

**6/20/23 Town of Peshtigo Monthly Board Meeting
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SPECIAL BOARD MEETING MINUTES

April 12th 2023

TOWN OF PESHTIGO

Draft

Draft

Chairperson: Cindy Boyle: X Supervisor 1: Cindy Baur X Supervisor 2: Tatem Schroeder
Supervisor 3: Kayla Furton X Supervisor 4: John Kowalski X

Call to Order: Meeting was called to order by Chair Cindy Boyle with 5 board members along with Town Clerk

Denise Wiedemeier and Town Treasurer Jodi Maney.

Pledge of Allegiance / Roll Call / and verification that proper notice was given.

Agenda Approval: Motion by Chair Cindy Boyle / Supervisor 2 / Motion carried with 5 yes votes.

Approval of Minutes: with correction on dates 3/13/23 Motion by Supervisor 1/Supervisor 3 Motion carried with 5 yes votes. 3/21/2023 Regular Board Mtg Minutes motion by Supervisor 1 / Supervisor 3 Motion Carried 5 yes.

Public Comment: Discussion on ATV County Road BB / Recycling Center Operations / Clerk Compensation / Concerns about the Roof / Money Spent on Water / Thank you to the voters and to the current board members and discussion on Insurance Companies.

Board of Appeals Vacancy Appointments: Tabled.

Chair Cindy Boyle announced CDBG-CV \$96,878 additional Grant funding request for increased estimated costs was submitted to the Department of Administration on 4/5/2023

Building and Grounds: A full discussion and update was on Comprehensive Insurance Coverage and was Tabled.

Classroom LED Lights NTE \$3000 Supervisor 2 gave an update on the progress from the past several months and made a Motion to go forward with the lights not to exceed 3,000 Second by Supervisor 1 / Motioned carried with 5 yes votes.

Supervisor 1 gave an update on the classroom Asbestos and Flooring and was Tabled.

Motion was made by Supervisor 2 to approval Joski Tile and Carpet for classroom carpet installation with a downpayment of \$2320.00 and balance upon completion. Motion seconded by Supervisor 1 Motion carried with 5 yes votes. Roof Replacement was Tabled.

Personal: Review and Approval of additional Clerk compensation beyond contractual requirements 3 weeks of Treasurer Duties/Challenge Investigation from 1-6-23 to 3-12-23 Motion was made by Supervisor 1 to approve 146 additional hours at 25.00 an hour for a total of 3,650 seconded by Supervisor 2 Motion Carried with 5 yes votes.

Hiring of Road Personal was Tabled.

Clerk resignation and exit interview was given by Clerk Denise Wiedemeier thanking the current board for the opportunity to work alongside each board member.

Finance: Treasurer Jodi Maney gave an update on the budget amendments for year 2022 motion by Supervisor 3 seconded by Supervisor 1 / Motion carried with 5 yes votes.

Approve Vouchers and Payment of bills Check # 22625-22657 = \$63,391.04 Check # 22 658 \$191.10 E Checks 020761-020765 \$330.00 void #020766. 020767-020772 \$14,422.25 Motioned by Supervisor 3 / Supervisor 4

Motion Carried with 5 yes votes.

Finance will verify the funds for Recycling Center. Tabled

Water: Supervisor 3 gave an update on work with Strand Engineering.

Chair Cindy Boyle announced Water Committee Meeting will be held on 4/18/2023 at 5:45 pm

Chair Cindy Boyle announced DNR Listening Session May 3rd. NWTC 12:00 and 5:00 pm

Supervisor 2 made a motion to adjourn seconded by Supervisor 4 / Motion carried with 5 yes votes.

Submitted by Denise Wiedemeier Town of Peshtigo Clerk



MEETING MINUTES
Town of Peshtigo Board Meeting
Tuesday, May 16, 2023 at 7 p.m.

STATE OF WISCONSIN, Town of Peshtigo, Marinette County
Peshtigo Town Hall, W2435 Old Peshtigo Road, Marinette, Wisconsin

1) Call to order: 7:00pm

2) Pledge of allegiance

3) Roll call: Present: Chairperson Friday, Supervisor Coble, Supervisor Wortner, Supervisor Furton

Absent: Supervisor Kowalski

4) Verification that proper notice was given

5) Agenda approval

6) Minute Approval: Friday tabled the 4/12/23 meeting minutes until 2 board members who attended the meeting are present. Motion made by Furton to approve the 4/18/23 minutes/Second by Wortner. Motion carried with 4 yes votes. Coble motion to approve the 4/27/23 minutes/Second by Wortner. Motion carried with 4 yes votes.

7) Announcements

8) Public Comment (state your name & address, limited to 3 minutes)

- a. Jessica Closhey encouraged the board to have a hope, desire, and support for clean water, as well as for ongoing transparency.
- b. Cindy Baur reminded the board of the previous petition to use ARPA funds to fund the fire truck, and encouraged this board to look into doing so.
- c. Buck Melton expressed that he is very pleased with the new culvert work done on Lietzow Road.

9) Department Head Reports

a. **Fire Department:** Chief Folger gave report.

b. **Constable:** Friday announced the resignation of Constable Dory, effective 05/15/2023. Wortner motion to appoint Robert Schounard as constable/Second by Coble. Motion carried with 4 yes.

10) Strand Engineering Discussion: Review current state & services performed for contracted amount of \$19,300, ITAs (Intent to Apply) due June 30th for Safe Drinking Water Loan Program with presentation limited to 10 minutes followed by question & answer session.

11) Grant & Eisenhofer Legal Team discussion: Review current status of litigation, anticipated next steps & timeline with presentation limited to 10 minutes followed by question & answer session.

12) Treasurers Report/Investment Report/Budget YTD vs Actual/Budget Amendments: After viewing expenses, Treasurer Maney recommended that the board discusses expenditures, reviews current accounts, and evaluates current and future costs as we are spending more than we are taking in.



13) Approve Vouchers & Payments of Bills: Treasurer Maney announced that additional e-pays were submitted, which cannot wait until June's board meeting to be approved and paid, some of which included Peshtigo Asphalt for work done on Town roads. Furton asked what department these Peshtigo Asphalt invoices were coded to, to which Maney and Wortner said they are road maintenance. Furton stated that those invoices are above the amount that our ordinances allow and that we do have to follow ordinances, even if it is not on our timeline. Wortner confirmed he checked with Wisconsin Towns Association, who deemed this service as road maintenance. Furton recommended Chair Friday get something in writing from Towns. Friday agreed to do so. Furton also urged all to follow the purchase policy and best practice for all purchases. Wortner motion to approve vouchers and payments of bills/Coble second. Furton opposed. Motion carried with 3 yes votes.

14) Update on former Clerk additional compensation: Friday updated that former Clerk Wiedemeier was paid for additional hours that were approved by the previous board members, although due diligence was not done by the previous board and that a minimum of \$500 should not have been paid. Former Clerk Wiedemeier's check was mailed on April 27th and deposited on or around May 2nd.

15) Office Technology Equipment costs, discussion with possible action: Regarding minimally used office iPads and additional phones, Coble motion to keep Constable phone and deactivate all others/Second by Wortner. Furton opposed. Motion carried with 3 yes.

16) CivicPlus Agenda Software discussion with possible action: Chair Friday spoke with CivicPlus, who agreed to reimburse a prorated cost of \$2,115 with cancellation of services. Coble motion to cancel service/Second by Wortner. Furton opposed. Motion carried with 3 yes.

17) Discussion and action re: Strand Engineering presentation: Furton motion for previous Strand invoice of \$19,300 to be paid via ARPA funds/Second by Coble. Motion carried with 4 yes. Coble motion to table and review all other Strand information/Second by Wortner. Furton opposed. Motion carried with 3 yes votes.

18) Discussion with possible action re: Grant & Eisenhofer legal team presentation: Furton motion to schedule a closed session with G&E. No second was made. Motion failed.

19) Review Ad hoc Committees, discuss current & future state with anticipated action:

a. **Capital Improvement Plan with status update:** Friday will keep as is, with Furton appointed as chair.

b. **CDBG-CV with status update:** Friday will keep as is, until after future public hearing.

i. **Supervisor Coble - Town Hall renovation, approve additional funds for heating & cooling:** Coble motion to approve moving forward with Integrity Engineering's Option 2, which is a better system and a longer lifespan/Second by Furton. Motion carried with 4 yes.

c. **Finance Committee:** Friday dissolved committee. Friday mentioned the potential of moving toward a grant committee instead, with discussion for a later date.

d. **Personnel Committee:** Friday dissolved committee.



e. Policy Committee: Friday dissolved committee.

f. Public Projects Committee, potential future project(s) discussion: Friday dissolved committee. She gave a thank you to Wendel Johnson, who will continue assisting with the Kowalski Walking Trail.

g. Technology Committee, potential future project(s) discussion: Friday dissolved committee.

h. Water committee: Friday dissolved committee.

20) Treasurer Maney 90-day Review, compensation discussion with action: Coble motion to continue Maney at her \$23 hourly rate and work toward pulling back from CPA duties/Second by Wortner. Motion carried with 4 yes.

