

Meeting minutes from January 2nd, 2020

1. Call Town Board meeting to order

Town board meeting called to order at 6:00p.

Present: Jeff Meisenburg, Dina OBrien; Howard Miller, Lori Hofmann

Verification of public notice

Pledge of Allegiance was recited

2. New Business

Bartenders Licenses valid through June 30, 2022- Motion Meisenburg / Miller to approve Operator's Licenses for Parker Schmitz for Marghaels and Jill Krzanowski for Wendt's.

Liquor Licensing valid January 1, 2020 to June 30, 2020 - Motion OBrien / Miller to approve the new application for Class B Fermented Malt Beverage & Intoxicating Liquor License for J's Food & Spirits, N9520 County Rd RP, Van Dyne, WI.

6. Public Comments

John Hounsell commented on the addition of the graph which was included with the property tax bills.

Motion to Adjourn OBrien / Miller

Lori Hofmann, Town Clerk

Meeting minutes from January 9th, 2020

1. Call Town Board meeting to order

Town board meeting called to order at 7:30p.

Present: Jeff Meisenburg, Dina OBrien; Howard Miller, Lori Hofmann, Glenn Bolden, Nancy Albrecht

Verification of public notice

Pledge of Allegiance was recited

2. Approve minutes

Motion Miller /Meisenburg to approve the December 12th and January 2nd meeting minutes. All in favor, Motion carried.

3. Approval Treasurers Report

Motion OBrien / Miller, to approve the December report. All in favor, Motion carried.

4. Payment of Bills

Motion Miller / Meisenburg to approve payment of all bills. All in favor, Motion carried.

5. Old Business

SD Board from Elected to Appointed- Tabled until February meeting.

6. New Business

Certified Survey Map- Motion OBrien / Miller, to approve the Certified Survey map for the Liner Trust and Dan Liner tax parcel numbers T11-16-17-08-15-001-00 & T11-16-17-08-15-003-00.

Sanitary District Wages- Motion Miller /Meisenburg to approve a wage increase for board members. Increases will go into effect the 3rd week in April, 2020. Wages are as follows: President \$3000 per year, Secretary \$ 2500 per year & Commissioner \$ 2000 per year.

Dogs at W7120 Mariner Court- An anonymous letter was sent to the clerk regarding numerous dogs at the residence. It has not been confirmed and will be followed up on by Lori.

Motion to Adjourn OBrien / Miller

Lori Hofmann, Town Clerk

Meeting minutes from January 23rd, 2020

1. Call Town Board meeting to order

Town board meeting called to order at 7:00p.

Present: Jeff Meisenburg, Dina OBrien; Howard Miller, Lori Hofmann, Glenn Bolden, Nancy Albrecht

Verification of public notice

Pledge of Allegiance was recited

Open meeting law compliance check

Motion Miller, second by Meisenburg to convene into closed session Pursuant to WI Statute 19.85 (1) (c):

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically the interviewing applicants for the position of Town of Friendship Clerk, Treasurer and Deputy Clerk. Included in this portion of Closed Session are the applicants for the positions.

Motion OBrien, second by Meisenburg to exit closed session and reconvene to Open Session.

Motion to Adjourn Miller, Second by Meisenburg

Lori Hofmann, Town Clerk

Meeting minutes from February 13th, 2020

Public Hearing was called to order @ 7:30p

Public Hearing on the Resolution to Discontinue a Public Way. The public way to be discontinued is described as part of the Northwest ¼ of the Northeast ¼ of Section 5, T. 16N. – R. 17 E., Town of Friendship, Fond du Lac County, Wisconsin. All in favor. Motion O'Brien, second by Miller to close hearing at 7:35pm.

1. Call Town Board meeting to order

Town board meeting called to order at 7:40pm.

Present: Jeff Meisenburg, Dina OBrien; Howard Miller, Lori Hofmann, Glenn Bolden, Nancy Albrecht

Verification of public notice

Pledge of Allegiance was recited

2. Approve minutes

Motion Miller /Meisenburg to approve the January 13th meeting minutes. All in favor, Motion carried.

3. Approval Treasurers Report

Motion OBrien / Miller, to approve the January report. All in favor, Motion carried.

4. Payment of Bills

Motion OBrien / Meisenburg to approve payment of all bills. All in favor, Motion carried.

5. New Business

Operators Licenses - Motion Miller/ OBrien to approve Operator's Licenses for Autumn Dominquez for Marghaels; Jordan Reff and Jessica Timm for J's Food & Spirits.

Hazard Mitigation plan- Motion OBrien / Miller to Approve the Fond du Lac County Hazard Mitigation plan.

Town Clerk- Motion Miller/ Meisenburg to appoint Glen Bolden as Town Clerk for a 2 year contract starting May 1, 2020.

Town Treasurer - Motion OBrien / Meisenburg to appoint Nancy Albrecht as Town Treasurer for a 1 year contract starting April 1, 2020.

Deputy Clerk/Treasurer- Motion OBrien / Meisenburg to appoint Darlene Brandt as Deputy Clerk Treasurer for a 1 year contract starting April 1, 2020.

Job description for Clerk and Deputy Clerk- To be addressed at a separate meeting.

