TOWN OF PALMYRA
TOWN BOARD MEETING AGENDA
MONDAY, MAY 11, 2026 - 6:00 PM
Palmyra Town Hall, W1125 Highway 106
PALMYRA WI 53156

The regular meeting of the Town Board of the Town of Palmyra was called to order at 6:00 p.m. by Town Chair Josh Gajewski. MEMBERS PRESENT: Gajewski, Montgomery. MEMBERS ABSENT: None. (Due to the resignation of Robin Martens at the April meeting, only two members are currently on the Town Board).

Certification of Compliance with Open Meetings Law. Clerk Smith confirmed that the meeting had been posted in compliance with Wisconsin Statutes.

APPROVAL OF MINUTES: It was moved by Montgomery and seconded by Gajewski to approve the Town Board minutes of 4/13/26. Motion carried unanimously.

PAYMENT OF INVOICES. Clerk/Treasurer Smith read the bills due for payment. It was moved by Montgomery and seconded by Gajewski to approve payment of the invoices as presented by the Treasurer. AYES: Montgomery,, Gajewski. NOES: None. ABSENT: None.

PUBLIC COMMENT: **Benjamin Joliffe** of West Bend, Wisconsin, attended the meeting with his Grandmother, Linda Jolliffe, who resides at W539 Hooper Road. Ben expressed concerns about the chicken composting site. He stated that living conditions in that area are very poor, and that windows cannot be opened due to the smell of rotting birds. Ben stated that ideas to change this system must be pursued. **Linda Joliffe** of W539 Hooper Road stated that the smell of the chicken compost area affected their family get together to the point where her daughter had to take medication. Linda stated that dumping of chickens must stop, and that 10.5 million chickens have been composted at that site over the past couple of years. **Terri Orchard** W137 Little Prairie Road asked if discussion could occur on expenditures on local highways, to assist residents in understanding what repairs have worked, what hasn't, and possible solutions.

REPORTS: Treasurer Smith reported that as of 5/11/26, the general checking account balance is $304,245.31; the Tax Account balance is $126,739.56; the Airport checking account balance is $66,303.39, and the Local Government Investment Pool balance is $93,753.55. **Clerk's Report** – None. **Highway:** Bob of Northwest Services was present. It was reported that shoulder work is needed on Little Prairie Road, Tamarack Road, and repairs are needed on Bluebird Ridge and Hooper Roads. It was also mentioned that trees are down throughout the Town. It was reported that costs have been submitted for potential FEMA reimbursement. Also, Marsh, Lowland, Zion, and Betenz Lane/Roads have been patched so far. There has been a culvert failure at the end of Lowland Road. Blue Spring Lake Drive patching has been completed. **Fire Department:** Dan Schiller reported there were 34 total calls between fire and EMS last month. Dan announced that three additional part-time staff have been added. There ares now six full time staff, 17 part time staff, and four additional staff. Dan acknowledged that this is the largest staff the Department has had in a number of years. Dan mentioned that there was a large fire at the chicken farm this month, and that this was the third large fire they have fought over the last eighteen months. Dan reported that about 40 fire departments from six counties assisted with this sizeable event. There were no injuries and no animals hurt. **Airport:** No report. Chairman Josh reported he has reached out to the Commissioner Chair and asked them to reach out to the Town Hall if anything was needed. (Airport Commission currently does not have a Town Board representative). **Blue Spring Lake District**: No Report. **Building Inspector:** Clerk reported that one building permit was issued for the month. **Emergency Management Plan:** Chair Josh Gajewski reported that there was a fair amount of

storm related damage in the Town, and a portion of Island Road had to be closed. Cost information has been submitted to Jefferson County Emergency Management for FEMA submission. The Governor has declared an Emergency. Funding, if any, is to be determined. Gajewski expressed appreciation to Northwest Services. Gajewski said that the Town handled matters to the best of their ability to minimize peak hour billing. Relating to the most recent Avian Flu outbreak, Gajewski has been in contact with Daybreak representative, Barrett Rehm. Barrett had plans to attend the Town Board meeting tonight but due to the awaited approval from the DNR to de-water the 11" of April rain from the compost site, Barrett had to attend to that matter. The site was holding 3" of water between the windrows and had to be redirected. Gajewski is keeping in close contact with Daybreak, and has been informed that the "quarantine" has been released. This means that Daybreak has met all of the required needs for virus elimination within the compost itself. The process is now overseen by the Department of Natural Resources as it relates to hauling the compost off site. Gajewski explained that responses from the DNR can be slow. He also said that Daybreak is trying to move the compost off the site as fast as possible. It was also noted that a "purple air monitor" will be installed. Board member Mark Montgomery is working with the County to have this installed. Gajewski reminded all that the Emergency Proclamation is still in effect, and runs through the end of May. Zion Road is still technically closed to thru traffic. Senator Baldwin's office has asked for potential congressional funding for repairs to Hooper Road. That request is being moved through the appropriations process. **Sheriff's Department:** No report. **Parks and Recreation (Village):** Gajewski stated that the Village has new P & R Director. She reached out to town board and Gajewski hopes to work with her in the future.