21) Interim Clerk Okins compensation retroactive to 4/18/23, discussion & action: Coble motion to make Interim Clerk and Treasurer the same rate (\$23/hour) retroactive to last regular board meeting/Second by Wortner. Motion carried with 4 yes. Wortner motion to preapprove Chair and Vice Chair to hire a deputy clerk and set pay/Second by Furton. Motion carried with 4 yes.

22) Deputy Clerk position, ad in Peshtigo Times 5/3 & 5/10 with deadline 5/16

23) RFQs for Town Attorney, ad in Peshtigo Times 5/3 & 5/10 with deadline 6/6

a. Approve interim Attorney Spangenberg, \$185/h: Coble motion to approve hiring Attorney Spangenberg as interim/Second by Wortner. Furton opposed. Motion carries with 3 yes.

b. Limited contact to Chairperson & Interim Clerk with additional granted as indicated per Chairperson

24) Approve 2023 Town Newsletter, printing by Peshtigo Times with approximate cost \$2500: Coble motion to have Peshtigo Times print and mail Town Newsletter/Second by Wortner. Motion carried with 4 yes.

25) Approve Board of Review Ordinances: Furton recommended to table the approval, as it states it should be reviewed by Town Attorney. If approved by Interim Attorney Spangenberg, motion is made to adopt by Coble/Second by Wortner. Motion carried with 4 yes votes.

26) Standing Committee – Buildings & Grounds: Chairperson Coble, Vice Chairperson Wortner, review committee structure with action: Friday dissolved the resident members of this committee.

a. Fire Classroom update: Coble said classroom is nearly done.

b. Roof update, discussion and action: Coble motion to approve \$7,609.60 downpayment, to be paid via ARPA funds, to fix Town Hall roof in fall and patch it until then/Second by Wortner. Carried with 4 yes.

27) Standing Committee – Recycling Center: Chairperson Coble, Vice Chairperson Furton, review committee structure with action: Friday dissolved the resident members of this committee.

a. Spring Cleanup/Shredding Day update: Coble gave update- cleanup/shredding day was successful. Coble thanked former Supervisor Baur for the work done during her term to prep for this day.

28) Standing Committee – Roads & Ditches: Chairperson Wortner, Vice Chairperson Kowalski, review committee structure with action: Friday dissolved the resident members of this committee.



a. Part-time position, recommendation for hiring & compensation with anticipated action:

Motion made by Wortner to hire Jeff Maney part-time at \$20/hour, effective immediately/Second by Coble. Motion hired with 4 yes.

b. Approve stop sign at corner of Flame Road & Old Peshtigo Road with ordinance amendment: Motion to approve made by Wortner/Second by Coble. Motion carried with 4 yes.

c. Approve Hale Road weight limit with ordinance amendment: Motion to approve moving the temporary weight limit to permanent weight limit by Wortner/Second by Coble. Motion carried with 4 yes.

d. Update on completed & proposed work: Wortner gave an update on work completed thus far, including Culvert on Lietzow Road, Tree trimming on Kutz and Krause Road, and gravel roads graded.

i. Approval of tree cutting, NTE \$25K: Wortner stated this was no longer a needed agenda item.

29) Vacancy Appointments to Plan Commission, oath to be taken within 10 days of notification of Appointment:

Wortner motion to appoint Bryan Polzin for Plan Commission, in place of James Baur, through 03-31-2026/Second by Coble. Motion carried with 4 yes.

30) Vacancy Appointments to Board of Appeals, oath to be taken within 10 days of notification of Appointment:

Coble motion to approve Wayne Kamka and Pat Pottratz for Board of Appeals/Second by Wortner. Motion carried with 4 yes. Wortner motion to re-run ad for both Plan Commission and Board of Appeals for alternate vacancies/Second by Coble. Motion carried with 4 yes.

31) \$1.667 million Federal Grant Funds update – Supervisor Furton: Chair Friday announced a potential of creating a grant committee in the future. No action was taken at this time.

32) Landfill Sampling Proposal – Supervisor Furton: Motion made by Furton to accept Robert E. Lee's sample testing for \$4,000, which is already included in the Recycle Center budget/Second by Coble. Motion carried with 4 yes.

33) Assembly Shared Revenue Proposal Letter of Support Approval: Coble motion to approve sending letter/Second by Wortner. Motion carried with 4 yes.

34) Upcoming Events:

a. 5/21/23 75th Anniversary Emergency Rescue Squad Celebration

b. 5/30/23 10 a.m. – 12 p.m. Open Book

c. 6/6/23 10 a.m. – 12 p.m. Board of Review

35) Next Regular Board Meeting: Tuesday, June 20, 2023 at 7 p.m.: Cindy Baur announced an agenda request for the June meeting, stating that she would like to see the wall between the election room and the board room be knocked down, in efforts of making the board room larger.

36) Motion to Adjourn: Wortner motion to adjourn at 9:54pm/Second by Coble.

Kayla Okins, Interim Town Clerk, 05/30/2023

**Town of Peshtigo Fire Department Report to the Town Board
June 20, 2023**

12 Calls since the May 16, 2023 Monthly Town Board meeting:

5/17/23	N3407 Rehms Rd, EMS Assist
5/21/23	W2885 State Hwy 64, Vehicle Crash
5/22/23	W1536 US Hwy 41, Vehicle Crash
5/24/23	State Hwy 64 at Malinowski Rd, Vehicle Crash (Canceled Enroute)
5/24/23	W2151 State Hwy 64, Building Fire (Barn)
5/30/23	Peshtigo River Dam, Water Rescue (Canceled Enroute)
6/1/23	2700 Industrial Pkwy S., Grass/Brush Fire – Assist Marinette FD
6/5/23	1202 Logan Ave., Building Fire (House) – Assist Marinette FD
6/6/23	W2613 Jopek Rd, Controlled Burn
6/8/23	N3963 County RW, Grass Fire on Peshtigo River Island
6/16/23	County B at Rader Rd., Vehicle Crash
6/18/23	US Hwy 41 at MM 215, Vehicle Smoking (Canceled Enroute)

Apparatus and Equipment Status:

- All apparatus is functioning properly and up-to-date on current maintenance.
- A new generator, portable master stream device, six portable radios and a battery-operated positive pressure fan were purchased and received using monies from fund raising and donations.
- Annual Hose Testing has been completed.
- Station air compressor regulator needs repair.

Training:

- Two firefighters are currently enrolled in NWTC Fire officer training courses.
- June training included facility tours and pre-planning at Marinette Concrete products and the WPS electrical generating plant.

Fire Prevention and Education:

- Spring fire code inspections are underway with the goal of having all business occupancies inspected by July 1st.

Personnel:

- Our current roster stands at 22 volunteer firefighters.

Mike Folgert
Fire Chief

TOWN OF PESHTIGO

TOWN CONSTABLE REPORT FOR MAY 2023

05-20-23-N3866 River Drive. Certified mail date of delivery=05-06-23. Received by Tracy Kriecher. (This citation was issued by Ed Dory)

05-22-23-N3866 River Drive. I stopped and explained that the issue had to be resolved (cleaned up) immediately. I advised that I would be back in 3 days to check to see if work had been done, and that if not done, or at least started, I would be issuing a citation.

05-26-23 10:00 AM-W428 Oakwood Beach. They (Jim and Marsha) had records of the events that happened. I will talk to the home owners at N2970 Cook Lane (Mark, Nadine, and James).

05-30-23-N3866 River Drive. I returned to this address and nothing was cleaned up. I will go back on 05-31-23 and write a citation. (A citation was sent by certified mail on 05-31-23).

TREASURER'S REPORT

5/31/2023

MONTHLY ACTIVITY	4/30/2023	5/31/2023
BMO Checking Account *7013	\$ 27,597.45	\$ 29,994.65
BMO Platinum MM *6811	97,696.65	43,558.39
PNB Checking - CDBG	5.00	5.00
BMO Payroll Checking *7734	10,498.47	3,386.49
Change Fund	215.00	215.00
Receipts		129,482.44
Voided, Reuter, Whitish & Evans, S.C.		1,073.00
Disbursements		(189,408.48)
Transfers		
Undeposited Funds-Deposit in Transit		
TOTALS	\$ 136,012.57	\$ (58,853.04) \$ 77,159.53

LOCAL INVESTMENTS

	Due	4/30/2023	5/31/2023
Stephenson National (FD)	11/22/2023	\$ -	\$ -
Stephenson National (RD)	11/22/2023	158,644.36	158,644.36
Stephenson National (CO)	11/22/2023	105,762.89	105,762.89
			\$ 264,407.25

LOCAL GOVERNMENT INVESTMENT POOL (LGIP)

	4/30/2023	5/31/2023
Fire Dept. Equip.	\$ 245.28	\$ 250.04
Roads	130,899.63	92,362.98
Capital Outlay-Mach. & Equip.	116,915.03	119,180.57
Recycling	11,279.81	11,498.38
ARPA	287,719.75	270,915.37
TOTAL		\$ 494,207.34

TOTAL INVESTMENTS 758,614.59

TOTAL CASH & INVESTMENTS \$ 835,774.12

Fire Engine Funding

10/25/2022 Board Meeting Minutes

Total cost = \$777,911

Downpayment = \$400,000

Remaining Balance = \$377,911

\$400,000 Downpayment:

\$199,427.26 – FD Capital Outlay Accounts

\$35,000 – Town of Little River Reimbursement + \$10,000 transfer to FD Outlay from 2021 Budget

\$50,000 – 2022 FD Capital Outlay Budget

\$115,572.74 – ARPA

Potential Funds:

\$150,000 – 2023-2025 FD Capital Outlay Budget (\$50,000/year)

Remaining Balance = \$227,911

2022 Town Resident petition for \$200,000 ARPA fund allocation to Fire Engine

ARPA Funds Remaining = \$243,594.31



**LIQUOR LICENSE APPLICATIONS
TOWN OF PESHTIGO**

**CLASS "A" BEER AND
"CLASS A" LIQUOR
LICENSE APPLICATIONS
TOWN OF PESHTIGO
MARINETTE COUNTY**

Randy Klema, Agent, Klema's Seguin's Cheese INC, W1968 Hwy 41 Marinette, WI 54143.
Andrew W. Biehl, Agent, City Limits Gas Station, N3900 Hwy 180, Marinette, WI 54143.
Andrew W. Biehl, Agent, Golden Sands Mini-Mart C-Store, W716 Cty Hwy B Marinette, WI 54143.
Betty I. Wagner, Agent, Marinette Shell LLC, W1390 Old Peshtigo Rd. Marinette, WI 54143.