Discontinuation of Curve Road- Motion OBrien/ Miller to adopt the Resolution to Discontinue a Public Way. The property is described as part of the Northwest ¼ of the Northeast ¼ of Section 5, T. 16N. – R. 17 E., Town of Friendship, Fond du Lac County, Wisconsin.

Rick Ottman- Special Use Permit- Mr. Ottman would like to build a storage shed at N9415 Lakeshore Drive. He was advised to check with Shoreland Zoning and then apply for a variance.

Ripon Truck, Repair and Equipment- The town received the plow truck back and it is leaking transmission fluid. Calls to Ripon Truck have not been returned.

Senior Living Help- A request was received to add a link to Senior Living Help to the town web page. The board decided not to allow the addition to the web page as not enough information is known about the organization.

Town Website- Motion Miller/ OBrien to allow Jeff Meisenburg to redesign the web page for more practical use with town residents in mind.

Motion to Adjourn OBrien / Miller

Lori Hofmann, Town Clerk

Meeting minutes from March 12, 2020

1. Call Town Board meeting to order

Town board meeting called to order at 7:30p.

Present: Jeff Meisenburg, Dina O'Brien; Howard Miller, Glenn Bolden, Nancy Albrecht

Verification of public notice

Pledge of Allegiance was recited

2. Approve minutes

Motion OBrien / Miller to approve the February 13th, 2020 meeting minutes. All in favor, Motion carried.

3. Approval Treasurers Report

Motion Miller / Meisenburg, to approve the February report. All in favor, Motion carried.

4. Payment of Bills

Dina O'Brien noted Randy Gyr and Tim Liner were not at the Planning Commission & Zoning meeting this evening, therefore those checks are to be voided. Motion Miller / Meisenburg to approve deletions and payment of all bills. All in favor, Motion carried.

5. Correspondence

Discussed options for future meetings with the COVID19 outbreak. Meetings could be held with phone conferences or Go to Meeting web based if public attendance is limited. Information will be on the website.

6. Public comment on the agenda

7. Old Business

8. New Business

Bartenders Licenses - Motion Meisenburg / Miller to approve new Operator's License for Rebecca Fairbanks for Marghaels; Mary Jensen and Jeannise Kemnitz for J's. Ashley Schank for J's, approve based on payment of license. Motion O'Brien / Miller to approve.

Approve Annual Storm Water Reports – We need to comply with the DNR ruling. Matt Parmentier will be notified that they are approved for 2020. Motion Miller / Meisenberg to approve.

Vote on Approval of Ron Boda "Ryan Enterprises" to rezone property- Motion O'Brien / Miller to approve the recommendation of the Planning Committee to rezone property off of Townline Rd. from agriculture to commercial.

Fence Permit for Randy Gerard – Randy Gerard presented a map to the board to indicate where he wished to put a fence. Motion O'Brien / Miller to approve.

Information on new Tornado Software Policies – The new tornado software policies were discussed and how they will affect the siren alerts.

Painting Town Hall Main Meeting Room - Discussion held on the painting of the meeting room and roof repair.

Road Check – Will do on April 4th.

9. **Public Comment**

- Concern expressed on house and barn on Lincoln Rd. that are falling down. Town stated how hard and expensive it is to get involved.
- Cat spaying/neutering will be held again on May 20th.
- Thanks expressed to town for response to items dumped in personal driveway.
- Thanks expressed to Town Board for bringing internet to the town hall, suggested a sidewalk on the side of the building. Encouraged people to register to vote.

Motion to Adjourn OBrien / Miller

Nancy Albrecht, Deputy Clerk/Treasurer

Special Meeting minutes from April 2, 2020

1. Call Town Board meeting to order

Town board meeting called to order at 7:30p.

In attendance by phone or email were: Jeff Meisenburg, Dina O'Brien; Howard Miller, Glenn Bolden, Nancy Albrecht, Lori Hofmann, Darlene Brandt, Kevin Kaiser, Karl Belk and Erin Kulibert.

An online meeting was held to test GoToMeeting as well as to discuss plans for the April 2 election.

Motion to Adjourn OBrien / Miller

Lori Hofmann, Town Clerk

Meeting minutes from May 14, 2020

This meeting was held via GoToMeeting due to COVID-19.

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the April 9, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

O'Brien requested and provided clarification of deposit for DOT Transportation Aid. Motion by Miller, seconded by Meisenburg to approve the April 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by O'Brien, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business – no old business

7. New Business

a) **Ron Boda contract for road in Industrial Park.** Discussion on Mr. Boda providing statement of proposed work. Follow up with Mr. Boda anticipated.

b) **Possible town tractor purchase/plow truck discussion.** Town tractor used for mowing and road work has extended hours. Miller asked how many hours – unknown during meeting. Option to purchase used tractor due to expense of a new tractor (approximately \$180,000 with attachments) and town owned mower attachments will retro-fit certain used tractors. Board discussed assessing the condition of used tractors including statement of condition and other methods to determine condition. O'Brien questioned whether or not the current tractor would be adequate for the upcoming mowing season. Meisenburg explained the tractor will be maintained as a spare to load salt in the winter and gravel in the spring/summer and there remains life in the tractor for this purpose. Miller recommended tabling the discussion until more research could be conducted. In addition, assessment of the plow truck (smaller truck) by Fond du Lac County states superficial repairs needed and truck is in good mechanical condition. Motion by O'Brien, seconded by Meisenburg to table discussion pending more information. All in favor, motion carried.

c) Wages for Clerk, Treasurer, and Deputy Clerk/Treasurer. There needs to be a vote.

