

**NOTICE TO RESIDENTS
TOWN OF CRESCENT
MINUTES FOR
MONTHLY TOWN BOARD MEETING
WEDNESDAY, FEBRUARY 14, 2024
6:00 P.M., CRESCENT TOWN HALL**

Board Members Present: Robb Jensen, Chair; Kyla Waksmonski, Supervisor; Mike Pazdernik, Supervisor; Tracy Hartman, Clerk.

Absent: Carla Fletcher, Treasurer.

Call to Order: Chairman Jensen called the meeting to order at 6:00 p.m. at the Crescent Town Hall. The meeting has been properly posted and distributed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. The Pledge of Allegiance was recited.

Approval of Agenda

Motion by Pazdernik to approve the agenda. Seconded by Waksmonski. All aye. Motion carried.

Approval of Minutes

Motion by Jensen to approve the minutes from the Monthly Town Board Meeting of January 10, 2024. Seconded by Pazdernik. All aye. Motion carried.

Public Comment – None

Town Chair Report – A written report was provided by Chair Jensen.

Treasurer’s Report - A written report was received by Treasurer, Carla Fletcher.

Library Report - Update on the library board meeting and upcoming programs being offered at the library – None

County Board Supervisor’s Report - Review of County Board meeting and Review of County Board meeting and County Committee meetings – Jensen provided an oral and written report on the County Board meeting and committee meetings.

Fire Department Report and Approval of Purchases

- **Monthly Call update, purchases update, training update, fundraiser update –** Mahner gave an update on the calls received during the last two months and the trainings that were held. Mahner gave an overview of purchases made during the last two months. Mahner reported that the Heal Creek Dog Dash is questionable at this time. Mahner informed the board that the fire department is going to start the annual mailer again. Mahner reported that they received a grant for 2024 wildfire risk reduction program to be used for roadside chipping and a mailing. Mahner gave an update on membership.

First Responder’s Report and Approval of Purchases - None

Town Road Crew Report - Road Projects update, update on vehicle repairs and shop repairs – Gerdes provided a written report to the board.

Town Plan Commission Report – Update and Future Plans – Pazdernik reported that during the last meeting there was a CUP application that was reviewed and approved to be moved onto the town board.

Uniform Dwelling Inspector’s Report - None

Squash Lake District Report – Peggy Jensen reported that the grant was submitted and Squash Lake district was awarded \$97,285.32. Jensen thanked Dan Butkus for his work on applying for the grant. Jensen gave an update on the loon buoy placement. Jensen reported that the CLMN data is online and there is an increase of phosphorous in the lake.

Crescent Lake District Report – None

Discussion/Action Items

a. S. River Road Bid Opening

- Northeast Asphalt, Inc. - \$919,384.10
- Pitlik and Wick - \$971,740.25
- American Asphalt – \$1,012,377.05
- Musson Brothers, Inc. - \$1,086,709.98

Jensen reported that the town will review the bids to verify that all requirements are met and a special meeting will be held within the next 10 days to award the contract. John Hanz stated that the bids received are under what was budgeted for the project and the town could evaluate the road to determine if there is additional work that could be complete.

