

# **STILES TOWN BOARD MEETING – Wednesday, August 14, 2024**

Stiles Town Board held its monthly meeting Wednesday, August 14, 2024, at 6:00 P.M. in the Stiles Town Hall. Supervisor Telford called the meeting to order at 6:00 P.M. and roll call done.

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

1. **Pledge of Allegiance** Called to order by Telford @ 6pm; Telford led Pledge of Allegiance
2. **Approval of Agenda** Motion by Sonesen, seconded by Telford to approve the meeting agenda, motion carried
3. **Approval of Previous Meeting Minutes** Motion by Sonesen to amend items 2,3,5 & 12b to add motion carried, seconded by Telford, motion carried; Motion by Sonesen, seconded by Telford to approve corrected minutes, motion carried
4. **Treasurer's Report** Reported by Gillum, there was an issue with check printing last month which has caused delays in account reconciliation
5. **List of Bills for Payment – Amend budget if necessary.** Motion by Sonesen, seconded by Telford to approve the bills for payment, motion carried
6. **Culvert/Driveway Permits** Driveway permit 5275 Grasse Court, motion by Telford, seconded by Sonesen to approve the driveway permit (no culvert needed), motion carried; Driveway w/Culver Permit for Dub's Properties Motion by Telford, seconded by Sonesen to approve the Driveway w/culvert permit, motion carried
7. **Public Comment – Speakers may comment on any subject and may be limited to 3 minutes.** Joel Lavarda spoke about libraries and what municipalities are covered; A townsperson spoke regarding the permit for the salvage yard and wants to know why no other business needs to obtain a permit from the Town, Sonesen stated that this is something that is being reviewed as this has been in place 1989, the permit requirement must remain in place until the review is complete and a decision to continue the permit requirement is either continued or repealed

## **Old Business**

8. **Raze Order for Garage/Trailer – 6231 Hwy 22** Process on cleanup is being made
9. **Board of Review Preparations & Reminder 2024 is Reassessment/Revaluation year** Open Book meetings are scheduled for Tuesday, September 3<sup>rd</sup> from 10am - 6pm and Wednesday, September 4<sup>th</sup> from 9am – 4pm; 15 day notice required for Open book meetings, not required to be in the newspaper; BOR Review meeting options Thursday, October 10<sup>th</sup> and Wednesday, October 16<sup>th</sup> 5-7pm; Still looking for an alternative for the BOR

- 10. Converting Clerk & Treasurer from Elected to Appointed – Referendum Update** Info was verified by Sonesen & the questions if being put on the November referendum, will explain why the Town Board wants this switched, will review internally and then review at the September board meeting
- 11. Wages/Compensation/Reimbursements** Sonesen is working on a document showing all compensation for town employees, election workers, board members, etc.; Patton confirmed that board members are covered by the insurance if injured while doing work for the town other than board duties; working on getting more info from other municipalities as to how they handle this; will also have information regarding reimbursement for meals, travel expenses, training etc.
- 12. Driveway/access Iditarod Rd** Telford reported - Will require a driveway permit and may require a survey to verify lot locations for correct driveway replacement, owners asked if they could buy the land from the town, Telford will check on this; Telford also spoke about the examples of Landing Ln, Grasse Ct, Machikanee Ln – Must remain town property due to being connected to navigable waters
- 13. Residential lot sizes north of 22** Telford reported, possible consideration to lower lot size requirements for North of 22, will require a notice to be posted, create a proposal, hold a public hearing, must state a specific minimum lot size

#### **New Business**

- 14. Koski/Junk Yard Permit** Motion by Sonesen, seconded by Telford to approve the permit, motion carried
- 15. Ordinances/Resolutions:**
  - a. Parliamentary Processes Town Board Mtgs – Printed & Available for Reference** Sonesen reported-Parliamentary process printed and available @ the town hall, only applies to Town Board meetings, more formal meetings have formal processes
  - b. Finance: Overpayments Policy, Tax Refunds Process, Alt Claims (Bill Pay) Process** Sonesen reported-Costs the town money to process overpayments, sometimes more than the actual refund, refunds will not be held; however, if they are under a specific \$ amount they will not be automatically sent, looking at a \$10 minimum; Tax refunds process – doing more research; Alternative process for paying bills that are routine in nature, Patton will make up list of the monthly bills that this would work for; possible direct deposit
  - c. Town Roads Construction & Acceptance Standards** Telford is reviewing the current ordinances
  - d. Fee Schedule – NSF Fee, Special Assessment/Certificate Requests**
- 16. Review Delmore consulting findings** No issues were found; We were given 3 options to have the review done: we could do the training and do it ourselves, we could have the county do it; however, Oconto Cty does not offer this, or we

could pay to have it done, the board chose to hire a consultant to do the review, the fee is 100% reimbursed

**Adjournment** Telford adjourned the meeting at 7:51 pm

THESE MINUTES ARE UNAPPROVED UNTIL THE NEXT TOWN BOARD MEETING.

Posted: Terrah Patton, Stiles Town Clerk – 9/8/2024

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