After some discussion, motion by Meisenburg, seconded by O'Brien to set annual wages: Clerk/\$12,000; Treasurer/\$8,000; Deputy Clerk/Treasurer/\$6,000. All in favor, motion carried.

d) New town website up and running. Meisenburg previewed the new and improved town website. Consisting of 18 individual pages, it vastly improves communications to town residents. Thank you to Jim and Erin Kulibert and Lawrence Kraemer for the use of historic pictures of the surrounding area. Residents should be on the lookout for a future town newsletter.

e) Road work for 2020. Brief discussion on upcoming road work. Assessments will be conducted and needed work will be addressed.

8. Public Comment. O'Brien addressed the recent damage to the roof of the salt storage garage. Repairs needed immediately. In addition, the roof of town hall requires repair/replacement and a bid of \$17,245 has been received.

There being no further business, the meeting adjourned at 8:06 pm. (Motion - Miller/O'Brien)

Glenn R. Bolden
Town Clerk

Meeting minutes from June 11, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the May 14, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by Miller, seconded by Meisenburg to approve the May 2020 report. All in favor, motion carried.

4. Payment of Bills

There was discussion on the Modern Business Machines invoice. Is this the annual service / maintenance contract? Mr. Bolden was not sure and will check into it. Motion by O'Brien, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) Ron Boda Contract for Road in Industrial Park

Chairman Meisenburg stated no follow-up discussion has taken place and suggested the item be placed on a future agenda.

Ms. O'Brien questioned the issue of a new driveway entrance and Chairman Meisenburg related concerns from neighboring property owners regarding vehicle traffic. He asked for the distance from the centerline and answer received was approximately 700 feet. The new driveway will be for after-hours deliveries and weekends. The area will be gated to protect the inventory on site. Chairman Meisenburg inquired if the Osborne entrance will be the main entrance? Reply was yes.

Ms. O'Brien stated she is not in favor of this proposal, but legally there is nothing in the Town Ordinances preventing the additional entrance. Mr. Miller stated he did not see a problem with it. Chairman Meisenburg stated the Board does not need to vote on this proposal, but a permit will be required as well as a new culvert.

b) Town Tractor

Chairman Meisenburg stated no additional information was obtained on the purchase of a new tractor.

Ms. O'Brien stated after further review, she wasn't sure a tractor is what the Town needs. The proposed price tag of \$80K is a lot.

Further discussion ensued regarding other options. Chairman Meisenburg felt a one ton truck with a dump bed would better fit what the Town needs. It was the consensus to investigate a one ton truck versus a tractor.

7. New Business

a) Alcohol Beverage Licensing

Blanck's: Mr. Bolden noted there were no operator's licenses with the application and property taxes are past due. He also stated he could not read in state law the requirement for property taxes to be paid prior to approval of the license. The applicant needs to know that the Board is aware of these deficiencies.

Motion by O'Brien to tentatively approve pending confirmation by the Town Attorney that the license can be issued and submission of a new application acknowledging property taxes past due. Seconded by Meisenburg. All in favor, motion carried.

Giese's, J's, Cabin, Marghaels, Wendts: Mr. Bolden noted these establishments were only listing the bar and restaurant areas for serving alcohol, so outside sales might be prohibited.

Chairman Meisenburg stated he will check with the Town Attorney to see what is permitted.

Motion by Miller, seconded by Meisenburg. All in favor, motion carried.

b) Tobacco Licensing: Giese's, Marghaels

No discussion.

Motion by O'Brien, seconded by Miller. All in favor, motion carried.

c) Operator's Licenses

Mr. Bolden stated 11 individuals (three new and eight renewals) applied for operator's licenses.

Giese's – Motion by Meisenburg, seconded by Miller to approve operator licenses for Kim Giese and Betty Schneider-Borchardt. All in favor, motion carried.

J's – Motion by Meisenburg, seconded by Miller to approve operators licenses for Jeffrey Schultz, Pamala Hoch, Madelyn Fritz, and Shannon Markley. All in favor, motion carried.

Marghaels – Motion by Miller, seconded by O'Brien to approve operators licenses for Jessica Mahlke and Yvonne Cheevers. All in favor, motion carried.

Cabin – Motion by O'Brien, seconded by Meisenburg to approve operators license for Jeannie Klicko. All in favor, motion carried.

Wendts – Motion by Meisenburg, seconded by O'Brien to approve operators licenses for Shawn Wendt and Lori Klosterman. All in favor, motion carried.

d) Appoint Plan Commission Members

It was the consensus of the Board to assign terms for members.

Motion by O'Brien to appoint the following individuals to the Plan Commission with terms as noted:

Chairman Kevin Kaiser - 3 years
Timothy Liner -3 years
Dina O'Brien – 2 years
Randy Gyr – 3 years
Karl Belk – 2 years
Erin Kulibert – 2 years

Seconded by Miller. All in favor, motion carried.

e) Appoint Board of Appeals Members

It was the consensus of the Board to assign terms for members.