JOHNSON BLOCK PRESENTATION OF TOWN'S 2025 TOWN OF PALMYRA AUDIT. Jeff Oosvog of Johnson Block presented details on the Town's 2025 financial audit. Jeff indicated that an "unmodified" designation was given, meaning the town is in accordance with generally accepted principles. There are some proposed budget amendments to the 2025 budget, so there will be some changes. The Town's statutorily required form CT will be submitted to the Department of Revenue by the auditors. Two deficiencies were noted; segregation of duties and limited staff and potential expertise. Jeff explained that these deficiencies are common for very small municipalities with very limited staff. Jeff confirmed that the majority of cash is a result of tax collection, and the Town's portion resulted in approximately $841,000 of the Town's revenue. Jeff remarked that the Town actually has a Resolution instructing that the Town carries a minimum fund balance of at least 25% of expenditures. The Town is actually at 2%. The auditors recommend a fund balance between 15-25%. Jeff reported that although it is only 2% at this time, two years ago the fund balance was at a deficit, and incrementally it is starting to increase. A multi-year catch up is expected. Jeff explained debt did increase in 2025. The Town has two bank loans, but the loans are only slightly over 2% of the Town's total borrowing capacity. The Town is well within their overall debt limit. (General obligation debt limit is 5% of a Town's equalized value. As a Town's equalized value increases, the debt limit increases as well). It was confirmed that the fund balance listed includes the LGIP (Local Government Investment Pool) funds the Town has, and the numbers also include the Airport as well. It was moved by Montgomery and seconded by Gajewski to accept the 2025 audit as well as the Management Letter and the Form CT. AYES: Montgomery, Gajewski. NOES: None. ABSENT: None.

(It was moved by Gajewski and seconded by Montgomery to rearrange the order of items on the Agenda. Motion carried unanimously).

BLUE SPRING LAKE BOAT LAUNCH FEES. Bob Soukop of Blue Spring Lake ("BSL") advised the Board that the BSL group has been working on fee revisions since last Fall. The intent is to charge a higher launch fee for boats measuring 26' or greater. It was mentioned that the larger boats do cause more pier and shore damage, and

the additional fee is to compensate for that added wear and tear. Soukop reported that the BSL Association has reviewed the DNR's acceptable fee limits, and the proposed costs fall within those comparisons. It was moved by Gajewski and seconded by Montgomery to remove reference to Blue Spring Lake patrol, since there is not currently patrol staff. Motion carried unanimously. It was confirmed that the boat launch fees are required to be put back into funding for maintenance. Soukop confirmed that the launch fees are segregated and maintained in a LGIP account that is earmarked for only boat launch use.

ORDINANCE No. 2026-01
AN ORDINANCE CREATING ORDINANCE 2026-01
BOAT LAUNCH ORDINANCE

The Town Board of the Town of Palmyra, Jefferson County, Wisconsin, do ordain as follows:

Palmyra Ordinance Number 2026-01 is hereby created to read as follows:

Boat Launch Ordinance (Ordinance Number 2026-01)

An ordinance to regulate the use of the Town's public boat launch serving Blue Spring Lake.

- Title: BOAT LAUNCH ORDINANCE
- Effective upon date of adoption by the Town Board
- Category: Lakes
- Location: Town of Palmyra, Jefferson County, State of Wisconsin
- Ordinance Number: 2026-01
- Authority: The Town Board, at the request of the Blue Spring Lake Management District under the authority granted under Wis. Statute 30.77(3)(e) and NR 1.91, Wisconsin Administration Code, hereby enacts this Ordinance as follows :

SECTION 1. FEES FOR USE OF PUBLIC BOAT LAUNCH

A. No person shall use or otherwise launch a watercraft at or on the public boat launches owned by the Town of Palmyra located on Blue Spring Lake without prepayment of the following fees :

1. Per Day Watercraft Fee (entitling the holder to launch watercraft for one day); or
2. Per Season Fee (entitling the holder unlimited launches from January 1 to December 31);

B. The amount of fees established by the Town Board are as follows:

1. For all boats less than 26 feet in length :

    1) Daily Launch Fee: $8.00. Valid until 11:59 P.M. on the day the watercraft is launched.
    2) Seasonal Launch Fee: $40.00.

