

# **STILES TOWN BOARD MEETING – Wednesday, January 10, 2024**

Stiles Town Board held its monthly meeting Wednesday, January 10, 2024, at 6:00 P.M. in the Stiles Town Hall. Chairman Flynn called the meeting to order at 6:00 P.M. and roll call done.

Present: Chairman Flynn, Supervisors Sonesen and Telford, Treasurer Gillum, and Clerk Babino.

1. **Pledge of Allegiance** – Telford led the Pledge of Allegiance.
2. **Approval of Agenda** – Motion by Telford seconded by Sonesen to approve the agenda; motion carried.
3. **Approval of Previous Meeting Minutes** – Motion by Sonesen seconded by Telford to approve the December 13, 2023, town board meeting minutes; motion carried.
4. **Treasurer’s Report** – Treasurer Gillum reported balance of M&M Sweep Account is \$172,547.35, Money Market Account is \$522.97, Equipment Fund is \$13,974.62, Cemetery Fund is \$26,118.38 and ARPA Fund is \$158,677.52. Gillum stated tax collection is going well.
5. **List of Bills for Payment** – Motion by Sonesen seconded by Telford to pay the bills presented by Clerk Babino; motion carried.
6. **Culvert/Driveway Permits** – No driveway or culvert permits.
7. **Public Comment** – A townspeople stated that Birchwood Shores Road has a culvert that may need to be fixed. Flynn had looked at this culvert last Spring and the ends of the culvert are bad; this is on our list of things to look into.

## **Old Business**

8. **Agenda Creation Process & Town Board Meeting Parliamentary Process Resolutions** – Sonesen has been doing research on these processes. She read through a draft ordinance and discussions were held. The board thinks the agenda process is working for the current board and will continue to use this process. Sonesen will make updates to the ordinance and bring to a future meeting.
9. **Equipment Discussion** – Flynn said the Town may need to purchase a tractor and ditch mower/flail attachment. Discussion held as to cost of equipment versus hiring out. The board would like to purchase a tractor that the Town would have for years due to the costs of hiring out. This will need to be budgeted for. Flynn will look into different options and bring to the February town board meeting. Sonesen and Telford will research stipulations for spending ARPA money as we could possibly use our road funds for the tractor and use the ARPA money on roads. Any updates will be given as they are available.
10. **Town Dog Catcher/Dog Catching Ordinances/Fees** – Flynn reported that the Oconto Area Humane Society prices increased to \$300/dog and the Town does not get any reimbursement back from this. He researched other options for dog catching. Flynn met with Nikki Coopman of K-9 Creations Country Resort about being the dog catcher for the Town of Stiles. Flynn read the agreement. Would keep the Oconto Area Humane Society agreement as a back-up for dogs in need of medical care or are dangerous. Discussion held. Motion by Telford seconded by Telford to adopt the agreement for Nikki Coopman to be the Town of Stiles dog catcher effective January 13, 2024; motion carried. The agreement was signed by Flynn, and he will return it to Nikki Coopman. Nikki’s phone number for dog pick-ups is 920-846-2543. Telford will put notice on Town’s website.

## **New Business**

11. **Property at 6912 Oconto River Shores Drive** – Flynn reported this address was brought to the board’s attention by a townspeople. This property was listed for sale and the real estate listing states things have been updated, however the taxes are low, which do not account for all the updates that have been done. There currently is no driveway to this property. Flynn reported to

Oconto Conty and Tom Smith, building inspector. Oconto County will be sending the property owner a letter. Flynn will report any updates as they are available.

12. **Culvert/Driveway Permits/Fees/Procedure Updates** – Flynn explained the current process for culvert and driveway permits. Flynn disagrees with the current process as there are no repercussions if a towns person installs a culvert or driveway incorrectly. Flynn would like to update the permit to state that the culvert or driveway will be inspected and if it’s not correct, the property owner has 60 days to fix it, or the Town will fix it at the owner’s expense. Discussion held. The board agrees something needs to be in place to make sure culverts and driveways are being properly installed. Flynn will update the form and bring to the February meeting and the board will update the fee schedule at that time.
13. **Elections Chief Inspector Job Description** – Babino presented the board with the elections chief inspector job description. Discussion held. Motion by Sonesen seconded by Telford to approve the elections chief inspector job description.
14. **Procedure for Paying Bills & Distribution of Funds** – Sonesen has been doing research on different procedures on how to pay bills for the Town. Currently, the board approves all checks at the monthly board meetings, but there is also an alternative procedure that would allow the Clerk to pay bills as needed, and the board would just be given a list of bills/checks paid during the month. Discussion held. Sonesen will continue to research further.

15. **Agenda items for next/future meeting (s)** – in no particular order.

Sex Offender Residency Ordinance	2024 Reassessment/Revaluation
Littering/Improper Garbage Disposal Ordinance/Fees	ATV Updates
Zoning/Parcel Size Variances Research	Traffic Study on Highway 22 by Kwik Trip
Employee Handbook/Personnel Procedures	Roads-Grasse Ct, Landing Rd, LRIP
Industrial Solar Farms	2024 Open Box Container Plan (Feb/March agenda)
Cemetery Ordinance/Rules	Raze Order – Garage on Hwy 22
Wages/Compensation/Reimbursements – Resolutions	Fire Call Invoicing – Internal Procedures
Hall Rental Process/Fees	Unfit for Human Habitation order – 5008 Stiles Rd

The meeting was adjourned at 8:14 P.M.

The next town board meeting is Wednesday, February 14, 2024

THESE MINUTES ARE UNAPPROVED UNTIL THE NEXT TOWN BOARD MEETING.

Posted: Jill Babino, Stiles Town Clerk – 01/15/2024

Town Hall (5718 Watercrest Rd, Lena) and Town Website ([www.townofstiles.org](http://www.townofstiles.org))