Motion by Miller to appoint the following individuals to the Board of Appeals with terms as noted:

Chairperson Marcia Sonnenberg – 3 years
Connie Donovan-Meisenburg – 3 years
Joseph McCourt – 2 years
Donald Kellogg – 1 year
Allen Hoerth – 1 year
Vacant position – 2 years

Seconded by Meisenburg. All in favor, motion carried.

f) Justin Pucker, N7898 Lakeshore Drive, Fence Permit

Mr. Pucker was not present. The item was laid over.

g) Approve Relocation Order and Right-of-Way Plat; Town Line Road Bridge Replacement Project

Chairman Meisenburg stated the Town of Eldorado is ready to move forward. Motion by O'Brien, seconded by Miller. All in favor, motion carried.

h) Preparing for Fall Elections

Mr. Bolden noted additional poll workers will be needed for the November election. There are currently four people on the lists of poll workers and two other people interested in being a poll worker. Should have a sufficient number

of poll workers for August. For November, he believes nine people should be available. Mr. Bolden stated he checked with the County Clerk about a waiver to have people outside the County work at the polls and that is not permitted. Ms. O'Brien stated she can work both the August and November election. She also suggested putting a notice on the Town's web page that poll workers are needed.

i) Road Work 2020

Chairman Meisenburg stated the Town's application has not been processed/approved yet so no work can proceed at this time. Any work the Town may undertake prior to receiving approval, is not eligible for reimbursement. Crack filling on roads is needed and should be done.

Mr. Miller stated repairs at the intersection of Hwy 45 and Cemetery Road is also needed.

j) Roofing Quote

Chairman Meisenburg stated two proposals were received to install a metal roof on the salt shed; remove existing shingles; and replace roof over the Town Hall meeting area.

JF Lopez Roofing in the amount of \$14,895.56

Oshkosh Industrial Roofing & Sheet Metal in the amount of \$17,000

Motion by Meisenburg, seconded by Miller to approve Lopez Roofing bid for a metal roof on the salt shed and town hall meeting area. All in favor, motion carried.

8. Public Comment

Ms. O'Brien stated she would like to see the Town Hall meeting area remodeled prior to the November election. The existing paneling should be removed and the ceiling tiles need to be looked at as well. She also felt the parking lot should be overlaid and the cement by the main door needs to be fixed for the safety of citizens coming to Town meetings and elections.

Mr. Bolden stated he received an inquiry from a town resident regarding obtaining a second garbage container. The Town's contract with Waste Management does not allow extra containers. After further discussion, it was the consensus of the Board that as long as the property is a separate tax parcel that receives a tax bill, trash and recycling cans should be issued. It was noted the property owner should be informed they will be charged for the containers.

There being no further business, the meeting adjourned at 8:45 pm. (Motion O'Brien /Meisenburg)

Glenn Bolden
Town Clerk

Meeting minutes from July 9, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

EXCUSED: Dina O'Brien

Verification of public notice

2. Meeting Minutes

Motion by Meisenburg, seconded by Miller to approve the minutes of the June 11, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by Miller, seconded by Meisenburg to approve the June 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by Meisenburg, seconded by Miller to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall**

Chairman Meisenburg stated the Board will be reviewing options to update the interior of the Town Hall.

7. New Business

a) **Bar Tender License/Liquor**

No new applications.

b) **Justin Pucker N7898 Lakeshore Dr. fence permit**

Mr. Pucker stated he would like to install a six foot tall fence on the east side of the property.

Chairman Meisenburg informed Mr. Pucker that the fence can be installed on the property line. He stated no action is required of the Board but reminded Mr. Pucker that a permit is required.

c) **CSM for Mudhafar & Mary Baki**

Chairman Meisenburg stated this is a lot division off Old Lone Elm.

Mr. Kevin Kaiser stated the applicants attended a Board meeting last year to discuss their proposed plan, and now they are proceeding. Mr. Kaiser believed the property is zoned agricultural and may have to be rezoned. Chairman Meisenburg stated the property may need to be rezoned but does not affect the certified survey map. Motion by Meisenburg, seconded by Miller to approve the certified survey map. All in favor, motion carried.

d) Appoint Nancy Albrecht - administrator of the bank accounts at Bristol Morgan Bank

Ms. Albrecht stated since her appointment as Treasurer, and since Mr. Bolden is now the Clerk vs. the Treasurer, the Bank needs the Board to appoint her as the new Administrator of the bank accounts. Motion by Meisenburg to appoint Nancy Albrecht as the administrator of the Town of Friendship bank accounts. Seconded by Miller. All in favor, motion carried.

e) Subway Road work by highway 45

Chairman Meisenburg stated he has requested bids from contractors and is waiting for responses. Chairman Meisenburg also hopes to obtain quotes for the concrete to be replaced by the front door. Mr. Kaiser stated he has a contact he will check with as well.

f) Fond du Lac County 2020 Farmland Preservation Plan (FPP) Update

Chairman Meisenburg stated the meeting will be held July 16 at 6:30 pm in Ripon. Chairman Meisenburg, Mr. Miller, Mr. Kaiser and Mr. Bolden will attend.

8. Public Comment

Mr. Matt Willis expressed concern about the culvert on Minnesota Street which is full of debris and cattails and doesn't drain properly. It has been this way for several years but he would like the Town to review the situation. Chairman Meisenburg stated the situation will be reviewed.