2. For all boats 26 feet or more in length :

    1) Daily Launch Fee: $20.00. Valid until 11:59 P.M. on the day the watercraft is launched.
    2) Seasonal Launch Fee: $200.00.

C. A person who owns multiple boats can launch all of his or her boats with purchase of a single launch permit.

The Town Board may adjust the fees from time to time by motion.

SECTION 2. PAYMENT OF FEES AND DISPLAY OF PERMIT

A. Fees shall be paid in advance. Upon payment, the person shall receive a permit.

B. Fees may be paid only as follows :

- Daily Fee. At the launch ramp's self paying lock box in cash.
- Seasonal Launch Fee. At the launch ramp's self paying lock box in cash, or by check or money order to the Blue Spring Lake Management District, P.O. Box F, Palmyra, WI 53156.

C. Every person or vehicle using the launch ramp shall either carry with him or her or display on his or her vehicle dashboard, the permit received when payment of the fee is made.

D. Launch fees are required only if you will be using the launch to physically launch your trailered watercraft. If your watercraft is not trailered, and you are carrying the equipment into the water such as you would do with a kayak, canoe, or stand–up paddle board, a launch fee is not required.

SECTION 3. NO OVERNIGHT TIE-UP

No person, firm, or association shall tie a watercraft to a launch ramp owned by the Town of Palmyra on Blue Spring Lake at any time from 8:00 P.M. to 5:00 A.M**.** the following day, or at any time if such watercraft is left unattended.

SECTION 4. ITEMS ALLOWED ON RAMP

No person, firm, entity, or association shall place anything on the launch ramp except watercrafts, and the motor vehicles and trailers needed to launch said watercraft.

SECTION 5. ENFORCEMENT

This ordinance may be enforced by the Jefferson County Sheriff's Department by issuing citations. Violations shall be punishable by a forfeiture in the amount of a minimum of **$100.00** up to a maximum of **$300.00** for second and additional violations. Each day a violation takes place shall be a separate violation. Failure to pay the forfeiture may result in incarceration and other sanctions against the responsible person(s) in accordance with applicable law.

SECTION 6. SEVERABILITY AND REPEAL

A. The provisions of this ordinance shall be deemed severable, and it is expressly declared that the Town Board would have passed the other provisions of this ordinance irrespective as to whether or not one or more provisions may be declared invalid, and any provision of this ordinance or the application thereof to or circumstance is held invalid, the remainder of the ordinance and the application of such provisions, other persons or circumstances shall not be affected thereby.

B. All ordinances and parts of ordinances in conflict with this ordinance heretofore enacted by the Town of Palmyra are hereby repealed.

ADOPTION DETAILS

- Adopted on Motion of: Gajewski. Seconded by: Montgomery. AYES: Gajewski, Montgomery. NOES: None. ABSENT: None. (One Board position is currently vacant).
- Date: May 11, 2026.

Approved Josh Gajewski, Town Chair Michele Smith, Clerk

ORDINANCE No. 2026-02
AN ORDINANCE REPEALING ORDINANCE 2018-03
BOAT LAUNCH ORDINANCE

The Town Board of the Town of Palmyra, Jefferson County, Wisconsin, do ordain as follows:

SECTION 1. Town of Palmyra Ordinance 2018-03 is hereby repealed.

SECTION 2. This repeal shall take effect upon passage and publication as provided by law.

ADOPTION DETAILS

- Adopted on Motion of: Gajewski. Seconded by: Montgomery. Motion carried unanimously. Date: May 11, 2026.

Approved:

Josh Gajewski, Town Chair Michele R. Smith, Town Clerk

FIREWORKS PRMIT FOR BLUE SPRING LAKE MANAGEMENT DISTRICT. The Blue Spring Lake Management District has provided and funds an annual 4th of July Fireworks show. Soukop expressed concern with the language listed on the application form, stating it was not pertinent for a Fireworks Display company show. Soukop stated that any personal injury resulting from fireworks would be the responsibility of the fireworks company, and not the Blue Spring Lake Association. The organization has concerns about signing such a statement, and requested an amendment to the form's language. Chair Gajewski noted that there were still two months left to resolve this; he moved that the permit be approved contingent upon the application being signed. He noted that the application would not be modified tonight. Motion seconded by Montgomery. AYES: Gajewski, Montgomery. NOES: None. ABSENT: None.