**CLASS "B" BEER AND
"CLASS B" LIQUOR
LICENSE APPPLICATIONS
TOWN OF PESHTIGO
MARINETTE COUNTY**

Sherry Veriha, Agent, Embers 1871, W3529 Cty Rd. B Peshtigo, WI 54157.
Christopher L. Walker, Agent, Tradewinds II, W1820 Hwy 41 Marinette, WI 54143.
Melissa M. Haidle, The Outback, W1997 Old Peshtigo Rd. Marinette, WI 54143.
Adam S. Drys, Agent, Drys Little River Country Club, N2235 Shore Dr. Marinette, WI 54143.
Rebecca J. Fronsee, Agent, 1911 Grill, W1911 Flame Rd. Marinette, WI 54143.
Andrew W. Biehl, Agent, Golden Sands Game Room, W716 Cty Hwy B Marinette, WI 54143.
Andrew W. Biehl, Agent, City Limits Banquet Room, N3900 Hwy 180 Suite C Marinette, WI 54143.
Melissa J. Joppe, Agent, Forgotten Fire Winery LLC, N2393 Schacht Rd. Marinette, WI 54143.
Jared Cox, Agent, Nephthar Watchtower LLC, N1141 Coble Rd. Peshtigo, WI 54157.
Vicki M. Bergeson, Shore Crest, N2797 Shore Dr. Marinette, WI 54143.
Vern P. Cramer, Agent, REMARC LLC, 1000 French St. Peshtigo, WI 54157.

Dated at Marinette, WI
This 30th Day of May, 2023
Kayla Okins, Interim Clerk

Peshtigo Times published week of June 7, 2023
Eagle Herald information only



TOWN OF PESHTIGO TOWN CLERK CONTRACT

- A. The Town of Peshtigo is entering into this contract with Kayla Okins to be Town Clerk under authority granted to towns in the State of Wisconsin under Wis. Stat. § 60.10.
- B. Duties of the Town Clerk:
 - 1. All duties of the Town Clerk as described in Wis. Stat. § 60.33, Section 2-202 of the Town's Ordinances, such duties at the lawful direction of the Town Board and those additional duties described herein (see page 2).
 - 2. The Town office will be open from 10 a.m. until 2 p.m. on Tuesdays and Thursdays unless changed by mutual agreement between the Town Board and the Town Clerk. The office shall be manned by a member of office staff during designated office hours.
 - 3. The Town office will be closed on the following holidays should they fall on a day the office would normally be open: 4th of July, Thanksgiving, Christmas Eve/Day, New Year's Day.
- C. This contract will be in effect from signature date through December 31, 2025. The Town Clerk must be sworn in at the start of the new contract.
- D. The Town Chairperson and/or Vice Chairperson will make arrangements for a performance review to be completed in September annually. Any adjustments in compensation based on the review will require a new contract to be handled annually prior to Town budget preparation to be effective on January 1 of the following year.
- E. The Town Clerk can be removed from office for just cause as defined in Chapter 17 of Wisconsin State Statutes as it pertains to town officers.
- F. Compensation for the position of Town Clerk will be as follows:
 - 1. \$22,000 annual salary for 2023 (prorated from date of signed contract);
 - 2. \$23,000 annual salary for 2024;
 - 3. \$24,000 annual salary for 2025;
 - 4. \$500 one-time payment each month during which an election is held;
 - 5. \$2000 one-time payment for training of Deputy Clerk, limited to once per calendar year and once per newly hired individual.
 - 6. \$3000 one-time retention bonus with signature of new 3-year contract at the end of current contract period to be repaid to the Town of Peshtigo at a prorated rate in the event of early termination of contract for any reason by either party.
- G. The Town of Peshtigo will provide Workers Compensation, Unemployment Compensation and Social Security. All Town insurance policies shall be in effect for the Town Clerk's position. No other benefits are provided beyond those listed.
- H. This contract will be terminated upon ninety (90) day written notice by either party unless earlier termination is warranted for any legal reason including but not limited to job performance as set forth in Section E above or disability.
- I. If Town Clerk terminates contract without ninety (90) day notice without just cause he/she will forfeit any remaining compensation due to be paid.



ANNUAL DUTIES OF TOWN CLERK

Those duties as described in Wis. Stat. § 60.33, Section 2-202 of the Town's Ordinances, such duties at the lawful direction of the Town Board including but not limited to the following:

- Serve as Clerk of the Town Meeting, responsible for preparing and distributing the agenda, providing meeting notice and keeping a full record of the proceedings.
- Serve as Clerk of the Town board, attend meetings, responsible for preparing and distributing the board agendas, providing meeting notice and keeping a full record of the proceedings.
- File all accounts approved by the Town board.
- File with the Town board claims approved by the Clerk.
- Perform those duties as required by law related to elections.
- Execute the conveyance of real property, record deeds and other public documents.
- Compose, attest, publish and/or post ordinances and resolutions, responsible to notify Municipal Code Corporation to keep the code of ordinance book and Town's website up-to-date.
- Act as the legal custodian for Town records and associated files, keep Town files neat and orderly for quick and easy retrieval.
- Issue license and permits once permit or license fee is paid.
- Keep map of school districts and Town zoning map up-to-date, maintain the integrity of data when changes are approved.
- Timely performance of duties of the Clerk as required by law regarding the taxation of real and personal property.
- Respond to customer and agency inquiries in a timely and courteous fashion.

It is the goal of the Town board that this office encourage citizen participation in Town government by providing timely information on the Town website and during public hearings to help citizens understand the governmental process and the business being conducted and serve the department in a professional, courteous and friendly manner to all citizens, business associates and governmental agencies alike.

Signed this _____ day of _____, 20_____.

Jennifer Friday, Chairperson

Kayla Okins, Clerk

iPads/iPhones

Clerk iPad - \$849.27

- \$59.45/month through 11/2023 followed by \$27.78/month through 11/2025 via Cellcom

Clerk iPhone - \$346.34

- \$11.95/month through 11/2025 via Cellcom

Treasurer iPad - \$849.27

- \$59.45/month through 11/2023 followed by \$27.78/month through 11/2025 via Cellcom

Chairperson iPhone - \$93.10

- \$13.30/month through 1/2024 via Cellcom

Suggested newspaper ad:

Town of Peshtigo is looking to sell the following Cellcom devices:

2 iPad Pros w/keyboard & pencil purchased 12/2022, \$800 each.

iPhone SE 3rd Gen \$300.

iPhone SE 2nd Gen \$75.

May be purchased outright OR may take over current contract through Cellcom to allow for monthly payments.

All sales will be first-come first-served and final.

Town Officials/employees/volunteers & their immediate family members are excluded from this offer.

Contact Town Clerk Kayla Okins at 715-582-4332 or topclerk@townofpeshtigo.org.

From: Arndt, Rick S <Rick.Arndt@charter.com>
Sent: Tuesday, May 30, 2023 9:18 AM
To: Town of Peshtigo Info <topinfo@townofpeshtigo.org>
Subject: RE: New Government Service

Hi Kayla,

As we discussed last week, we'd consider these two separate projects.

1. Coax Internet with (1) Fax Line
2. Unified Communications VoIP phone service solution

Here is pricing for each project (requires final approvals but these numbers are 99% accurate).

Project #1 – Internet and Fax Line

\$79.98/month – 300mb internet and keeping fax # 715 582-4330 for first 12 months

\$109.98/month – months 13+

Installation timeframe = 10-14 days

\$99.00 one-time installation charge

Project #2 – Unified Communications VoIP Service Solution

\$169.00/month – (3) Desk Phones + (2) Cordless Phones

ALL Equipment and Service INCLUDED

Installation and Training INCLUDED

All Maintenance and Support for all equipment INCLUDED – 60 months

Keep Existing Main Phone # 715 582-4332

Installation timeframe = 6-8 weeks

60 month Pricing Term

Please let me know if you have any other questions or how you'd like to proceed!

Thanks!

