Present
Board Members present: Steve Sullivan and Don Sixel, Jr. Dennis Rimert was excused.

Also present: Town Treasurer Carol Russell, Town Clerk Jill Lau, and public.

Approval of Agenda
Motion by Sixel, seconded by Sullivan to approve the agenda. Motion carried by voice vote.

Approve Minutes of the January 12, 2023 Regular Board Meeting
Motion by Sullivan, seconded by Sixel to approve the minutes of the January 12, 2023 regular Board meeting. Motion carried by voice vote.

Fire Protection
Fire Board Rep Monthly Update
No Fire Board Rep was in attendance to provide a report.

Meeting of the Town Chairs in the SDFD; and Fire Board Meeting
Chairman Sullivan met with the Town Chairs of Clay Banks and Forestville and the President of the Village of Forestville regarding the withdrawal from the department. They offered to give the Town another Board Rep on the Fire Board and to have the majority of the municipalities approve the annual budget of the SDFD. At the meeting they discussed the early purchase of a truck to fulfill State requirements when forming the Nasewaupee Department. Both Chairman Sullivan and Supervisor Sixel believe the Town is too far along in forming the new department to consider the offers coming out of the meeting.

Early Purchase of Equipment to Meet State Requirement for Creating Nasewaupee Fire & Rescue
Chairman Sullivan reported the Fire Board was receptive to allow the Town to purchase one truck and 4 air packs. The municipalities negotiate the price and payment is made to the municipalities.

Nasewaupee Fire & Rescue Operating Agreement - Review/Discuss/Adopt
The draft was received late today. To allow time for review this will be brought back to next month's meeting.

Formation/Creation of Town Fire Department – Update
Ad Hoc Chair Bill Krueger reported the Ad Hoc Committee has worked on the Standard Operating Procedures. The name of the new department will be Nasewaupee Fire Rescue. A logo is being created. The next meeting of the Ad Hoc Committee is on February 28th.

Chairman Sullivan reported the BUG Fire Chief corresponded with Bill Krueger regarding working on an agreement for an automatic call for structure fires. This would assist in lowering the fire rating on homeowners insurance for properties outside of the 5-mile radius of the fire station.

Chairman Sullivan is working on finalizing workers comp and insurance on equipment.

Resolution 2023-02 – Requesting the WDNR to Consider a Plan to Repair the Potawatomi Park Tower
Jeff Miller, Nasewaupee County Board Supervisor, explained the State surveyed the public and only asked if the public was in favor of replacing the tower. The Sturgeon Bay Historical Society and Friends of the Potawatomi Park surveyed the public with the same questions as the State and also added the question of restoration. The SBHS and Friends Group survey responses overwhelming supported the restoration of the tower at a cost of approximately $500,000. Repairs can be done quicker and more efficiently. Waiting for the State to budget for the replacement will take a few years. The resolution asks the DNR to move forward on repairing the tower now.

Motion by Sullivan, seconded by Sixel to approve the resolution requesting the WDNR to consider a plan to repair the Potawatomi Park Observation Tower. Motion carried by voice vote.

2022 Year End Audit – CliftonLarsonAllen, LLC – Approval of Agreement
CliftonLarsonAllen LLP provided a proposal for audit services. Anticipated cost is $13,000 - $16,000. A year-end audit is required as part of the application process for a USDA Loan. Costs could be covered by ARPA funds.

Motion by Sixel, seconded by Sullivan to approve the agreement for audit services with CLA, LLC. Motion carried by voice vote.

Mailbox at Town Hall / Fire Station – Placement Request to Postmaster
As part of both the Fire Department creation and the loan application process through the USDA the Town will need a mailbox at the physical building location. Mailman Dan Lenius explained he discussed the placement with Postmaster Darrin DeFere. Dan proposed installing a lockable mailbox in the Lobby of the town hall or at the very least a post mailbox located off the road near the septic tanks. Dan noted the dangerous intersection as not having a safe place to locate a mailbox on either PD or County C. Dan noted he has other drops on the mail route that require the mail carrier to dismount and deliver. The Town can write a request to the Postmaster requesting placement of a mailbox in the lobby. Clerk Lau will send the letter request to the Postmaster.

Liquor License – Idlewild Fishing Hole, LLC, Sheila Wills, Agent
The Agent and holder of the license has passed away. The business currently does not have a valid license to serve liquor. Clerk Lau reached out to the State for enforcement and as told that it is the Town's responsibility to notify the owner. Clerk Lau will draft and send a letter to Mr. Wills informing him that the liquor license is no longer valid and the business cannot serve liquor.

Request to Place Park Model RV Outside of Licensed Mobile Home Park to be Used for Storage of Files
Gene LaPlante has requested to place a park model RV on his property to be used as an office. Mr. LaPlante has an offer from a propane company to rent out the property and the company will need a structure to operate an office out of. Current town ordinance does not allow Park Model RV's to be placed on property outside of a licensed mobile home court or campground. The Board could consider amending the ordinance to allow for a variance procedure. This will be brought back to next month's meeting.

