

1 **Town of Oshkosh**  
2 **Annual Town Meeting**  
3 **April 20, 2021 - 7:00 pm – Town Hall**  
4

5 PRESENT: Chairman Jim Erdman, Treasurer Laura Hunt, Supervisor Matt Merten,  
6 Supervisor William Demler, Treasurer Laura Hunt, Clerk Jeannette Merten, and  
7 audience of 3. (Toby Vanden Heuvel, Todd Zak, and Jason Selwitschka)  
8

9 Chairman Erdman called the Annual meeting to order at 7:00 pm.  
10

11 Town of Oshkosh board members were introduced.  
12

13 **Motion by Demler, M. Merten seconded, to approve the Annual**  
14 **Meeting minutes dated April 21, 2020, as written. Motion carried by**  
15 **voice vote.**

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

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17 Todd Zak, Fire Chief, reported that a new Fire Chief was elected, Steve Gawaretsky,  
18 by the department members, Steve Gawaretsky. Gawaretsky will not take on the role  
19 for a few months due to life changing event. Zak will stay on until he officially takes  
20 over and will stay on the department as a regular member to assure a smooth  
21 transition. Zak will stay on as fire inspector.  
22

23 Zak provided a written report of 2020 activity. There were 68 calls last year, 7 were  
24 mutual aid calls, 5 were assisting the City of Oshkosh, and was 6 water rescues  
25 which is more than usual, plus 10 unattended burn piles. Other types of calls they  
26 respond to are vehicle accidents, power line fires, C O alarms.  
27

28 For the first-time in eighteen year, they have a full roster.  
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29 ***FIRST RESPONDER REPORT by Jason Selwitschka***

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30 Jason Selwitschka, First Responder Director, provided a written report going over  
31 the report's details, including all calls and status in 2020 attached to the minutes.  
32

33 Selwitschka said 2020 was an interesting year. They have a good working  
34 relationship with Town of Vinland with their EMS and Fire departments.  
35

36 2020 Highlights:

- 37 • No Injuries to EMS responders
- 38 • Maintained Skilled membership

- 39 • Visit from Joan Giltner cardiac arrest survivor
- 40 • 113 calls with 86 patient interactions

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41 **REPORTS BY OTHER SUB-COMMITTEES, DEPARTMENTS, OR**  
42 **ENTITIES OF THE TOWN.**

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43 **Carol Kaufmann, Zoning Administrator, submitted a written 2020 zoning**  
44 **activity report by email.**

45  
46 *My report for the meeting would include this about the past year:*

47  
48 *I issued 17 zoning permits for everything from fences, mini-warehousing, to small businesses.*

49  
50 *I had more than 300 phone calls; some just inquiries about property zoning, to setting appointments to*  
51 *meet for permits. Some calls where with the County zoning office to verify what was their zoning regards*  
52 *to how it might affect the Town.*

53  
54 *I put on 249 miles visiting sites that had questions about a proposed site, follow up visits as to what was*  
55 *done; attending town board meetings; meeting property owners either at site, or at the Town Hall.*

56  
57 *I am available most of time to anyone who wished to contact me even if i am out of town as i keep my*  
58 *tablet with me and can check on questions they might have whether by looking at the GIS mapping or*  
59 *our Town's online website for zoning code.*

60  
61 **Sharon Karow submitted a written emailed report of the 2020 Planning and**  
62 **Zoning Commission activity by email.**

63  
64 *During the January 16, 2020 meeting, it was a workshop meeting. Discussion was about Storage*  
65 *Container up to 0 to 20 feet. This will be an amendment to the August 26, 2019 minutes. Ron made*  
66 *a motion to approve the amended minutes. Additionally, there was discussion on a Certified Survey*  
67 *Map on Leach Road, owner Ted Zabel, engineer Jim Smith. Jim Smith explained there would be four*  
68 *residential lots on the East side of Leach Road on parcel 018-0375 and four residential lots on the*  
69 *West side parcel 018-0367 of Leach Rd. This would leave behind each development a large area of*  
70 *undeveloped land at this time. To change the zoning of each of these A-2 parcels to R-2 a zoning*  
71 *change is required to create these residential lots.*