Rick

Rick Arndt | Strategic Account Specialist – Gov/Ed
608.206.6387 M | 608.598.0912 O
Rick.arndt@charter.com



Internet + Phones

Totals:

1st 12 months: \$248.98

13+ months: \$278.98

Brightspeed current bill: \$247.85

⊗ Benefits

- faster speeds
- 4 phone lines per device (current = 2 total)
- tech support on phone devices
- cordless capability

**Ordinance Amending Section 2-495(a) of the Code of Ordinances
Board of Review- Membership of Board**

**Town Of Peshtigo
Marinette County, Wisconsin**

Ordinance #202305-03

That Sec. 2-495(a) of the Code of Ordinances, Town of Peshtigo, Wisconsin is hereby amended to read as follows:

Sec. 2-495. Composition.

- (a) *Membership.* The board of review shall consist of the chairperson and town board supervisors. In addition, in the event that the appointed Town Clerk is a resident of the Town of Peshtigo, the Town Clerk will hereby be made a voting member of the Town of Peshtigo Board of Review.

Adopted this _____ day of _____, 2023.

Town of Peshtigo Town Board

BY: _____
Supervisor

BY: _____
Supervisor

BY: _____
Jennifer Friday, Town Chairperson

ATTEST:

I hereby certify that the foregoing ordinance was duly adopted by the Town of Peshtigo at a legal meeting on this _____ day of _____, 2023.

Kayla Okins
Town Interim Clerk

Effective date. This ordinance shall take effect upon approval and publication.

Posted/Published: _____ (Indicate Date and Locations)

Ordinance Creating Section 2-500 of the Code of Ordinances
Board of Review- Confidentiality of Income Information Ordinance
Town Of Peshtigo
Marinette County, Wisconsin

Ordinance # 202305-04

AN ORDINANCE RELATING TO THE CONFIDENTIALITY OF INFORMATION ABOUT INCOME AND EXPENSES REQUESTED BY THE ASSESSOR IN PROPERTY ASSESSMENT MATTERS IN THE TOWN OF PESHTIGO

WHEREAS, as part of the Budget Adjustment Act, 1997 Wisconsin Act 237, a number of significant changes regarding property tax assessment appeals and Board of Review procedures were enacted; and

WHEREAS, at Section 279(K) of 1997 Wisconsin Act 237, § 70.47(7)(af) of the Wisconsin Statutes was created; and **WHEREAS**, Wis. Stat. § 70.47(7)(af) requires that the municipality provide by ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under Wis. Stat. § 70.47(7)(af), and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of the court,

NOW, THEREFORE, the Town of Peshtigo, Marinette County, Wisconsin, **ORDAINS AS FOLLOWS**:

That Chapter 2, Article VI, Division 3, Section 2-500 of the Code of Ordinances, Town of Peshtigo, Wisconsin shall be created as follows:

Sec. 2-500. Confidentiality

(a) Confidentiality. Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information, the information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that the information may be revealed to and used by persons: in the discharge of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to a court order. Income and expense information provided to the Assessor under Wis. Stat. § 70.47(7)(af), unless a court determines that it is inaccurate, is, per Wis. Stat. § 70.47(7)(af), not subject to the right of inspection and copying under Wis. Stat. § 19.35(1).

(b) Severability. The provisions of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

(c) Effective Date. This ordinance shall take effect immediately upon passage and posting or publication as provided by law. The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Dated this _____ day of _____, 2023.

Adopted this _____ day of _____, 2023.

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Town of Peshtigo Town Board

BY: _____
Supervisor

BY: _____
Supervisor

BY: _____
Jennifer Friday, Town Chairperson

ATTEST:

I hereby certify that the foregoing ordinance was duly adopted by the Town of Peshtigo at a legal meeting on this _____ day of _____, 2023.

Kayla Okins
Town Interim Clerk

Effective date. This ordinance shall take effect upon approval and publication.

Posted/Published: _____ (Indicate Date and Locations)

TOWN OF PESHTIGO
Board of Review Policy on Procedure for Sworn Telephone
or Sworn Written Testimony Requests
(May, 2023)

PURPOSE:

The purpose of this policy is to outline and authorize consideration of the use of telephone or sworn written statements in lieu of testimony for Board of Review proceedings.

WHEREAS, Wis. Stat. § 70.47(8) authorizes the Board of Review to consider requests from a property owner or the property owner's representative to testify under oath by telephone or to submit sworn written statements to the Board of Review; and

WHEREAS, the Wisconsin Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law prior to a Request to Testify by Telephone or Submit Sworn Written Statement form being considered;

NOW, THEREFORE, the Town Board of Review of the Town of Peshtigo, Marinette County, Wisconsin hereby adopts the following policy:

1. PROCEDURE:

Before the Board of Review (BOR) can consider a request from a property owner or the property owner's representative ("property owner") to testify by telephone or submit a sworn written statement, the property owner must first complete and file with the BOR clerk the following documents:

- a) A timely Notice of Intent to appear at the BOR;
- b) A timely Objection Form for Real Property Assessment (PA-115A); and
- c) A fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814).

Requests must be filed with the BOR clerk within the first 2 hours of the BOR's first full meeting. If the property owner fails to file the documents as required, the BOR will not consider the request.

2. CRITERIA:

The BOR may consider any or all of the following factors when deciding whether to grant or deny the request:

- a) The property owner's stated reason(s) for the request as indicated on the PA-814;
- b) Fairness to the parties;
- c) The property owner's ability to procure in-person oral testimony and any due diligence exhibited by the property owner in

procuring such testimony;

- d) Ability to cross examine the person(s) providing the testimony;
- e) The BOR's technical capacity to honor the request; and
- f) Any other factors that the BOR deems pertinent to deciding the request.

3. EFFECTIVE DATE:

This policy shall be effective upon passage.

Adopted and passed this ____ day of _____, 2023, by the Board
of Review of the Town of Peshtigo.

Jennifer Friday, Chairperson

ATTESTED:

Kayla Okins, Interim Clerk

TOWN OF PESHTIGO
Board of Review Policy on Procedure for Waiver of
Board of Review Hearing Requests

(May, 2023)

PURPOSE:

The purpose of this policy is to authorize the Board of Review to consider requests to waive an objection and allow the taxpayer to have the assessment reviewed under Wis. Stats. § 70.47(13).

WHEREAS, Wis. Stat. § 70.47(8m), authorizes the Board of Review to consider requests from a taxpayer or assessor, or at its own discretion to waive the hearing of an objection under Wis. Stat. § 70.47(8), or in a 1st class city, under Wis. Stat. § 70.47(16), and allow the taxpayer to have the taxpayer's assessment reviewed under Wis. Stat. § 70.47(13); and

WHEREAS, Wis. Stat. § 70.47(8m) further states that for purposes of this subsection, the Board of Review shall submit the Notice of Decision under Wis. Stat. § 70.47(12) using the amount of the taxpayer's assessment as established by the municipal assessor as the finalized amount; and

WHEREAS, Wis. Stat. § 70.47(8m) further states that for purposes of this subsection, if the Board of Review waives the hearing, the waiver disallows the taxpayer's claim on excessive assessment under Wis. Stat. § 74.37(3), and, notwithstanding the time period under Wis. Stat. § 74.37(3)(d), the taxpayer has 90 days from the notice of hearing waiver in which to commence an action under Wis. Stat. § 74.37(3)(d); and

WHEREAS, the Wisconsin Department of Revenue has determined that the legal requirements of the Notice to Appear at the Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law by the taxpayer prior to a Request for Waiver being considered;

NOW, THEREFORE, the Town Board of Review of the Town of Peshtigo, Marinette County Wisconsin hereby adopts the following policy:

1. PROCEDURE:

Before the Board of Review (hereinafter BOR) can consider a request from a taxpayer or assessor or at its own discretion waive the hearing of an objection, the taxpayer must first complete and file with the BOR Clerk the following documents:

- a) A timely Notice of Intent to appear at the BOR; and
- b) A timely Objection Form for Real Property Assessment (PA-11SA).

If the owner fails to file the documents as required, no hearing will be scheduled on the objection. If the owner files the documents as required and a request from the owner or assessor is made to waive the hearing of an objection, or if the BOR considers waiving the hearing at its own discretion, the BOR shall use the following criteria to make its decision.

2. CRITERIA:

The BOR may consider any or all of the following factors when deciding whether to waive the hearing:

- a) The benefits or detriments of the BOR process;
- b) The benefits or detriments of having a record for the Court review;

- c) Avoidance of unruly, lengthy, burdensome appeals;
- d) Ability to cross examine the person(s) providing the testimony;
- e) Any other factors that the BOR deems pertinent to deciding whether to waive the hearing.

3. EFFECTIVE DATE:

This policy shall be effective upon passage.

Adopted and passed this _____ day of _____ 2023, by the Board of Review of the Town of Peshtigo.

Jennifer Friday, Chairperson

ATTESTED:

Kayla Okins, Interim Clerk

**ORDINANCE 2019-601
Amended 06/20/2023**

**TOWN OF PESHTIGO
MARINETTE COUNTY, WISCONSIN**

**AN ORDINANCE REGARDING ESTABLISHING ATV REGULATIONS
IN THE MUNICIPAL CODE OF ORDINANCES FOR THE TOWN OF PESHTIGO**

THE TOWN BOARD OF THE TOWN OF PESHTIGO, MARINETTE COUNTY,
WISCONSIN, DOES HEREBY ORDAIN AS FOLLOWS:

ADOPTED.