There being no further business, meeting adjourned at 7:44 pm. (Motion - Miller/Meisenburg)

Glenn Bolden
Town Clerk

Meeting minutes from August 13, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by Miller, seconded by Meisenburg to approve the minutes of the July 9, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by O'Brien, seconded by Miller to approve the July 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by Miller, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall**

Ms. O'Brien stated she spoke with Rick's Restoration regarding their proposal. This proposal would still require additional work to replace baseboards and ceiling trim. She felt the floors should also be redone. There are several unknown items that will need to be addressed, such as replacing bathroom fixtures, convert ceiling lights to LED, new voting booths or modifications, the wall adjacent to the kitchen may be a firewall, ceiling tiles, the need for a dumpster, and another exit sign by the main door. The Town is also

responsible for painting and removing all items from the walls. It was felt some type of surface finish should be applied to the walls before they are painted.

A town resident in the audience stated he works for Acoustic Ceiling Tiles out of Neenah, which sells ceiling tiles and flooring. He could check on prices and get back to the Board. It was the consensus of the Board that a quote should be accepted from Acoustic Ceiling.

Motion by Meisenburg, seconded by O'Brien to accept the proposal from Rick's

Restoration. All in favor, motion carried.

Mr. Bolden stated he researched a lockable, secure mailbox/drop box to be installed at the Town Hall as part of the Town Hall updates. The mailbox/drop box could be used for paying taxes, communications, and absentee ballots. He distributed an example of what he was considering.

Ms. O'Brien said it should be fireproof and required daily monitoring.

Mr. Miller said it should be larger than the 11 x 10 example.

Motion by O'Brien, seconded by Miller to approve a budget of \$250-\$500 for a mailbox/drop box larger than the 11 x 10 example and approved by a Board member prior to acquisition. All in favor, motion carried.

Proposal for concrete repair/replacement was received from Joe Rasmussen in the amount of \$6,930. Proposal included demo and excavation; new 6 inch apron in-front of overhead bay doors; 4 inch sidewalks along east and southeast sides of town hall.

Ms. O'Brien stated opposition to the installation of a new sidewalk eastside of town hall due limited use. Main use of the sidewalk would be for elections with approximate cost of \$1,500. She also stated the current election setup seems to work well and should be continued.

Mr. Meisenburg stated concrete work by the entrance door and in front of the overhead bay doors should be completed due to poor condition of existing concrete and for safety reasons.

Motion by Meisenburg, seconded by Miller to approve concrete work not to exceed \$5,800. All in favor, motion carried.

7. New Business

a) **Bar Tender/Operator License**

No new applications.

b) **Brooke Elliott fence permit**

Ms. Elliott stated her lot is 1.76 acres. The fence on the west side of the house will be a 5 foot privacy fence - adjacent to the church. The fence on the back and east side will consist of black chain link. Ms. O'Brien stated the fence can be installed on the property line.

Discussion ensued regarding zoning classifications requiring fence permits. It was noted that residential and commercial zoned properties require a fence permit; Agriculture or farmland does not.

Motion by Miller, seconded by Meisenburg to approve the fence permit. All in favor, motion carried.

c) Skid Loaders Plus / Maintenance Agreement

It was noted this Stormwater Management Facility Maintenance Agreement is a new policy being required by the County.

Motion by O'Brien, seconded by Meisenburg, to approve the Stormwater Management Facility Maintenance Agreement with Skid Loaders Plus. All in favor, motion carried.

d) Certified Survey Map / Dennis & Heather Humphrey

Motion by O'Brien, seconded by Miller to approve the certified survey map. All in favor, motion carried.

e) Van Dyne Fire Department

Chief Becker stated the Fire Department received a grant for breathing apparatus packs. The grant requires a match which the Department is requesting from each participating town. Friendship's portion will be about 2 1/2 % or around \$3199.03.

Chairman Meisenberg congratulated the Fire Department on receiving the grant and how important the breathing apparatus' are in saving lives.

Motion by Meisenburg, seconded by Miller to approve 2 1/2 % of the cost for breathing apparatus' for the Van Dyne Fire Department not to exceed \$3200. All in favor, motion carried.

f) Comprehensive Plan

This item was laid over until September.

g) Town Logo and Approval to Shred Documents

Motion by Meisenburg, seconded by Miller, to authorize the shredding of Town documents determined by the Board to be obsolete. All in favor, motion carried.

After discussion, it was the consensus to use the logo on the new website as the Town of Friendship official logo. All in favor, motion carried.

h) Garbage Contract

Chairman Meisenburg stated this is a service and the Town is required to obtain quotes. He indicated there are not many companies that are providing refuse pickup service. He thought it might be beneficial to setup a meeting and meet with companies prior to bidding this out. Possible companies: Van's Waste, Advanced, Waste Management,

Vienola. It was the consensus this would be a good approach.

i) Town Credit Card

Mr. Bolden stated the current Town credit card lists Mark Peachy and Town of Friendship. Mr. Bolden checked with the card issuer (Bristol Morgan Bank) and confirmed a second card can be issued to Town of Friendship. The second card could be used by Board members and Town Clerk for postage, office supplies, conference registrations, and related town expenses. There was some discussion on liability associated with the use of a credit card. Chairman Meisenburg stated the card would be in his possession and he would accept that liability.