2025 BUDGET TRANSFER RESOLUTION NO 2026-03, BUDGET TRANSFER RESOLUTION 1.

RESOLUTION OF TOWN OF PALMYRA BOARD TO AMEND THE 2023 BUDGET

Town of Palmyra, Jefferson County
Resolution No. 2026-02

A resolution approving the amendment of the 2025 budget of the Town of Palmyra, adopted by the Town Board under Wis. Stat. § 65.90(5).

WHEREAS, there is a need to amend the 2025 Town of Palmyra budget to reflect material changes in anticipated revenues and expenditures during the 2025 operational year.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Board of the Town of Palmyra, Jefferson County, Wisconsin does authorize and approve the amendments of the 2025 Budget as set forth below.

		2025 Budget	YE Amendment 2025	Net Acct. Change
Acct No.	**INCOME**			
46340	Airport	20,000	26,275	6,275
49100	Proceeds from Debt	378,855	378,902	47
49100-1	Transfer from LGIP	0	34,737	34,737
	TOTAL REVENUES	**1,430,581**	**1,471,640**	**41,059**
50015	Fire/EMS Protection	250,178	253,750	3,572
51400-2	Election salary & expense	6,000	3,650	(2,350)
51400-4	General Administation Clerk	0	975	975
51120	Office expense/supplies	10,000	12,500	2,500
51300-1	Legal Town	0	51,600	51,600
51500-1	Auditor	9,600	10,250	650
51938	Insurance & Bonds	8,039	7,400	(639)
51980-1	Mileage & Reimbursement	1,500	2,000	500
51980-3	Meals (Elections)	0	100	100
53311-1	Signs Fire #/Highway Signs	4,000	4,750	750
53311	Highway & Street maint. for town	5,000	12,800	7,800
53312	Ice/Snow	160,000	95,000	(65,000)
53313	Mowing	33,000	24,750	(8,250)
53314	Patching	15,000	33,850	18,850
53315	Highway & Street Construct. Town	410,000	449,600	39,600
53316	Tree Service	50,000	28,100	(21,900)
53510	Airport	20,000	27,350	7,350
51600	General building electric	1,510	2,775	1,265
53620	Sani Refuse & garbage	82,000	83,900	1,900
53630	Recycling	40,000	38,500	(1,500)
54910	Cemetery	2,500	2,875	375
55190	Other Culture - Library/Am Legion/Band	3,300	3,800	500
58100	Debt Service - Principal	150,000	152,411	2,411
	TOTAL EXPENSES	**1,430,581**	**1,471,640**	**41,059**

BE IT FURTHER RESOLVED that this resolution will be published on the Town website within 15 days of adoption.

Adopted this 11th day of May, 2026, on a Roll Call Vote of the Town Board:

Chair: Joshua Gajewski; Supervisor 1: Mark Montgomery; Supervisor 2: Position vacant

Signature of Town Chair: Josh Gajewski Attest: Michele Smith, Town Clerk

RIGGS FARMSTEAD LLC – REZONE 2.O ACRES FROM A-1 to A-3 ON WOJTKUNSKI ROAD. Request has been submitted to create a residential lot at N144 Wojtkunski Road. (from parcel 024-0516-3144-000). The owners would like to pull two acres from the parent parcel, to make the lot eligible to build a home. It was moved by Montgomery and seconded by Gajewski to recommend approval of the rezone to Jefferson County. AYES: Montgomery, Gajewski. NOES: None. ABSENT: None.

KEVIN KLEINSHANS CONDITIONAL USE PERMIT AT W350 PINE DRIVE. Request has been made to allow for a 1736 square foot, 17' high, extensive on-site storage structure at W350 Pine Drive, tax parcel 024-0516-1234-006. This would be in addition to an existing detached garage. Applicant has indicated that he will be retiring and utilize the new building as their retirement job area. Motion made to recommend approval to the County by Montgomery. Seconded by Gajewski. AYES: Gajewski, Montgomery. NOES: None.

AMBULANCE JOINTLY-OWNED BY VILLAGE AND TOWN. The Town and Village jointly own an ambulance, which is currently in the possession of the Village. The Town has the right of first refusal to purchase the ambulance in the event the Village wishes to sell. The Village has notified the Town they will be replacing the ambulance, and a requirement of the newly revised Fire and EMS Agreement states that the Town has the option to purchase the vehicle. The ambulance has been appraised, and the reserve value is anticipated to be set at $30,000. Should the Town want to purchase the ambulance, the Town would have to pay the Village $15,000, resulting in the Town solely owning the ambulance. It was moved by Gajewski and seconded by Montgomery to decline the right of the Town to purchase the ambulance, and to set a minimum auction price of $30,000. Montgomery seconded by the motion. AYES: Montgomery, Gajewski. NOES: None. ABSENT: None.