Section 10-4-1. State All-Terrain Vehicle Laws Adopted

The provisions describing and defining regulations with respect to all-terrain vehicles in the following enumerated subsections of Section 23.33, Wis. Stats., and any future amendments or revisions thereto, are hereby adopted by reference and made a part of this section as if fully set forth herein. Any acts required to be performed by the following statutory subsections or which are prohibited by such statutory subsections are required to be performed by this section or are prohibited by this section:

Section 23.33(1)	Definitions [including subsections (a) through (n)]
Section 23.33(2)	Registration
Section 23.33(3)	Rules of operation [including subsections (a) through (i)]
Section 23.33(4)	Operation on or near highway [including subsections (a) through (e)]
Section 23.33(5)(a) and (5)(c)	Age restrictions
Section 23.33(6)	Equipment requirements [including subsections (a) through (e)]
Section 23.33(7)	Accidents [including subsections (a) through (b)]

ADOPTED.

Section 10-4-2. ATV / UTV Route

A. Title and Purpose. This ATV / UTV Route section is adopted to establish ATV / UTV routes on Town roads, and to promote public health and safety by providing for the regulation of ATVs / UTVs, within the Town of Peshtigo, Wisconsin. The establishment of this section is for the convenience of the ATV / UTV riding public only and the Town Board of the Town of Peshtigo makes no warranty, express or implied, that the aforementioned routes are safe for ATV / UTV operation.

B. Intent. It is the intention of the Town of Peshtigo, by establishment of this section, to provide the residents of the Town of Peshtigo and residents from outside the area an ATV / UTV route system.

C. Adoption of State Statutes. The Town of Peshtigo hereby adopts, except as otherwise specifically provided in this chapter, and pursuant to the authority granted in Chapter 23 and Chapter NR64 of the Wisconsin Statutes, the Town Board of the Town of Peshtigo hereby adopt Chapter 23 and Chapter NR64 of the Wisconsin State Statutes which deals with all-terrain vehicles, to be applied on all Town Roads designated as ATV / UTV routes in the Town of Peshtigo.

D. Authorization. This section is authorized by Wisconsin State Statutes Chapter 23 and Chapter NR64; specifically, Section 23.33 and all subsections thereto.

E. Definitions. As used in this section, the following terms shall have the meaning indicated:

ATV (All-Terrain Vehicle)

As defined in Section 23.33(b) and Section 340.01(2g), Wisconsin Statutes.

An engine-driven device which has a net weight of 900 pounds or less, which has a width of 50 inches or less, which is equipped with a seat designed to be straddled by the operator and which is designed to travel on three or more low-pressure tires or non-pneumatic tires.

UTV (Utility Terrain Vehicle)

As defined in Section 23.33(ng), Wisconsin Statutes.

ATV / UTV Club

A club consisting of individuals that promote the recreational use of ATVs / UTVs.

ATV / UTV Route

A highway, road, street or right-of-way designated for use by all-terrain vehicle operators by the governmental body having jurisdiction as authorized under this section.

ATV /UTV Trail

A marked corridor on public property or on private lands subject to public easement or lease, designated for use by ATV / UTV operators by the governmental agency having jurisdiction, but excluding roadways or highways except those roadways that are seasonally not maintained for motor vehicle traffic.

F. Application. This section is binding on all individuals traveling in and through the Town of Peshtigo in any manner on any and all Town roads.

G. Route.

- (1) All roads in the Town of Peshtigo may be open to ATVs / UTVs. Only roads that have ATV Route signs installed are open to ATV/UTV use. The Town of Peshtigo and the Oconto Area ATV Club will determine which roads will be signed.

- (2) The aforementioned routes shall not include any private roads or driveways nor any private property in the Town of Peshtigo. The Town of Peshtigo shall retain the right to close any Town roads to ATV / UTV operation for special events, or due to street construction or repair, without advance notice.

H. Laws. The Town of Peshtigo accepts no liability for the operation of ATVs / UTVs on any Town roads under the provisions of this section. ATVs / UTVs that operate on the aforementioned roads shall abide by all state laws regulating ATV / UTV operation, including the following:

- (1) Operate in the extreme right-hand portion of the traveled part of the road and travel in single file.
- (2) Speed shall not exceed posted Town speed limits on roadways.
- (3) ATVs / UTVs operated on Town roads pursuant to this section shall have the following properly working equipment:
 - (a) One or more headlights;
 - (b) A red rear light, and a working red brake light;
 - (c) Brakes in good mechanical condition; and
 - (d) A muffler system and such other equipment or devices that comply with the noise level standards as set forth in 23 V.S.A. Section 3505(b), and regulations adopted pursuant thereto.
- (4) ATVs /UTVs operated on Town roads shall be currently registered by the State of Wisconsin in accordance with Wisconsin State Statutes. Registration does not constitute a license to cross or operate an ATV /UTV on public or private roads.
- (5) At all times while operating an ATV / UTV on Town roads, operators born after January 1, 1988 shall have passed an approved safety course. The driver of an ATV / UTV shall obey all State of Wisconsin laws regarding the operation of ATVs / UTVs.
- (6) Except as otherwise provided in this section, a person may only operate or permit an ATV / UTV owned by him/her or under their control to be operated in accordance with Wisconsin State Statutes and all regulations adopted pursuant thereto.
- (7) ATVs / UTVs traveling on Town roads shall travel on the right side of the road, in single file, and with headlights activated, at a rate of speed not to exceed the posted speed limit.
- (8) When operating an ATV / UTV under this section, if the ATV / UTV has no turn signals and/or brake lights, the operator shall use hand signals when making turns or stopping.

(9) No public or private landowner shall be liable for any property damage or personal injury sustained by any person operating or riding as a passenger on an ATV / UTV or upon a vehicle or other device drawn by an ATV / UTV upon the public or private landowner's property, whether or not the public or private landowner has given permission to use the land unless the public or private landowner charges a cash fee to the operator or owner of the ATV / UTV for the use of the property or unless damage or injury is intentionally inflicted by the landowner.

(10) ATV / UTV operators must remain on an approved marked trail or route. Upon failure to do so, Wisconsin DNR and other penalties may apply.

(11) It shall be unlawful for any person to consume or have in their possession any open container containing an alcoholic beverage upon any public street, public way, public alley, or public parking lot within the Town of Peshtigo.

I. Severability. Should any portion of the section be declared unconstitutional, or invalid by a court of competent jurisdiction, the remainder of this section shall not be affected.

J. Enforcement. The Town of Peshtigo Board gives the authority to enforce this section to the Marinette County Sheriff's department, or its designee, as allowed by Wisconsin Statutes. The enforcement officer may order the owner or operator of any vehicle being operated on a highway or street to suspend operation. Verbal or written warnings may be allowed at the discretion of the enforcement authority in this subsection.

K. Penalties. The penalties set forth in Section 23.33(13)(a), Wis. Stats., are adopted herein by reference.

EFFECTIVE DATE. This Ordinance shall be adopted under suspension of local rules, and shall take effect on June 20, 2023, upon passage and publication as provided by law.

Offered by:

Seconded by:

VOTE: Ayes: Nays:
 Abstentions: Absent:

Date of Adoption: June 18, 2019

Amended: June 20, 2023

Date of Publication:

TOWN BOARD TOWN OF PESHTIGO,
MARINETTE COUNTY, WISCONSIN

Jennifer Friday, Chairperson

Kayla Furton, Supervisor #3

Clarence Coble, Supervisor #1

John Kowalski, Supervisor #4

Jimmer Wortner, Supervisor #2

Kayla Okins, Interim Clerk Attest

Network Service Contract

Client: Town of Peshtigo

This service contract covers a period of 2 years from the date of this signed agreement. Service is provided on your site for the period of this contract. This contract provides for continuous and as needed service for two years. This includes a standard rate of \$125.00/ hour reduced to **\$110.00/hour** for normal business hours service and the next business day emergency service.

UES services portal to depart.

During the term of this Agreement, UES Technologies shall be the exclusive provider of IT Services for Client. The client shall not seek or accept similar services from other providers unless prior written approval is obtained from UES Technologies.

Services

Standard service includes but not limited to.

- Network Administration
- Inspection and cleaning of server(s)
- Inspection and cleaning of workstations
- Optimizing server(s) and workstations for performance
- Training
- Software installations
- Software updates (anti-virus and other)
- Cabling inspections
- Back-up reliability and testing
- Network consulting and upgrade recommendations

Service contract covers labor and telephone support for customer at address(s) listed at the bottom of this contract. Extensive telephone and remote support are considered service.

Use of Time

Time billed for work performed during normal hours is \$110 per hour. Normal hours are from 8:00 AM to 5:00 PM Monday thru Friday.

Time required for emergency service during normal hours, work after hours, weekends or holidays would be billed at 1.5 hours per hour.

Items not covered.

This service contract does not cover the cost of parts or consumables, if parts are under warranty by the manufacturer, there will be no charge for the **part** provided under the manufacturer's warranty. There may be a shipping charge billable to the customer if there are any charges to ship back parts to the manufacturer to satisfy the warranty.

