***DRAFT***

Regular Board Meeting

Tuesday September 12th, 2023

7pm

1. Chairman Jochimsen called the meeting to order at 7:00pm.
2. The Pledge of Allegiance was recited.
3. Roll Call: Present:

Chairman Kurt Jochimsen

Supervisor Paul Drexler

Supervisor Lori Hollatz

Clerk Alexandra Skaya

Treasurer Julaine Aschenbrenner

Roads Supervisor Luke Serwe

Sanitation Employee George Schneider

Fire Commissioner Gary Heil

1. **Public Comment** -
	1. Joe Kiwak inquired about the status of wind turbines. The wind turbine ordinance has been put into effect and can be found on the Town of Cleveland website.
2. **Minutes** – Motion (Hollatz/Drexler) to approve the town board meeting minutes from the August 08th, 2023 meeting. Motion carried.
3. **Voucher Approval** - Motion (Hollatz/Drexler) to approve vouchers 17870 – 17899 including automatic withdrawals totaling $42,751.71. Motion carried.
4. **REPORTS:**
	1. **Road Report** – Luke Serwe provided the road report. Luke removed down trees on Balsam, Holstein, and Rock roads. Grading was done throughout the town roads. Balsam road will need two culverts replaced and digging of ditches. Balsam west received a second round of dust control in front of houses. Luke is planning on doing shoulders of Bob’s Lane, waiting for contact from Chris Kafka. Work on Bob’s Lane will now be done as part of a maintenance plan. Luke will plow roads without notice as snow dictates, grading and sand/salt applications will be done on an as asked basis. The Stratford village truck will be going up on Wisconsin Surplus action site. Motion (Hollatz/Drexler) to allow Luke or Kurt to bid on the Village of Stratford plow truck with sander, plow, and wing included, through Wisconsin Surplus online auction service up to $25,000. Motion carried.
	2. **Fire Commission** – Gary Heil provided the fire commissioner report. The new ambulance box was shipped to Minneapolis but was the wrong item. The correct ambulance will now be delivered by December. Due to this error the new ambulance will now be a 2023 ambulance but will be the same price. The budget is expected to stay close to the same as last year. 2nd ambulance hasn’t been voted on yet, but firefighters will donate $10,000 to keep on a trial basis. Another $1,000 has been raised in donations from the public. The EMT coordinator will be keeping records on the second ambulance in order to track the cost/revenue. Fifth quarter will take place at the fire station on Saturday September 16th.
	3. **Treasurer’s Report** – Julaine Aschenbrenner provided the Treasurer’s report including the cash balances. Motion (Hollatz/Drexler) to approve the Treasurer’s report. Motion carried. Motion (Hollatz/Drexler) to approve final payment on the road loan of $100,000 principal and $2,502.50 interest. Motion carried.

Motion (Hollatz/Drexler) to transfer $20,000 from the tax savings account to general checking to cover expenses. Motion carried.

* 1. **Clerk Report** – Alexandra Skaya provided the Clerk Report. Regulatory filings have been completed. Clerk Skaya attended the WMCA conference from August 21st – 24th. The 2024 budget draft was presented, clerk will continue to update as information is provided and will present the final draft at the October meeting.

**UNFINISHED BUSINESS**

1. **Town Garage** – The culvert and new driveway has been put in. Luke met with the engineer and marked out the site.
2. **Town Hall Security –** Computer TR has finished the installation of the security cameras. There are 4 total, one overlooking parking lot, and three at each entrance. A new rental agreement will be completed to let renters know about these cameras.
3. **Wisconsin Election Commission (WEC) Grants –** The .gov domain grant has been processed. Clerk Skaya has received the new email address and KerberRose will work with the rest of the board to get everyone switched over to the new email domains. The current email address will remain active for another six months to allow for transitioning of contacts. Clerk Skaya will update the website once all emails are set up.
4. **Liquor License –** The Town of Cleveland has a total quota of five liquor licenses that can be processed. Motion (Hollatz/Drexler) that all current liquor license fees remain the same except for the Class “B” Beer license which will increase from current rate of $10 to $25. Motion carried.

**NEW BUSINESS**

1. **Fall Newsletter –** Clerk Skaya has begun working on the fall newsletter and will work with Cher Monofils again to create a draft for printing. After the proposed budget is approved by the board at the October meeting then the newsletter can be sent to Heinzen printing.
2. **Propane Contract –** The town received 4 bids for propane.
	1. Provision Partners - $1.54/gallon
	2. River Country – $1.299/gallon
	3. Rightway Propane - $1.50/gallon
	4. Ritchie Oil - $1.399/gallon

Currently the town has a credit on file at Ritchie Oil in the amount of $1569.06 for unused gallons that were purchased during the last pre-buy season. Paul will contact Ritchie Oil to request a refund.

Motion (Hollatz/Drexler) to accept propane contract through River Country at $1.299/gallon with a prepay of 2500 gallons. Motion carried.

1. **Recycling Grant** – Clerk Skaya will submit the annual recycling grant which is due on October 1st. We did not qualify last year for this grant due to decreased recycling.
2. **Records Management** – Clerk Skaya obtained information at the WMCA conference in regards to proper record management and safekeeping. She will be looking further into this as the office closet contains a lot of records, some of which can be disposed of and some which may need to be transferred to the Wisconsin Historical Society. Further updates will be provided as necessary.
3. **Balsam Road Grant** – Stephanie Christensen agreed to help Clerk Skaya in preparing the BIL STP-Local grant for Balsam Road. This grant is due October 27th, 2023. It is very similar to the grant that the town previously applied for so Clerk Skaya will reference that previous application for information. A completed application will be presented at the October meeting for review.
4. **2024 Budget –** Clerk Skaya reviewed the draft 2024 budget and will make adjustments to present at the October meeting.
5. **Correspondence –**
	1. Clerk Skaya requested that the October board meeting be moved to a different date due to a scheduling conflict. Motion (Hollatz/Drexler) to move the regular scheduled October board meeting from October 10th, 2023, to October 3rd, 2023. Motion Carried.
	2. There will not be a highway committee meeting in October.
6. Motion (Hollatz/Drexler) to adjourn at 8:48pm. Motion Carried.
7. Submitted by: Alexandra Skaya, Clerk on September 18th, 2023 - Next Regular Board Meeting Tuesday October 3rd, 2023.