72  
73 *During the March 12, 2020 meeting the discussion centered around a third option for the Conservation*  
74 *Subdivisions and the M-2 zoning regulation (5) listed on page 87 of the second revision of the Town of*  
75 *Oshkosh Zoning Ordinance. Town Chairman Erdman was urged by the commission to send a letter via*  
76 *the Town's attorney, to address regulation #5, page 87 of the Ordinance, to the new owners of the*  
77 *Oshkosh Lumber property.*

78  
79 *During the May 28, 2020 meeting there was a zoning change.*  
80 *Theodore Zabel property address 2683 Whitegate Trail, DePere, WI 54115 wanted to change zoning*  
81 *from A-2 General Farming District to R-2 Single Family Residential concerning property parcel 018-*  
82 *0375 and 018-0367.*

83 *During the September 14, 2020 meeting there was a zoning change applicant of Bayland Building Inc.,*  
84 *David O'Brien, owner Tim Miller (WHC Properties LLC) property address 3250 (#B & #C) 3280 & 3290*  
85 *Walter St., Oshkosh, WI 54901 requesting to change zoning from B-3 General Business District to M-1*  
86 *Light Industrial District, parcels 018-0112-01 & 018-0112-02.*

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

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88 Marty Johnson, building inspector, was not able to attend due to conducting an  
89 Annual Meeting being a chairperson on this same night. In his absence, a listing of  
90 all building permits issued was provided to the board. There were 101 building  
91 permits issued with an improved valuation of \$6,474,139. \$32,792.40 was collected  
92 in permit fees.

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***CLERK REPORT by Jeannette Merten***

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94 Clerk Merten presented the Annual Financial booklet of 2020 available for public  
95 inspection. Booklets was available to voters during the Spring Election, and  
96 available online for viewing on the town's website. The annual report includes the  
97 financial status, revenues and disbursements, information on stormwater practices,  
98 recycling news, and information on fair housing.

99

100 Elections in 2020 were unprecedented in many ways with several challenges to  
101 overcome for clerks in administering elections starting in April. Some practices will  
102 stay in place and be continued for in-person voting, use of the barriers, and having  
103 hand sanitizer available. Ironically, it did spark new interest for some people to  
104 work the polls, yet it created a new challenge with learning about their role.  
105 Absentees in the April 2020 election was about half of our registered voters which  
106 was a huge undertaking. After monitoring this past Spring Election, the confidence  
107 of voters voting in-person on election day grew and absentee ballot requests were  
108 significantly lower, yet still a higher number than years past. The April 6, 2021  
109 election results hard copy was available for public.

110

111 No meetings were cancelled or rescheduled due to the pandemic and ultimately  
112 were able to conduct business without a shutdown.

113

114 Open book is scheduled for Monday, May 10, 2021 from 3pm to 5pm by phone and  
115 Board of Review is scheduled for Thursday, May 27, 2021 from 3pm to 5pm. It was  
116 a maintenance year.

117

118 The Subscribe Sign-Up button on the home page of the town website is the best  
119 tool for residents to stay informed and residents are encouraged to subscribe.

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***TREASURER REPORT by Laura Hunt***

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121 Laura Hunt reported she is responsible to oversee the diversification of town funds.  
122 A line of credit with West Pointe Bank has been established for \$750,000 to enable

123 a cash flow during the two major projects this summer. Hunt is also examining an  
124 offer for the town to accept credit card payments for real estate tax payments only  
125 through the tax payment software Ascent's merchant provider with Winnebago  
126 County. It would not apply to dog license and personal property payments. It does  
127 attach a convenience fee. A decision will need to be made in June and will weigh  
128 out the pros and cons.

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

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130 Matt Merten

131 He is responsible for overseeing the town's Emergency Management and it is due  
132 for some minor updates. He had assigned Dan Koch, Gary Schmiedel, and Stan  
133 Kellenberger, strategically placed by location, to assist during an emergency.

134  
135 Supervisor Merten additionally responds to stray animal, noxious weeds, and other  
136 miscellaneous concerns.

137  
138 Merten commented that the town is extremely fortunate and grateful with grant  
139 funds to complete Vinland road and Winnebago sanitary district projects.