- b. Conditional Use Permit application by Jill Butzlaff, agent and Grady Hartman, owner for the temporary outdoor storage of vehicles and personal equipment items on the following described vacant property: Lot 2, CSM 4152, being a part of the NW1/4 of the SW 1/4, Section 29, T36N, R8E, PIN #CR 393-1, 6889 Fire Tower Road, Town of Crescent** – Butzlaff gave an overview of the proposed project. Butzlaff reported that zoning is general use in that area and this is within the allowable uses. Pazdernik confirmed that the Plan Commission approved moving the CUP onto the full board for approval. Motion by Jensen to approve the CUP Lot 2, CSM 4152, being a part of the NW1/4 of the SW 1/4, Section 29, T36N, R8E, PIN #CR 393-1, 6889 Fire Tower Road, Town of Crescent presented by Jill Butzlaff and Grady Hartman. Seconded by Pazdernik. All aye; motion carried.
- c. Ordinance for Comprehensive Plan Adoption** – Jensen expressed concerns with errors in the book. Pazdernik stated that the plan can be amended in the future. Motion by Pazdernik to approve Ordinance 01-2024 the ordinance for the comprehensive land use plan adoption with the understanding the chair will send some minor changes. Seconded by Jensen. Pazdernik, aye; Waksmons, aye; Jensen, aye. Motion carried.
- d. Bridge/Culvert Inventory and Inspection Process** – Jensen reported that all municipalities need to inventory and assess small local bridges and culverts that have a span between 6 and 20 feet. Jensen informed the board that the town can complete the inventory on their own and receive \$100/culvert or can contract with the County or with a private company to complete the inventory. Once the inventory is completed the town will need to contract with someone to complete the inspections. John Hanz clarified what companies can complete the inventory/inspections. Hanz stated that the inventory/inspections need to be completed by December 31, 2024. Jensen will speak with the Oneida County Highway Commissioner to determine what Oneida County is willing to do. Jensen will put this on the agenda in March to make a final decision.
- e. Logging Camp Road Endpoint – Approval for Legal Opinion** – Jensen requested approval from the board to get a legal opinion on the endpoint. Jensen stated that there are two surveys for this property that were filed at two different times that show a different endpoint for the road. Waksmonski clarified that there is \$5000 in the budget for legal. Paul Frey, landowner, expressed concern that there are not two certified survey maps of the property. There is a survey map for a neighboring property, however, it is not for the property in question. Jensen clarified that there are two certified maps, the one that the landowners had done and the one that was completed in 1974.

Frey and Hollands stated that they had surveys completed in 1974, 2003 and 2023 and they all match. Frey expressed an opinion that there is ample room for a turnaround within the road right of way that would not require the town to use the property in question. Waksmonski would like to see this put on a closed session to discuss the potential legal issues prior to voting on the getting the legal opinion. Pazdernik expressed support for getting a legal opinion on the issue. Motion by Pazdernik to approve Jensen to get a legal opinion. Seconded by Waksmonski. All aye; motion carried.

- f. **Beaver Contract** – Hartman stated that Patrick Cook has expressed a willingness to trap beaver in the Town of Crescent for \$600/year. Jensen would like to see a written contract created and presented at the next meeting.
 - g. **Schedule 2024 Board of Review** – May 15th 2-4 p.m.
 - h. **Operator’s License Applications** – None
 - i. **Driveway Application** - None
2. Discussion Items
- a. **Open Records** – Jensen provided the supervisors with an open records compliance guide. Jensen encouraged the board to review the guide and stressed that the supervisors are responsible for their records.
 - b. **Town Reports and Presentations Format and Process** – Jensen expressed a desire to see the oral reports shortened and more information provided in writing. Discussion regarding the reports that are provided and what should be verbalized during the meeting. Jensen questioned if the reports could be submitted in writing. Waksmonski questioned if the Fire Department could start submitting a budget to the board. Mahner stated that he likes giving the oral report to the board and the residents that are at the meeting. Jensen stated that there are new reporting requirements for the fire department for the shared revenue and that will need to be completed so that shared revenue will not be lost. Discussion regarding how reports should look and what should be included on the website.

Future Meeting Dates and Topics - February 22nd at 6:00 p.m., March 13th at 6:00 p.m., WTA Spring Road School

Review Correspondence – WPS Hydroelectric Projects Emergency Action Plan (EAP) Annual Update and WAPA Asphalt Pavement Seminar.

Approval of Vouchers/Adjourn – Motion by Waksmonski to approve vouchers as submitted. Seconded by Jensen. All aye. Motion carried.

Jensen adjourned the meeting at 7:52 p.m.

Respectfully submitted,
Tracy Hartman
Municipal Clerk