Response Time for Network Service

A technician will respond to all on-site requests by the **next business day during normal business hours** from the time of the call. The customer will be billed at \$110.00 per hour for onsite service. Remote login may be an option as well.

After Hours Calls

This contract does not cover after hour's calls; Technicians may be required to stay on site after normal business hours at the discretion of the customer. Any hours needed after 5 PM on any business day will be billed to the customer at a rate of 1.5 hours per hour. If needed, the service can resume the next business day to complete jobs at the normal hourly rate.

UES Technologies cannot be held responsible for loss or damage of data due to user error or equipment failure.

Usage of Hours

UES Technologies will schedule a technician based on the customer's needs.

Liabilities

UES Technologies cannot be held responsible for loss or damage of data due to user error or equipment failure.

UES Technologies cannot be held responsible for electronic errors with paging systems or telephone companies.

UES Technologies will provide a normal business phone number to call. (715-732-9103)

Remote Login Software

To resolve issues quickly, UES Technologies requires the ability to remotely login to the customer's network using a remote software of UES Technologies choice. There will be an additional fee for this service.

Signatures

Client

Customer

Address

Customer Signature

Date

UES Technologies Representative Signature

Date

Road Work Bidding Requirements

Bidding procedures apply to “public contracts” which is defined as a “contract for construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of materials or supplies, with an estimated cost greater than \$5000.” Sec. 60.47(1)(a). It covers the construction and repair of buildings and roads, including such work as sealcoating. It does NOT include a contract for the purchase of equipment nor does it include contracts for services such as contracts with an engineer, architect, assessor or attorney.

Services include road grading, tree cutting, shouldering and do NOT require bids nor class 1 notice.

Public contracts \$5000.01 - \$25,000 require class 1 notice.

Public contracts over \$25,000 require bids plus class 2 notice.

EXCEPTION – work performed by County.

5/9 - 5/12 Peshtigo Asphalt Invoices Approved at 5/16 Board Meeting for Total \$37,320

- Bieniek Road grading \$240
- Felmer Road grading \$480
- Badger Road grading \$615
- Hipke Road grading \$615
- Anderson Pit Road grading \$820
- Johnson Road grading \$2460
- Kutz Road grading \$2625
- Pond Road grading \$3835
- Frontage Road grading \$7160
- Old Peshtigo Road grading/shouldering \$16,625

Additional Invoices Received

- 5/18 Staudenmaier Road grading \$1500
- 5/18 Madsen Road pulverizing/grading \$7830
- 5/18 Affordable Tree Service \$9800
- 5/27 Verrette for gravel \$17,104.56
- 5/31 Affordable Tree Service \$17,104.56

What should have happened?

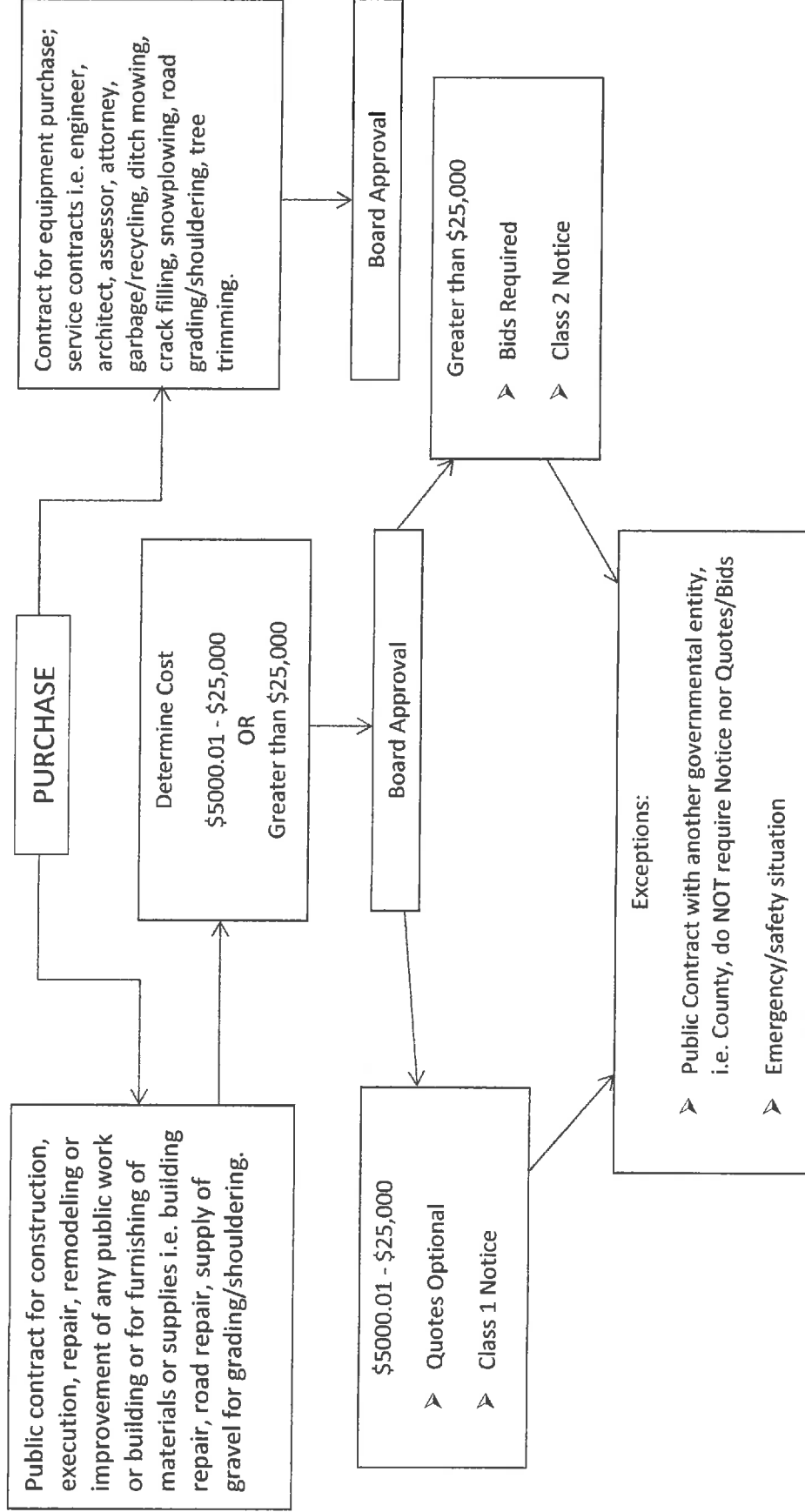
- Board approval for Peshtigo Asphalt to do grading/shouldering
- Board approval with class 1 notice for Peshtigo Asphalt to do pulverizing & grading of Madsen Road
- Board approval with class 1 notice for gravel acquisition
- Board approval for Affordable Tree Service to do tree cutting/maintenance

Question to Wisconsin Towns Association (WTA): *If road work was already done for the Town that invoiced for > \$5K and a Class 1 Notice was NOT done as the Roads Supervisor was not aware at the time is there anything that can be done to rectify the situation or is it a matter of making certain it does not happen again in the future.*

WTA response: *Look to the future.*



Purchase Algorithm



Refer to Wisc. Stat. § 60.47, § 985.01, Wisconsin Towns Association Information Library at www.wisctowns.com



TOWN OF PESHTIGO
MARINETTE COUNTY WISCONSIN
RESOLUTION _____

RESOLUTION FOR PURCHASING AND REIMBURSEMENT

WHEREAS, the Town of Peshtigo, Marinette County, Wisconsin wishes to establish a policy for purchasing and reimbursement of expenses incurred by authorized Town personnel. Town personnel are defined as Town officials, Town employees and others assigned to conduct Town business. The Fire Department, election personnel/costs and road work/maintenance are excluded from this policy.

NOW THEREFORE, BE IT RESOLVED, that the following is hereby authorized:

1. The Town of Peshtigo is a tax-exempt governmental entity. A tax-exempt form shall be obtained from the Town Clerk to present to the vendor where purchases are being made for tax exemption. Any purchase where tax is paid the tax will not be reimbursed to the purchaser.
2. All purchases require a signed and dated receipt along with a clear definition of what was purchased and shall be supplied to the Town Clerk for reimbursement within 14 days of purchase.
3. General office and maintenance items/supplies for the everyday operation and upkeep of Town property up to a cost of \$1500 may be purchased without Town Board approval.
4. Individual budgeted items up to \$5000 may be purchased without Town Board approval provided the Committee Chairperson presents the purchase request to the Town Chairperson for purchase approval.
5. Items not individually budgeted and items over \$5000 shall be brought to the Town Board for approval prior to purchase or approval to proceed if being done by an outside contractor
6. The Town Chairperson shall call a special meeting per Wisc. Stat. § 19.84 and/or § 323.11) for expenditures needed in an emergency.
7. Registration fees for attendance at workshops, seminars, meetings and conventions are reimbursable expenses for Town officials and employees. Pre-authorization shall be obtained from the Town Chairperson, and Committee Chairperson when applicable, when item is individually budgeted. If expense is not a budgeted item Town Board approval must be obtained prior to incurring the expense. When attending out of town seminars and meetings the Town will reimburse actual cost of meals, parking fees and lodging. Hotel checkout times must be observed to avoid a charge for the day of departure.
8. All reasonable and necessary mileage expenses incurred in the performance of Town duties will be reimbursed for Town employees, Roads Supervisors and Constable. When personal vehicles are used for Town business mileage will be paid at the rate established by the Federal Government. Only the vehicle owner/operator will be reimbursed for vehicle travel expenses. Carpooling is encouraged whenever possible.