Motion by O'Brien, seconded by Meisenburg to apply for a second credit card for the Town. All in favor, motion carried.

8. Public Comment

Ms. O'Brien stated she likes the new website, but there's a need for consistency in style and format. She requested changing the military style date format to another format. Also, a public hearing/notice type page would be helpful for the community.

Ms. O'Brien also noted the Town received \$500 from Bristol Morgan to install a light on the flag pole. The Town also received some COVID funds and perhaps some of those funds could be used to purchase directional signs and retractable line dividers for elections.

Mr. Bolden stated the Town received funds from the CARES Act may be eligible for additional funds under Routes to Recovery. He stated some communities have increased the wages of poll workers during these challenging times. May be something for the Board to consider. He reported that Wendt's on The Lake provided lunch for those working the August election.

Mr. Bolden stated he received a call regarding a permit for a hobby farm. Ms. O'Brien noted the Town does have an Ordinance and a permit is required. Mr. Kaiser stated he spoke to an individual in this regard about a property on Cemetery Road.

Mr. Bolden noted equalized values have been posted. Letters to property owners may be going out in the next few days.

Chairman Meisenburg stated the Town Open Book is scheduled for September 15; Board of Review September 30. He asked for a town resident to volunteer for Board of Review. No takers at the meeting.

There being no further business, meeting adjourned at 8:55 pm. (Motion – O'Brien/Meisenburg)

Glenn Bolden

Town Clerk

Meeting minutes from September 10, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the August 13, 2020 Town Board Meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by Miller, seconded by Meisenburg to approve the August 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by Miller, seconded by O'Brien to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall**

Paint color samples for the walls were distributed and discussed. Green and beige were the final color options. It was the consensus to go with green.

There was discussion on whether to texture the walls or not. Ms. O'Brien received two quotes – one for \$700 and another for \$360. It was the consensus to texture the walls.

It was noted the cement work in front of the Hall was completed. Roofing work should be completed shortly. No estimates yet on flooring options.

7. New Business

a) **Bar Tender/Operator License**

Mr. Bolden stated he has a partial application for Sarah Enszer - Marghael's. He has contacted the applicant and is waiting on additional information.

Motion by O'Brien to approve the application pending receipt of requested information. Seconded by Miller. All in favor, motion carried.

b) Merlin & Vicky Walters fence permit

Mr. Walters stated the fence will consist of treated wood, 7 ft. from the lot line in the area where there is a berm and landscaped stone area.

Motion by Meisenburg to approve the fence request. Seconded by Miller. All in favor, motion carried.

c) Dave Babler culvert at N9093 Townline

Chairman Meisenburg noted Mr. Babler had inquired why plastic culverts could not be used versus metal. Metal preferred for durability.

d) Skid Loaders Plus fence permit

The applicant did not appear. It was noted, however, that the applicant has been before the Board over the last couple of months on various items related to this property.

Based on the site plan submitted, the fence as proposed will be a 6 ft. chain link security fence around the building and lot.

Motion by Meisenburg to approve the fence request. Seconded by O'Brien. All in favor, motion carried.

e) Award Bid for Cottage Lane water drainage work

Chairman Meisenburg stated bid due date of September 12. The only bid received was from L&R Gyr in the amount of \$38,000. Anticipated cost share from Fond Du Lac County up to the amount of \$40,000.

Mr. Kevin Kaiser stated there could be a potential issue with a future date of September 12. Since the L&R Gyr bid was announced, result could necessitate rebidding the project.

Motion by Meisenburg to accept L&R Gyr bid. Seconded by O'Brien. All in favor, motion carried.

f) Garbage Contract

Chairman Meisenburg stated a meeting has been scheduled with Waste Management for 6 pm on September 24. He also stated the possibility of meeting with Advance Disposal on the same date.

g) Comprehensive Plan

Motion by Meisenburg to accept the Resolution approved by the Plan Commission approving the 2020-2024 Comprehensive Plan. Seconded by Miller. All in favor, motion carried.

h) Update on grant tracking and reporting

Mr. Bolden provided an update on the CARES and Routes to Recovery grant funding. Reimbursable items include the cost of virtual meetings, plexi-glass screens for elections and other functions, absentee ballot drop box, postage for ballots, etc.

Per guidelines, expenses must be tracked and reported and hazard pay for poll workers is not an eligible expense. He noted, however, having an ample pool of poll workers including new volunteers for the November election.

There has been discussion about constructing new voting booths similar to the Town of Black Wolf. If completed, that work should coincide with updating inside of town hall.

8. Public Comment

Ms. O'Brien stated Eldorado has opened their roads to ATV users.

Mr. Ed Stuart, N9007 Lakeshore Drive, said he shares a driveway with the property at N9003 that has junk in the yard and the grass is about 26 inches tall. He requested assistance from the Town to remedy the situation. Ms. O'Brien stated the process starts with sending a letter to the owner and the owner has 45 days to comply. Chairman Meisenburg stated he would contact the owner to see if compliance can be obtained sooner.

Mr. Don Woods of Cottage Drive inquired as to drainage work on Cottage Drive. He did not want to experience another spring of flooding to his lot. Chairman Meisenburg stated the drainage work should be completed this fall with paving next spring.

