

**Town of Oshkosh**  
**Annual Town Meeting – Approval Pending**  
**April 19, 2022 - 7:00 pm – Town Hall**

PRESENT: Chairman Jim Erdman, Treasurer Laura Hunt, Supervisor Matt Merten, Supervisor William Demler, Treasurer Laura Hunt, Clerk Jeannette Merten, and an audience of 9.

Chairman Erdman called the Annual Meeting to order at 7:00 p.m.

Town of Oshkosh board members were introduced.

**Motion by Jason Selwitschka, Vicky Rowe seconded, to approve the Annual Meeting minutes dated April 20, 2021, as written. Motion carried by voice vote.**

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***VOLUNTEER FIRE DEPARTMENT REPORT by Steve Gawaresky***

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Steve Gawaresky, Fire Chief, reported the statistics from a written report with the number and types of calls in 2021. They are currently using the software Image Trend to track all details of response calls, the 2% Dues State audit was completed recently, and it went well. 2% Dues from the State of WI is a collection from insurance companies that are paid out to fire departments based on a formula including population and other things. They have purchased a gas meter sensor to detect gas leaks to service the community better. The VFD committee has reviewed and updated their Standard Operating Procedure (SOP) policy used as guidance for department members.

Looking forward.. Gawaresky is working toward offering more training opportunities for members by coordinating with other municipalities. They have a facility available for hands-on training owned by the cities of Neenah and Menasha. They are looking at purchasing 3-5 sets of turnout gear. Recommendation is to replace turnout gear every ten years. They are working on converting fire inspection reporting from paper to electronic.

The fire engine truck was purchased in 1995, and due to its age and the fact that repairs are becoming more frequent, he recommends replacing the truck in the near future. He is asking the town board to put a plan in place to address the replacement to either set funds aside, use ARPA funds, consider lease to own, or a low-interest loan. Because parts and supplies are becoming difficult to obtain, and even if it was ordered today, Pierce Mfg. is saying it could take 2-3 years before a truck could be built.

Chair Erdman said he will check into the details of the purchase process.

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

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Jason Selwitschka, First Responder Director, provided a written report. Selwitschka spoke about the contents of the report attached to the minutes. He added that they have a good working relationship with neighboring Town of Vinland's EMS and Fire departments.

Selwitschka commended Steve Gawaresky for his excellent job performance in his first year as Fire Chief.

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

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**Carol Kaufmann, Zoning Administrator.**

Carol Kaufmann reported on the contents within a written report of activity in 2021. The report is attached to the minutes.

**Vicky Rowe, Island View Sanitary District Commissioner.**

Vicky Rowe reported that the district is in good shape. Recent discussions have been about a Master Agreement.

**Sharon Karow, Planning & Zoning Committee secretary.**

Sharon Karow provided a summary of 2021 activities attached to the minutes.

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***BUILDING INSPECTOR REPORT***

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Marty Johnson, building inspector, could not attend due to a conflicting Annual Town Meeting in his township on the same night. In his absence, the Clerk provided a listing of all building permits issued in 2021. There were 94 building permits issued, down from the prior year, with an improved valuation of \$5,262,311. That total value is down compared to the prior year. New home start-up was five, two were replacements, valued at \$2,271,135, and new commercial was \$1,714,000.00.

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***CLERK REPORT by Jeannette Merten***

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Clerk Merten presented the Annual Financial booklet of 2021, available for public inspection. Booklets were available to voters during the Spring Election, and are available online for viewing on the town's website. The annual report is a snapshot of 2021 that includes the financial status, revenues and disbursements, information on stormwater practices, recycling news, Plummers Cemetery, and more.

Annual reporting of the recycle grant was submitted, and the town will receive \$9612.30, about \$35 more compared to last year. ARPA with the U.S. Treasury and Form CT reporting with the State of Wisconsin were submitted and are complete.

The April 5, 2022, Spring Primary Election results in the Town of Oshkosh was available to the public and was posted on the town's website.

Open book is scheduled for Tuesday, May 18, 2022, from 9am to 11am by phone and Board of Review is scheduled for Wednesday, June 2, 2022 from 3pm to 5pm. It was a maintenance year.

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

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***TREASURER REPORT by Laura Hunt***

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Laura Hunt reported that she conducts the tax collections, dog licenses, and anything relative to banking. Last year the town took out a line of credit to offset expenses from the Vinland St project during the construction period and was paid back in full before the end of the year. Therefore, the town remains in no debt.