140  
141 Because of some reported concerns, residents need to be aware of limitations and  
142 is regulated by USPS and by WI Statutes of how mailboxes must be installed. It  
143 must be breakaway concept mailbox, should a vehicle hit the mailbox.

144  
145 William Demler

146 Bill Demler thanked the fire department and first responder representing the town  
147 well. He is glad to hear the Service Award Program has made a positive effect with  
148 membership. And added Chairperson Erdman is very dedicated to serving the needs  
149 of the town's people.

150  
151 Upcoming, he will be involved with watching over the Vinland road project. He  
152 assists in issuing culvert permits and responds to general concerns and complaints.

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153 ***CHAIRMAN REPORT by Jim Erdman***

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154 The town board has always worked as a team to preserve and keep our town a  
155 desirable place to reside main goal.

156  
157 The town is seeing some development, especially along the channels, as a result of  
158 reasonable taxes, no stormwater utility, and sensible regulation.

159

160 Erdman and Demler issue culvert permits for a fee of \$300. The applicant agrees to  
161 the project cost minus the initial fee. With over 1000 culverts in the town, we do  
162 not subsidize installation or replacement costs.

163  
164 Drainage improvement is part of the culvert project. The town does not subsidize  
165 drainage improvements.

166  
167 Reminders are concrete is not allowed in the road right-of-way of driveways. An  
168 excavation permit is required from the town clerk when work is done in road right-  
169 of-way. And placing fill is an approval from town board.

170  
171 The town board did road review on April 13, 2021. We will be getting estimates for  
172 various repairs to determine which project to complete in 2021.

173  
174 The town is planning that Vinland road should be rebuilt in 2021 thanks to a  
175 \$481,000 90% state MLS grant. The grant application was a great joint effort of the  
176 town board, City of Oshkosh, and Winnebago County Highway staff. Only one  
177 project in twenty proposals successfully received funding. The appreciation goes out  
178 to all involved in this effort. Construction is scheduled for June 2021 according to  
179 the project engineer Mike Siewert.

180  
181 The Winnebago sewer and water issue is being resolved with an approximately one-  
182 million-dollar grant to replace the infrastructure. The feasibility study chose the  
183 sanitary district option. The town attorney John St. Peter crafted a mutual  
184 agreement signed with the City of Oshkosh late summer of 2020. General  
185 Engineering is proceeding with this project. The Winnebago Area Sanitary District is  
186 scheduled to be formed with a public hearing on April 22, 2021. Construction should  
187 begin in July with completion in fall of 2021. COVID-19 in 2020 had slowed city hall  
188 actions from a desired timeline.

189  
190 Man-made ditches and inlets on your neighbor's shoreline presently limit building  
191 rights on your property, also floodplain fill guidelines unfairly limit property use. We  
192 will be working with legislators to address these inequities as we strive for local  
193 sensible land-use authority, reasonable county ordinances, and fair state zoning  
194 statutes.

195  
196 The Town of Oshkosh has a DNR approved MS4 H2O discharge stormwater permit.  
197 Thanks to adherence to our open ditches and swales (no underground storm sewer  
198 pipes), we presently don't need town retention ponds or a utility. We will be  
199 checking for illicit discharges and swale conditions this summer. We replied to the  
200 unreasonable pending TMDL concepts that are proposed.

201  
202 Erdman thanks the whole board and others for working together in stressful times  
203 with elections and COVID-19.

204  
205 Lastly and for the record, the town has zero debt.

206  
207

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

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208 Toby Vanden Heuvel, 4610 Island View Dr., asked questions about budget in annual  
209 book.

210

211 Set next year Annual Meeting date, April 19, 2022.

212 **Motion made by Todd Zak, Toby Vanden Heuvel seconded, to set year**  
213 **2022 Annual Meeting to Tuesday, April 19, 2022 at 7:00 p.m. at the**  
214 **town hall. Motion was carried by voice vote.**

215

216 **Motion made by Todd Zak, Toby Vanden Heuvel seconded, to adjourn.**  
217 **Motion was carried by voice vote.**

218

219 Meeting adjourned at 8:34 p.m.

220

Jeannette Merten/Town Clerk  
Town of Oshkosh

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