TOWN BOARD VACANCY. Supervisor Montgomery would like to see a formal request for applicants to fill the position that is now available due to the resignation of Robin Martens. Montgomery requested that the opening be posted on the Town's website, under News and Notices. The deadline for submissions is June 1. It was moved by Montgomery and seconded by Gajewski to notice the opening on the Town's website, requesting a letter of interest and/or resume, outlining past experiences that would be useful in the position. Seconded by Gajewski. Motion carried unanimously.

NORTHWEST SERVICES QUOTE FOR STORM DAMAGE CLEAN UP, RIP RAP REPAIR ON LOWLAND AND HOOPER, AND LITTLE PRAIRIE ROAD SHOULDER REPAIR. An estimate dated 5/4/26 from Northwest Services covered clean up and restoration of storm damage to trees, repair of rip rap on Lowland and Hooper Roads (at Bluebird) and shoulder repair on Little Prairie Road. It was noted that trees were cleared off the road (storm damage). It is now mowing time, and no one has claimed the downed wood.

In response to a question that was posed earlier, Gajewski explained that a handful of things have been tried to repair the shoulders. Unfortunately, no one method works for every situation. It was moved by Gajewski

and seconded by Montgomery to approve costs quoted to complete the tree cleaning tasks and the shoulder repairs on Little Prairie Road. Lowland and Hooper Roads will be addressed at a later time. Motion carried unanimously.

JURISDICTIONAL TRANSFER OF PORTIONS OF COUNTY TRUNK HIGHWAY H. Jefferson County is willing to transfer portions of County Trunk H to the Village and the Town, and has asked the Town to enter into an agreement accepting the transfer. Discussion on this subject was continued from the last Board meeting. The area at hand is Highway H from the Village limits to the new southern end of Village limits. The County cannot give the right-of-way to the Village alone due to the fact that there are Town parcels that abut portions of the highway. If the transfer is accepted, the Town would inherit responsibility to maintain the Right of Way ("ROW") that it accepted jurisdiction of. The Village would be responsible for the area it obtained.

When this subject was discussed at last month's Town Board meeting, one Board member observed that there was expense involved in accepting the right of way, but questioned what advantage this acceptance would provide to the Town. A Memorandum of Agreement with the Village relating to maintenance of snow removal and mowing would be required. The Town would receive additional General Transportation Aids funding from the State, but funding is not adequate to cover those expenses plus road repairs/future replacement. The road was paved two years ago, but twenty years from now will require expensive repair or maintenance.

Supervisor Gajewski said that in his opinion, for town to accept jurisdiction and simply have mow and plowing is setting is setting up for failure, as the Town does not have enough money to pay for the roads currently owned. Gajewski reported that Marsh Road will go through some organizational changes at its point with the Village. Gajewski continued by stating that due to financial status for the Town, he has concerns about the Town being stuck with the short end of the stick when patching, paving and chip sealing is needed.

Supervisor Gajewski suggested that the Village and Town meet jointly to discuss terms of a potential agreement. Village President Tim Gorsegner stated that it is just a small portion of Highway H. He said as he understands it, we are talking about small section of H. Gajewski had estimated that additional transportation aids payment from the State would be around $940 per year. That figure would likely offset additional plowing and mowing costs, but aside from that, there is still an additional approximately ½ mile of payment that will need to be maintained for cracks and chip seal, and in twenty years, mill and overlay. Gajewski reminded all that the Town spent $194,000 on 40 feet of road last year. The additional transportation aids from the State will not cover costs to maintain this road in the long run.

Gajewski noted that the Village will receive a tax incremental financing ("TIF") benefit from their project development, which will assist with their additional costs, but the Town receives no compensation – Gajewski referred to the proposal as a "fool's business model." Gajewski clarified that this is merely his perception of the situation.

It was moved by Gajewski and seconded by Montgomery to hold a joint meeting with the Village to see whether any agreement can be reached. Motion carried unanimously. Village President Gorsegner expressed a desire to hold this special meeting prior to the Memorial Day holiday. It was mentioned that the Village's project consists of 130 houses and a total of 346 dwelling units. The units consist of multi-family housing, single family housing, and townhouses.

ADJOURNMENT. It was moved by Montgomery and seconded by Gajewski to adjourn the meeting. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

]Michele R. Smith, Clerk