

1 **Town of Oshkosh**
2 **Annual Town Meeting – Approval Pending**
3 **April 16, 2019 - 7:00 p.m. – Town Hall**
4

5 PRESENT: Chairman Jim Erdman, Supervisor Matt Merten, Supervisor William
6 Demler, Clerk Jeannette Merten, and audience of 7.

7
8 Chairman Erdman called meeting to order at 7:04 p.m.

9
10 Introductions were made by the chairperson of Town of Oshkosh board members.

11
12 **MOTION BY MATT MERTEN, BILL DEMLER SECONDED, TO APPROVE**
13 **THE ANNUAL MEETING MINUTES DATED APRIL 17, 2018 AS**
14 **WRITTEN. NUMBER IN FAVOR, 11; NUMBER OPPOSED, 0. MOTION**
15 **CARRIED.**

16 ***BUILDING INSPECTOR REPORT by Dave Frank***

17 Dave Frank was not in attendance. Clerk Merten provided the board s detailed
18 report of all building permits issued in 2018.

19
20 As a reminder Chairman Jim Erdman shared that most construction projects valued
21 over \$1000 a permit must be obtained.

22
23 The building inspector operates from his home office by scheduled appointments to
24 issue permits. Appointments can be made by calling 920-233-1999.

25 ***CLERK REPORT by Jeannette Merten***

26 Clerk Merten presented the Annual Financial booklet of 2018 available for public
27 inspection. Booklets were available to voters during the Spring Election and it is
28 also available online at the town’s website. The annual report includes information
29 on stormwater and recycle practices.

30
31 Results from the Spring election copies were also available at the meeting and
32 online at the town’s website. Residents are encouraged to contact the clerk if a
33 person is interested in becoming an election inspector in preparations for the 2020
34 election year. Election training will be required.

35
36 Open book is scheduled for Thursday, May 16, 2019 from 4pm to 6pm and Board of
37 Review is scheduled for Thursday, May 30, 2019 from 3pm to 5pm.
38

39 The Subscribe Sign-Up button on the home page of the town website is the best
40 tool for residents to stay informed and are encouraged to subscribe. Recently
41 learned is that Advance Disposal Service has an alert sign-up service to receive
42 notification of when the garbage and recycle schedule changes.

43
44 Jeannette Merten has completed 26-years of elected service as town clerk.

45 ***TREASURER REPORT by Laura Hunt***

46 Laura Hunt was absent out of country on vacation. She relayed the following in a
47 note:

48 I have realigned investments in our current financial intuitions to gain interest
49 points while maintaining low risk, flexibility and security.

50 I used this year's tax receipt mailing to communicate the STOP the Bleed program
51 put on by the town's EMT's. I will continue to use the tax and receipt mailing as
52 affordable ways to communicate with townspeople.

53 Laura Hunt has completed 2-years of elected service as town treasurer.

54 ***SUPERVISOR REPORT by Matt Merten and William Demler***

55 Matt Merten

56 Matt Merten thanked the voters supporting him to serve on a fourth term. He is the
57 acting Emergency Management coordinator for the town. An emergency plan is in
58 place and his role mainly is to put a dollar figure to the destruction reporting to the
59 County's Emergency Management agency. He also responds to and handles noxious
60 weed complaints. He has responded to several stray animal calls and he does his
61 best to address any questions or concerns from residents and property owners.

62
63 Matt Merten has completed 6-years of elected service as town supervisor.

64
65 William Demler

66 Bill Demler announced that this is his first day on the job as acting Town
67 Supervisor. He looks forward to serving the people of the Town of Oshkosh, and he
68 intends to take advantage of the educational opportunities to understand his role
69 better. He will be attending Capitol Day in Madison to meet with legislators along
70 with Chairman Jim Erdman. Demler intends to be available for stray animal calls
71 shared with other board members.

72
73 Demler requested that residents should not burn on windy days to not smoke out a
74 neighbor or cause harm of a fire spreading.

76 The town board has always worked as a team to preserve, and keep our town as a
77 desirable place to reside.

78
79 Erdman thanked Jason Wolfgram for serving on the town board for 2-years as town
80 supervisor.

81
82 Erdman issues culvert permits that are a \$300 fee plus the cost of the project.
83 There are over 1000 culverts in the town.

84
85 Once a year the town board goes on Road Review. The board will review all town
86 road on April 29, 2019. Last year, not all budgeted road funds were spent due to
87 limitation by Winnebago County Highway Department. He is revisiting talks about
88 repairing Vinland Street with the City of Oshkosh and East Central Regional
89 Planning with possibly using TRIP funds.

90
91 Other reminders to residents are concrete is not allowed in the road right-of-way of
92 driveways and road excavation requires a permit.

93
94 The town is currently working on the sewer and water issue for residents in the
95 WMHI area to complete a feasibility study.

96
97 The State of Wisconsin in the past was heavy handed on shoreland zoning, and he
98 has worked and continues to work with the legislators for more fairness. If the
99 property is 1000' from a lake or 300' from a navigable body of water, it is
100 controlled under shoreland zoning. There are mitigation rules.