9. Employees' membership dues for job-related organizations will be reimbursed if budgeted; Town Board approval required if not budgeted.
10. All monthly mileage reimbursement requests must be submitted to the Town Clerk by the 10th day of the following month for approval at the next regularly scheduled board meeting. All remaining claims for reimbursement must be submitted to the Town Clerk within 14 days of incurred expense for approval at the next regularly scheduled board meeting.

This Resolution supersedes Resolution 9-2021-2.

Adopted on this _____ day of _____, 2023.

Chairperson – Jennifer Friday

Town Clerk – Kayla Okins

Supervisor 1 – Clarence Coble

Supervisor 2 – Jimmer Wortner

Supervisor 3 – Kayla Furton

Supervisor 4 – John Kowalski



TOWN OF PESHTIGO
MARINETTE COUNTY WISCONSIN
RESOLUTION 9-2021-2

RESOLUTION FOR PURCHASING AND REIMBURSEMENT

WHEREAS, the Town of Peshtigo, Marinette County, Wisconsin wishes to establish a policy for purchasing and reimbursement of expenses incurred by authorized Town personnel. Town personnel are defined as town officials, town workers, fire department personnel and others assigned to conduct Town business.

NOW THEREFORE, BE IT RESOLVED, that the following is hereby authorized:

1. The Town of Peshtigo is a tax-exempt governmental entity. A tax-exempt form shall be obtained from the clerk's office to present to the vendor where purchases are being made for tax exemption. On any purchase on which taxes are paid, said tax will not be reimbursed to the purchaser. The tax-exempt number will be provided to the Town Board of Supervisors in April of each year.
2. All purchases require a signed and dated receipt along with a clear definition of what was purchased. The receipt along with the purchase definition shall be supplied to the town clerk's office as soon as possible after all purchases.
3. General office and maintenance items/supplies for the everyday operation and/or maintenance of town property up to a cost of \$1,000.00 may be purchased without Town Board approval provided the items were budgeted. Items not budgeted, require Town Board approval. Emergency equipment repairs may be authorized by the Town Chairperson. Routine election costs are exempt from the \$1,000.00 limit. Furniture and electronic office equipment shall be approved by the Town Board prior to purchase regardless of cost.
4. The Town of Peshtigo utilizes a "lump sum budget" which means categories of spending are shown, but very generally defined. If specific items under \$5,000 but higher than \$1,000 will be purchased under the budget the Town Treasurer and/or Town Clerk need these items delineated at the budget workshop so that they can be noted separately, presented at the budget hearing, and ultimately approved in conjunction with the budget at the Town Board meeting.

Individually budgeted items up to \$5,000.00 may be purchased by authorized town employees without Town Board approval provided the committee chairperson or department head presents the purchase request to the Town Clerk and Town Chairperson for purchase

approval. If the expense is not a budgeted item, approval must also be secured from the Town Board. The authorized list of town employees shall be developed and maintained by the Town Board Chairperson in conjunction with the Town Clerk. Pre-authorized expenses for firefighters shall be authorized by the Fire Chief. The top portion of the Town of Peshtigo Purchase Request form shall be utilized along with required initials in all cases; however, the Town Fire Department is exempt from this requirement.

5. Budgeted items not individually listed within the budget, and items or public contracts as defined in State Statutes 60.47(1)(a), ranging from \$5,000.00 but no more than \$25,000 require two or more quotes. Said quotes and the Peshtigo Purchase Request form shall be brought to the Town Board for purchase approval prior to purchase. See State Statutes 60.47(2)(a) regarding requirements. Exempt from this requirement are the Town Board approved Town building service providers routinely enlisted for plumbing, electrical, and heating equipment, as well as emergency equipment service providers associated with maintenance, repair, inspection, or testing of fire apparatus and equipment.

6. Public contracts of more than \$25,000 require Town Board adherence to State Statutes 60.47(2)(b). Project specifications shall be provided to the Town Board prior to soliciting bids, and the Town of Peshtigo Purchase Request form shall be utilized.

7. The Town Chairperson shall call a special meeting for emergency expenditures per State Statutes Chapter 19.84 and/or 323.11.

8. Only reasonable, actual, and necessary vehicle travel expenses up to \$20.00 per month incurred in the performance of Town duties will be reimbursed unless Town Board approved. Travel required due to elections is exempt from the \$20.00 per month limitation as is the office of Constable, Roads Supervisor, and the Fire Department. Mileage for training purposes is also exempt from the \$20.00 per month limitation. The Town Board of Supervisors shall not charge mileage to attend board meetings or travel to the Town Hall. When personal vehicles are used for Town business, mileage will be paid at the rate established by the Federal Government. Only the vehicle owner/operator will be reimbursed for vehicle travel expenses. A \$250.00 per calendar year cap is set for in-state expenses with the exception of the fire department and the Town Constable. All out-of-state expenses and in-state expenses over the \$250.00 cap per calendar year must have prior Town Board approval for reimbursement. Mileage that is pre-approved by the Town Board on the purchase request form is exempt from the \$20.00 per month requirement, and the \$250.00 calendar year cap. Town employees and supervisors are encouraged to carpool whenever possible.

9. Training requests over \$300 annually should be presented to the Town Clerk and Town Chair and shall be placed on the regular monthly board meeting for the Town Board to approve. Mileage reimbursement limits are covered separately under item 8 above.

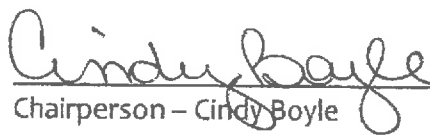
10. When attending the Wisconsin Town's Association annual convention, the Town will reimburse registration fees provided prior approval from the Town Board was received. A request to attend the convention shall be sent to the Town Clerk and placed on the agenda at the next regular board meeting. Also reimbursable is the actual cost of meals, parking fees, and lodging. Hotel checkout times shall be observed to avoid a charge for the day of departure. The Town Fire

Chief shall have authority to authorize payment of registration fees, travel expenses, lodging, and other necessary costs for firefighter training courses, conventions, and workshops.

11. Membership dues in various organizations will be reimbursed if budgeted and submitted on a Town Expense Sheet. Membership dues for fire service organizations may be paid by invoice rather than individual expense sheets.

12. All claims for reimbursement under \$1,000, including mileage must be submitted to the Town clerk's office on the Town Expense Sheet. Expenses for one month must be turned in prior to the next month's board meeting. Receipts for paid expenses must be attached. Expense reimbursement shall be paid within 30 days. If questions arise regarding a reimbursement claim, the issue shall be placed on the Town Board agenda at the next regularly scheduled meeting. This Resolution supersedes Resolution No. 10-17-1 and replaces all other Resolutions and Agreements of the Town Board pertaining to the same policy regarding purchasing and reimbursement.

Adopted on this 27th day of SEPT, 2020.


Chairperson – Cindy Boyle


Supervisor 1 – Cynthia Baur


Supervisor 2 – Jon Drees


Supervisor 3 – Kayla Furton


Supervisor 4 – Kristen Edgar


Town Clerk – Clarence E Coble

TOWN OF PESHTIGO

W2435 Old Peshtigo Road, Marinette, WI 54143

TOWN OF PESHTIGO PURCHASE REQUEST FORM

SECTION 1: QUOTES

Project Name: _____ Date: _____

Individual Responsible for seeking Quotes/Bids:	
Assigned Project Number: (* office use)	
Life Expectancy of the Project: (if applicable)	
Budget Account for Project: (discussed at meeting)	
Is the purchase request currently in the delineated annual budget? Budget amendment required?	
How much money is left in the budget account (percentage spent/remaining) prior to purchase?	

Brief Description: _____

\$1 - \$5,000	☐	Individually delineated budgeted items up to \$5,000.00 may be purchased without Town Board approval provided the committee chairperson presents the purchase request to the Town Clerk and Town Chairperson for purchase approval. Upon written approval directly below, the purchase request form is complete. Budget: _____ Town Board Chair Initials: _____ Town Clerk Initials: _____ Today's Date: _____
**For items not budgeted - 2 quotes for high budgeted items are encouraged, but not required. <u>The quotes for non-budgeted/delinated items must go to the entire Board for approval with this purchase request form.</u>		
\$5,000 - <\$25,000	☐	Items ranging from \$5,000.00 but no more than \$25,000 require two or more quotes. Said quotes shall be brought to the Town Board for purchase approval prior to purchase. See State Statutes 60.47(2)(a) regarding public contract requirements for items above \$25,000. A clear RFQ must be written describing the work required.
\$25,000 and Up	☐	For items \$25,000 and up see State Statutes 60.47(2)(b) regarding public contracts requirements. Items above \$25,000 require a bid process. The exception to this is road work being completed by Marinette County. A clear RFB must be written for bidders describing the work required and all bids shall go to the Town Clerk <u>sealed and shall be opened at a board meeting.</u>

*** All Quotes Shall Be Attached to the Form and Submitted at Board Meeting
IF REQUIRING A BID (\$25,000 +) ALL BIDS MUST BE SEALED AND SENT TO THE
TOWN CLERK AND OPENED ONLY AT THE TOWN BOARD MEETING.**

Quote 1:	Company Name: Quoted Cost:
Quote 2:	Company Name: Quoted Cost:
Quote 3:	Company Name: Quoted Cost:

Other Anticipated Costs of Project: Mileage: _____ Delivery/ Shipping: _____ Labor (hrs.): _____ Other: _____ Other: _____ Total: _____	Please provide any notes regarding the additional costs for the project if applicable.
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SECTION 2: BOARD APPROVAL

To be completed by requesting supervisor/department requesting the project. Form with supporting information should go to the Town Treasurer at the board meeting.