Door County Tourism Zone Commission – Rep Update
D'Ann Jackson, Town Rep, met this week with Julianne at DCTZC to get acquainted with operations. A virtual Commission meeting was held today which both D'Ann and Richard Young attended. D'Ann and Richard will be working together to come up with ideas for projects

that the Town could use to apply for the Community Foundation Grants through Destination Door County.

Local Fiber / Broadband
Local Fibernet / Broadband Committee Report
Chair John Kolodziej noted the Committee is currently in waiting while watching for new grant opportunities to open up. The FCC maps have identified almost all of Nasewaupee as meeting the minimum service. With this designation it will be difficult to be awarded grants. There is a lot of controversy with the FCC maps. Several grants and loan opportunities are on hold because of the FCC maps. At this time it is anticipated it will be May before any opportunities open up.

Short Term Rental Licenses – Update
Clerk Lau reported she had sent a third and final email to two property owners who have not renewed all or any of their STR License for 2023 – Glady Schommer renewed 1 License but has 3 units on the property and Tom Cofrin has 3 units on his property and has not renewed any of the licenses. In addition, Clerk Lau issued 2 letters via Granicus – Keith Malkmus at 3941 Meunier Road was identified as a new STR but has not applied to the town and Scott DeNoble's license for 3817 Sand Bay Lane expired as of December 31, 2022. Clerk Lau noted Granicus has created another enforcement tool which monitors advertised maximum capacity to approved maximum capacity. Approximately 15 properties have been identified and Clerk Lau is in the process of reviewing to determine if the properties are in compliance with the ordinance.

Roads, Park, and Cemetery
Chairman Sullivan met with the Door County Highway Department regarding the intersection of County C and County M. The Highway Department will work on moving the intersection sign and work on the bridge markers. A stop line could be painted on Idlewild Road which would allow a car to stop further ahead of the stop sign for better vision. A speed test from the top of the hill to the intersection was completed. The Highway Department was not supportive of taking out the hill as it would require the purchase of property. Other suggested signs and lights would have to be researched at the County level to determine liability.

Chairman Sullivan reported there have been complaints on Meredith and LaMere Roads. A 25 mph speed limit sign could be installed on the roads. This will be on next months agenda.

Elms Road Water Access – Update
Chairman Sullivan reported all paperwork has been filed with the Courts.

Permits
Administrative
No Administrative Permit Applications were received.

Building
Roger Anderson, 7505 Feest Rd – service upgrade; Duquaine Development, 6451Sawyer Dr – 26 unit apartment.

Motion by Sullivan, seconded by Sixel to approve the Building permits as presented. Motion carried by voice vote.

Driveway
No Driveway Permit Applications were received.

Sign
Glacier Rock Enterprises, Troy Temme, off-premise sign placed at 7600 County Rd C.

Motion by Sullivan, seconded by Sixel to approve the Sign Permit. Motion carried by voice vote.

Licenses
Mobile Home Park
Gitche Gumee Resort, LLC, Little Birdie, LLC, and Sunnyvale Estates.

Motion by Sullivan, seconded by Sixel to approve the Mobile Home Licenses. Motion carried by voice vote.

Correspondence

- Thank you to Election Heros postcard received from the League of Women Voters of Wisconsin
- Notification from the Wisconsin Department of Revenue re: KB Customworks, LLC no longer classified as manufacturing property for tax purposes
- Door County Unit of the Wisconsin Towns Association Meeting February 23, 2023 in Clay Banks

Public Comment

- Lance Brolin, running for Town Supervisor #2, introduced himself
- Gene LaPlante, running for Town Supervisor #3, introduced himself
- Bill Krueger, running for Town Supervisor #1, spoke regarding misinformation circulating
- George Sincock, running for Town Supervisor #2, introduced himself
- Don Sixel, Jr., running for Town Supervisor #2, introduced himself
- Mark Hilsabeck, running for Town Supervisor #1, introduced himself

March Agenda Items

- Early March meeting to Discuss the Clerk and Treasurer Positions – part of the meeting will be closed session
- Speed Limit on LaMere and Meredith Roads
- Delinquent Personal Property

Presentation and Approval of Bills
Bills were read aloud.

Motion by Sixel, seconded by Sullivan to approve the bills as presented in the amount of $2,198,608.47, checks 3862 thru 3887. Motion carried by voice vote.

Next Meeting Date
Thursday, March 16, 2023 – 7:00 p.m.

Adjourn
Motion by Sullivan, seconded by Sixel to adjourn. Time: 8:03 p.m. Motion carried

Respectfully submitted by Jill M. Lau, Town Clerk