She has been monitoring if there is a great need for property owners paying tax bills by credit card. She had only one inquiry. In the future, if the town moves in that direction, we would work with Winnebago County. There likely would be a convenience fee (sometimes calculated as a percent of the total balance due) that would be added to the total chargeback to the property owner.

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

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Matt Merten

He is responsible for overseeing the town's Emergency Management, and it is due for some minor updates. He had assigned at least three people with smartphones, strategically placed by location, to assist during an emergency.

Supervisor Merten additionally responds to stray animals, and noxious weeds, manages other miscellaneous concerns, including roads and ditching, and shared a dog rescue story.

William Demler

Demler responds to stray animal complaints, assists with culvert permits and responds to general concerns. The board has been working on a solution to the issue of the Island View drainage, the former Zacher property. He has been reaching out to several resources to collect information. Demler noted that piles of dirt had been witnessed on the Lorens Auto property, and he is looking into it. He is also looking into road issues on Plummers Pt. Rd. about replacing surveying stakes and funding for improving and widening the road. He also is following up with County regarding the Westwind parking lot and trail to Lake Butte des Morts.

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***CHAIRMAN REPORT by Jim Erdman***

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

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

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

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

Reminders to the towns people: 1) Concrete is not allowed in the road right-of-way of driveways. 2) An excavation permit is required from the town clerk when work is done in the road right-of-way. 3) Placing fill requires approval from the town board with a fill permit.

The town board did road review on April 4, 2022. We recently received the estimates for various repairs to determine which projects to complete in 2022.

Vinland Street was re-built in 2021 with a State MLS 90%/10% grant. Project cost came in at around \$480/k, and the town is grateful for the State funding. The town could never have afforded to complete this road repair with the town's road budget alone.

We are considering using ARPA funds for drainage enhancements and road safety projects.

Issues are being worked out regarding the Winnebago Area sewer and water project. It is now a 1.5-million-dollar project because of the City's request for redesign. According to the contractor obtaining materials is now problematic, in addition labor costs have gone up. There is no start date yet due to uncertainties and pending changes. The town is hopeful the project will work out in the end.

Man-made ditches and inlets on your neighbor's shoreline presently limit building rights on your property, also floodplain fill guidelines unfairly limit property use. He will be working with legislators to address these inequities as we strive for local sensible land-use authority, reasonable county ordinances, and fair state zoning statutes. He will work with legislators on this when the next session returns.

Erdman is also a member of the Towns Advocacy Committee with the Wisconsin Towns Association, where the committee can examine and weigh in on legislative proposals.

The Town of Oshkosh has a DNR approved MS4 H2O discharge stormwater permit. Thanks to adherence to our open ditches and swales (no underground storm sewer pipes), we presently don't need town retention ponds or a utility. We will be checking for illicit discharges and swale conditions this summer. Last summer, he helped Chuck Nahn, the town's stormwater expert, check on twelve outfalls to keep our town compliant. They plan to do it again this summer.

Board members attended the Wisconsin Towns Association District meeting in Ripon recently and were certified in Board of Review. The afternoon session was about a cornucopia of subject matters concerning towns. After the meeting the board met at the Lorens Auto site to discuss workable options with a Conditional Use. No decisions were made.

The town will likely convert over to bins soon. Waste Management approached the town to amend the current contract to implement this conversion. In the meantime, Erdman negotiated the fuel surcharge rates since diesel fuel has been surging and to add that into the amended contract. The board will consider the amended contract at the next regular Town Board meeting, April 25, 2022.

Erdman thanked the whole board for their team effort.

Lastly and for the record, the town has zero debt, but we do not know what the economic future will bring. After surviving a bad case of COVID in late 2021, he appreciates every day and enjoys working for the town.

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

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Vicky Rowe asked if they could have a table/booth during the November election to sell crafts with donations going towards the fire department. Clerk Merten will work with her on the request.

Toby Vanden Heuvel, 4610 Island View Dr., asked questions about the budget in the annual financial book. Clerk Merten answered his questions.

Set next year's Annual Meeting date to April 18, 2023.

**Motion made by Matt Merten, Bill Demler seconded, to set year 2023 Annual Meeting to Tuesday, April 18, 2023 at 7:00 p.m. at the town hall. Motion was carried by voice vote.**

**Motion made by Phil Grundy, Bill Demler seconded, to adjourn. Motion was carried by voice vote.**

Meeting adjourned at 9:01 p.m.

Jeannette Merten/Town Clerk  
Town of Oshkosh