101
102 When the State initiated Act 41, and our town acted to implement our town zoning,
103 Winnebago County does not recognize town zoning in shoreland for uses. Erdman
104 continues to work toward local authority and control to change how it views man-
105 made ditches. Overall, he is looking for fair and responsible changes.

106
107 Erdman plans to attend Capitol Day coming up and going with Supervisor Demler.
108 This is an opportunity for town officials to talk to the legislators on making law
109 changes. It is sponsored by the Wisconsin Towns Association.

110
111 Because our town meets MS4 requirements, there are no stormwater utility
112 payments. The town is under stormwater phase 2 community program and hires an
113 engineer in the Madison area for assistance on filing for a permit and annual
114 reporting. The town receive credit for having 42% sediment. It is mandatory to
115 meet 40% and our town is above compliance. The new TMDL requirements are
116 more restrictive. A TMDL (Total Maximum Daily Load) establishes the maximum
117 amount of a pollutant allowed in a waterbody and serves as the starting point or
118 planning tool for restoring water quality. In major studies it has shown it is not

119 man-made rather from natural causes. It is mostly created when a lake is shallow
120 forming algae.

121
122 The town is sponsoring a county zoning ordinance change that allows a 15,000 sq.
123 ft. building without requiring a retention pond. The City of Oshkosh allows for a
124 20,000 sq. ft.

125
126 Air packs were purchased last year for the fire department which was paid for with
127 reserve funds. Currently, the town has no debt and is in good financial shape.
128 Towns Boards are guided by statutes and ordinance and are not rulers.

129
130 Jim Erdman has completed 18-years of elected service on the town board; 6 of
131 those years as town chairman.

132 ***VOLUNTEER FIRE DEPARTMENT REPORT by Todd Zak***

133 Todd Zak, Fire Chief, reported that there was 61 calls total for 2018.

- 134 • 15 Vehicle Accidents
- 135 • 9 Grass & Brush Fires
- 136 • 8 Structure Fires
- 137 • 7 Mutual Aid Calls
- 138 • 6 Vehicle Fires
- 139 • 5 First Responder Assist
- 140 • 3 Cold Water-Ice Rescues
- 141 • 3 Carbon Monoxide Calls
- 142 • 3 False Alarms
- 143 • 1 Natural Gas Leak
- 144 • 1 Motorcycle Accident

145
146 State Highway 41 produces the largest response calls for vehicle accidents. They
147 have converted over to an iPad system for reporting that makes the reports more
148 legible.

149
150 Recently, he went through an OSHA inspection more recently and last year was
151 audit inspection by Carl Fritch of the State of Wisconsin that oversee the 2% fire
152 dues.

153
154 The department currently has 24 members and allowed up to 32.

155 ***FIRST RESPONDER REPORT by Jason Selwitschka***

156 Jason Selwitschka, First Responder Coordinator, explained his written report
157 provided to the board and attached to minutes. Summarized; they have 15
158 members. There were 68 911 scene calls of which 44 were urgent, 20 non-urgent;

159 4 urgent down graded to non-urgent. Average times to go to scent from dispatch is
160 3-4 minutes and 56% of time is 5-10 minutes. Mondays and Fridays are the busiest
161 times for calls and most calls were from mid-morning till 9pm range.

162 ***REPORTS BY OTHER SUB-COMMITTEES, DEPARTMENTS, OR***
163 ***ENTITIES OF THE TOWN.***

164 Carol Kaufmann, Zoning Administrator, has been zoning administrator for 5-years
165 and served on the town board for 4-years. She had 47 inquiries, responded to 316
166 calls, acted on 8 violations, issued 17 zoning permits and 3 zoning changes, and
167 traveled 221 miles in 2018.

168
169 Kaufmann also is an active member of the Planning and Zoning Commission.

170 ***OPEN FOR PUBLIC COMMENT, QUESTIONS, OR MAKE DECISIONS***
171 ***AS DEFINED UNDER THE WI STATUTES.***

172 Chris Kiefer, VFD member, shared with the board an update on the service award
173 incentive. He will provide available dates soon for the insurance company to meet
174 with the town board.

175
176 Chris Kiefer, Jason Selwitschka, and Carol Kaufmann mentioned that the town hall
177 needs updates. Some ideas were to renovate the bathrooms, walls, floors, or obtain
178 more chairs should be considered. Clerk Merten obtained an estimate on
179 replacement flooring in the meeting room which came in around \$16,000.

180
181 Set next year Annual Meeting date, April 16, 2019.

182 **MOTION MADE BY CAROL KAUFMANN, CHRIS KIEFER, SECONDED, TO**
183 **SET YEAR 2020 ANNUAL MEETING TO TUESDAY, APRIL 21, 2020 AT**
184 **7:00 P.M. AT THE TOWN HALL. MOTION WAS CARRIED BY VOICE**
185 **VOTE.**

186
187 **MOTION MADE BY CAROL KAUFMANN, CHRIS KIEFER, SECONDED THE**
188 **MOTION, TO ADJOURN. MOTION WAS CARRIED BY VOICE VOTE.**

189
190 Meeting adjourned at 8:25 p.m.

191 Jeannette Merten/Town Clerk
192 Town of Oshkosh