Motion by Ms O'Brien to convene into closed session pursuant to Wis. Stat. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of the Deputy Clerk/Treasurer and Town Road/Maintenance over which the Town Board has jurisdiction or exercises responsibility. Seconded by Meisenburg.

Reconvened into open session at 8:48 pm.

There being no further business, meeting adjourned at 8:49 pm. (Motion – O'Brien/Meisenburg)

Glenn Bolden
Town Clerk

Meeting minutes from September 30, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Darlene Brandt

ABSENT: Nancy Albrecht

Verification of public notice

2. New Business

a) **November 3, 2020 Election**

After considerable discussion regarding the upcoming general election and necessity towards preparedness, the Board approved the following:

- a. Increase election inspector hourly wage from \$12.50 per hour to \$17.50 per hour and chief inspector from \$15.00 per hour to \$20.00 per hour.
- b. Compensate Gail Bolden as additional staff to manage the increase in absentee ballots.
- c. Purchase retractable stanchions for crowd control and flow inside town hall for the election.
- d. Purchase professionally designed and constructed plexiglass shields for election tables promoting safety of poll workers and general public.
- e. Design and procure Enter and Exit signs for outside town hall. Possible magnet construction to place on town hall doors.

There was also discussion on voter outreach efforts and cleaning inside town hall prior to election day. Also mention, progress is being made on the installation of a drop box.

There being no further business, meeting adjourned at 8:10 pm. (Motion – Miller/Meisenburg)

Glenn Bolden
Town Clerk

Meeting minutes from October 8, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the September 10, 2020 Town Board meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by Miller, seconded by Meisenburg to approve the September 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by O'Brien, seconded by Miller to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall** – no updates to report

b) **Update on Grants**

Mr. Bolden stated the paperwork has been submitted for a \$5,000 grant that can be used to cover poll workers expenses where CARES Act and Routes to Recovery grant funds cannot.

7. New Business

a) **Bar Tender/Operator License**

Mr. Bolden in possession of two partial applications from J's Food & Spirits. He will contact J's for additional documentation.

b) **CSM for BFW LLC**

Chairman Meisenburg stated a certified survey map request was forwarded by the Fond du Lac County Planning office for Mr. Ron Boda to create a lot to provide a gas line across the street to serve the parcel.

Ms. O'Brien asked if the parcel needed to be rezoned. Chairman Meisenburg stated no. Mr. Boda stated there is about 50 acres still zoned agriculture.

Motion by Meisenburg to approve the certified survey map for BFW LLC. Seconded by O'Brien. All in favor, motion carried.

c) **Garbage Contract**

Ms. O'Brien stated two bids were received – Advanced Disposal \$1675 and Waste Management \$1625.

Mr. Miller stated Waste Management purchase of Advanced Disposal could be final next week and the uncertainty of a new contract.

Chairman Meisenburg stated no matter which vendor is chosen, a new contract will not start until January 1, 2021. It was the consensus for additional discussion next month.

d) **Election Update**

Mr. Bolden stated having enough poll workers for the election. Approximately 500 absentee ballots have been mailed with over 200 returned to date. Also, plexi-glass screens, directional signs and stanchions have been purchased. He indicated the possibility of Wendt's on the Lake providing lunch to poll workers on election day. Mr. Bolden plans clerk hours for in-person voting and voter registration and will post those hours on the website and town board sites.

Chairman Meisenburg stated the drop box should be installed soon. He felt there should be something published as well if there will be in-person voting. He noted funds were not budgeted for these additional activities.

e) **Town Budget Meeting**

Chairman Meisenburg stated the Town Board will hold a workshop on the proposed 2021 budget on October 13, 2020 at 6:00 pm.

8. Public Comments

Mr. Mick Becker inquired about his house number. Chairman Meisenburg explained the timeframe varies on how orders are processed. He will check on the status.

There being no further business, meeting adjourned at 8:20 pm. (Motion – O'Brien/ Miller)

Glenn Bolden
Town Clerk

Meeting minutes from November 12, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the October 8, 2020 Town Board meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by O'Brien, seconded by Meisenburg to approve the October 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by Miller, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall** – Discussion next month.

7. New Business

a) **Bar Tender/Operator License**

Motion by Meisenburg, seconded by O'Brien to approve the operator's license for Shawna Goodacre, J's Food & Spirits. All in favor, motion carried.

b) **Stormwater Contract Change Order AECOM**

Motion by Meisenburg to approve the stormwater change order not-to-exceed \$19,650.00. Seconded by Miller. All in favor, motion carried.

c) **Garbage & Recycling Contract**

Motion by O'Brien to approve a five-year contract with Waste Management beginning January 1, 2021. Seconded by Meisenburg. All in favor, motion carried.

d) 2020 Tax Levy and 2021 Town Budget

Motion by Meisenburg to adopt the 2020 tax levy to be collected in 2021 in the amount of \$118, 773 and adopt the 2021 budget. Seconded by Miller. All in favor, motion carried.

e) Town Truck

Motion by Meisenburg to approve the purchase of a truck in the amount of \$52,133.88 from Holiday. Seconded by O'Brien. All in favor, motion carried. Motion by O'Brien, seconded by Meisenburg to issue a check for a down payment, if necessary. All in favor, motion carried.

f) Townline Road Culvert Project

Chairman Meisenburg reported receiving a phone call from Fond du Lac County regarding a culvert project on Townline Road and the possibility of increased water flow on Van Dyne Creek. Future culvert replacement maybe required on Bridge Road.

g) Elections Update

Mr. Bolden reported 1501 voted on November 3rd including 646 absentee. By comparison, 2016 was 1430/223. Key take-aways: 1) how to speed-up the line; 2) public safety - thanks to Mark Peachey for directing traffic; 3) staffing. Poll worker hours 164 (10 X approximately 16 hours). Absentee processing – total hours (not including clerk), approximately 44 hours. Grant funding financed all election expenses. Now looking ahead to spring 2021 elections.

8. Public Comments - No public commend.

There being no further business, meeting adjourned at 8:15 pm. (Motion – Miller/Meisenburg)

Glenn Bolden
Town Clerk

Meeting minutes from December 10, 2020

1. Call Town Board Meeting to Order

Chairman Jeff Meisenburg called the Town Board meeting to order at 7:30 pm.

PRESENT: Jeff Meisenburg, Dina O'Brien, Howard Miller, Glenn Bolden, Nancy Albrecht, Darlene Brandt

Verification of public notice

2. Meeting Minutes

Motion by O'Brien, seconded by Miller to approve the minutes of the November 12, 2020 Town Board meeting. All in favor, motion carried.

3. Treasurer's Report

Motion by Miller, seconded by O'Brien to approve the November 2020 report. All in favor, motion carried.

4. Payment of Bills

Motion by O'Brien, seconded by Meisenburg to approve payment of monthly bills. All in favor, motion carried.

5. Public Comment on the Agenda – no comments received

6. Old Business

a) **Update Interior of Town Hall**

Ms. O'Brien stated the desire to obtain an estimate for installing new ceiling tiles as part of the update project.

Mr. Miller inquired if anyone reserved town hall and Mr. Bolden replied only tax collections in December and January.

It was the consensus to obtain a quote for new ceiling tiles.

7. New Business

a) **Bartender/Operator License**

Mr. Bolden stated receiving an application for Scott Janes for J's Food & Sprints.

Motion by Meisenburg, seconded by Miller to approve the operator's license. All in favor, motion carried.

b) Waste Management Contract

There was discussion on the number of households served. The Agreement indicates 768 for garbage and recycling; number based upon parcels assessed. According to Mr. Chad Koehler from Waste Management, the number of households over the length of the current contract was originally set at 787 and increased over time.

Ms. O'Brien stated as of January 1, 2021 the count should be set at 768. Under the new contract, residents with more than one garbage receptacle should be billed directly by Waste Management.

Ms. Brandt felt the agreement should provide 30-60 day notifications to the Town of proposed price increases or assignment of the agreement. Mr. Koehler will check with his legal department on updating the agreement.

Mr. Bolden noted the Town is billed by Waste Management for 482 recycling in Flood Homes and recommends further review for possible adjustment.

Ms. O'Brien stated if pickups are missed, residents have been contacting Board members. The desired remedy is for residents to contact Waste Management directly. Mr. Koehler stated any complaint calls should be directed to the customer service number. Complaint calls such as a missed pickup will generate a ticket for resolution.

Motion by O'Brien to review the new agreement with discussed revisions and authorize the Town Chairman to execute the agreement. Seconded by Miller. All in favor, motion carried

c) Street Lighting

Ms. Albrecht reviewed the information received from Alliant Energy. There was discussion on the number of street lights in Van Dyne and in Flood Homes and whether or not the lighting was LED versus regular type lighting. It was the consensus that the street lights need to be counted at night to identify the number of LED lights.

d) Flooding Issues - Hwy 45 & Northwestern Ave.

Chairman Meisenburg stated ditching work is continuing at the intersection of Hwy 45 and Northwestern to address drainage issues.

e) CTH RP & Subway Rd Drainage Issue

Chairman Meisenburg stated Fond du Lac County has not decided on an approach to address the flooding on CTH RP south of the Subway Road intersection. One option being considered is increasing the size of culverts which will require repairs to driveways as well. The County would pay for the labor; property owners would need to pay for new culverts. There are about 7 property owners that would be impacted. The Town would prefer not to have water drain down Subway Road.

f) Amanda Kollmann request for sign

Ms. Amanda Kollmann stated she operates a business out of her home and desires to install a 3' x 4' sign with cedar posts. No objections were received. Ms. Kollmann was reminded that a permit is required.

8. Public Comments

Ms. O'Brien stated she is obtaining quotes for insurance for the Town and Sanitary District #2. She was not sure why the two were previously combined, but this is not a good setup. If there is a claim filed against the Sanitary District #2, the Town would also be named in the claim. She recommended breaking out the Sanitary District #2 from under the Town's umbrella.

Chairman Meisenburg and Mr. Miller have nomination papers available if anyone desired to sign.

Mr. Kaiser inquired about the status of the new code books. Mr. Meisenburg stated he has not heard anything and will check into it.

Mr. Kaiser informed the Board of AT&T's interest in installing a cell tower near the dump site.

There being no further business, meeting adjourned at 8:20 pm. (O'Brien/Miller)

Glenn Bolden
Town Clerk