Meeting Date Approved by the Town Board:	
Company Approved to Complete:	
Percentage of Budget Remaining Prior to Purchase:	

SECTION 3: PROJECT COMPLETION

For Office Use Only to be Completed by the Town Clerk and/or Treasurer	
Project Completion Date:	
Date of Payment:	
Total Payment Amount:	
Date of Notice (Class 1, Class 2 or Class 3 if required):	

Project Completion Signature: _____

Clerk Attest of Completion: _____

Date Created and or Revised:

8/21/2021 2 of 2

**TOWN OF PESHTIGO
MARINETTE COUNTY WISCONSIN
RESOLUTION 10-17-1**

RESOLUTION FOR PURCHASING AND REIMBURSEMENT

WHEREAS, the Town of Peshtigo, Marinette County, Wisconsin wishes to establish a policy for purchasing and reimbursement of expenses incurred by authorized Town personnel. Town personnel are defined as town officials, town workers, fire department personnel and others assigned to conduct Town business.

NOW THEREFORE, BE IT RESOLVED, that the following is hereby authorized:

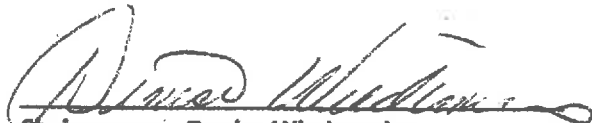
- 1. All purchases require a signed and dated receipt along with a clear definition of what was purchased and shall be supplied to the town clerk's office for all purchases.**
- 2. The Town of Peshtigo is a tax exempt entity. A form may be obtained from the clerk's office to present to establishment where purchases are being made to exempt the tax. Any purchase where tax is paid the tax will not be reimbursed to the purchaser.**
- 3. General office and maintenance items/supplies for every day operation and upkeep of town property up to a cost of \$1,000.00 may be purchased without Town Board approval. Election costs are exempt from the policy. This does not include the cost of purchasing equipment for Town office.**
- 4. Individual budgeted items up to \$5,000.00 may be purchased without Town Board approval provided the committee chairperson presents the purchase request to Town Chairperson for purchase approval.**
- 5. Budgeted items not individually budgeted and items over \$5,000.00 shall be brought to the Town Board for approval prior to purchase or approval to proceed if done by outside contractor.**
- 6. The Town Chairperson shall call a special meeting per State Statue (Chapter 19.84 and/or 323.11), for expenditures needed in an emergency.**
- 7. Registration fees for attendance at workshops, seminars, meetings and conventions are reimbursable expenses.**
- 8. Town workers shall be reimbursed for pre-authorized expenses only. Pre-authorization shall be obtained from the chairperson when item is individually budgeted. If expense is not an individual budgeted item Town Board approval must be obtained prior to incurring the expense.**
- 9. All reasonable and necessary travel expenses incurred in the performance of Town duties will be reimbursed. When personal vehicles are used for Town business, mileage will be paid at the rate established by the Federal Government. Only the vehicle owner/operator will be reimbursed for vehicle travel expense. A \$250.00 cap is set for in-state expenses. All out of state expenses and expenses over the \$250.00 cap must have prior Town Board approval. The cap does not apply to mileage.**

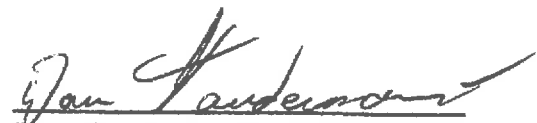
10. When attending out of town seminars and meetings the Town will reimburse actual cost of meals, parking fees and lodging. Hotel checkout times must be observed to avoid a charge for the day of departure.

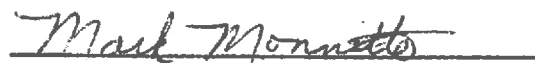
11. Membership dues in various organizations will be reimbursed if budgeted.

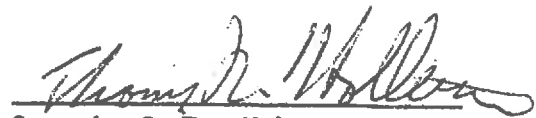
12. All claims for reimbursement, including mileage must be submitted to the Town clerk's office on an expense sheet. Expenses for one month must be turned in prior the next month's board meeting. Receipts for paid expenses must be attached.

Adopted on this 21 day of NOVEMBER 2017.

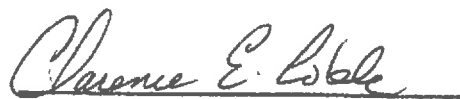

Chairperson – Denise Wiedemeier


Supervisor 1 – Dan Staudenmaier


Supervisor 2 – Mark Monnette


Supervisor 3 – Tom Holterman


Supervisor 4 – Dan Van Beek


Town Clerk – Clarence E Coble

Town of Peshtigo Grant Writing

Peshtigo – Cristin, Hannah, Kristin

I. Which municipality is this for? What online info is available for that municipality (include link)

This grant project is for the municipality of Peshtigo, which is a small town of about 3500 people in Marinette County, Wisconsin. The town's website can be found here.

<https://townofpeshtigo.org/> [Hannah]

II. What does the municipality want funding for?

Peshtigo wants funding to create permanent safe drinking water source in their town, which is the source of a large PFAS (Per- and Poly-fluoroalkyl Substances) contamination plume. While they are working on holding the responsible parties accountable, they still need safe drinking water for the citizens of the town. [Hannah]

III. Which grant opportunities apply, and what is/are the deadline(s) for application?

They've specified the project would qualify for funding under the Clean Water State Revolving Fund, which seems to be a larger umbrella for more specific grant opportunities. Based on my reading of the resources provided, Peshtigo would most likely want to apply for a Management Plan Implementation grant, for which the pre-application is due September 15, and the application itself November 15. [Hannah]

IV. What eligibility criteria apply for each opportunity? Is the municipality eligible?

Eligibility is automatically granted to municipalities, so the town of Peshtigo would be automatically eligible. [Hannah]

V. How is the grant application submitted? Is an account or login needed?

The grant application process starts with a submission of Intent to Apply (ITA) with a deadline of October 31st for the following fiscal year funding cycle. If Peshtigo wishes to request principal forgiveness for the current funding cycle, they must have an application submitted prior to September 30th. Applications are accepted year round for projects that are not seeking principal forgiveness. An example of this date process: Submit an ITA before 10/31/2023 for funding in State Fiscal Year 2025 [07/01/2024 - 06/30/2025].

A step-by-step walkthrough on how to apply can be found at the link here:

<https://dnr.wisconsin.gov/aid/EIF.html> [Cristin]

VI. Is there a grant officer listed on the grant application? Include any relevant information.

VII. With questions regarding the application process, applicants can contact either:

VIII. (1) Matt Marcum, NR Program Manager, Supervisor of Clean Water Fund / Safe Drinking Water Loan Programs

A. MatthewR.Marcum@wisconsin.gov

B. (608) 575 - 8825

IX. (2) Becky Scott, NR Program Manager, Supervisor of Clean Water Fund / Safe Drinking Water Loan Programs

A. Rebecca.Scott@wisconsin.gov

B. (608) 513 - 9351

X. [Cristin]

XI. Are there any stated priorities within the RFP that the applicant should focus on?

The program funds are for "reasonable and necessary costs directly related to" the design, construction and planning processes of eligible projects involving wastewater systems or infrastructure relating to their town water system. I would suggest reviewing the application and utilizing key words from their one-pager found here:

<https://dnr.wisconsin.gov/sites/default/files/topic/Aid/loans/pubs/CF0039.pdf> . [Cristin]

XII. What component parts of the application will need to be completed? Background information or statistics? Narrative description of the project? What else? (a simple list will do, with any detail you think is relevant)

- **IMPORTANT INFORMATION FOR SUBMITTING IN THIS DOCUMENT: CWFP Application Contents and Process (wisconsin.gov)**
- Identify and define the wastewater treatment or drinking water "problem" that needs to be corrected or prevented. This process generally involves a joint effort of the municipality, a consulting engineer, and the DNR engineer in your area.
- **Pre-Application - A notice of Intent to Apply (ITA) and Priority Evaluation & Ranking Formula (PERF) must be submitted online for each project for which you will be seeking an EIF loan. The deadline for all ITAs/PERFs is October 31 for the following state fiscal year (SFY) funding cycle. For example, if you wish to apply for SFY 2024 funding (July 1, 2023 through June 30, 2024), the ITA/PERF deadline is October 31, 2022.**

When your project score is finalized by the DNR, you will receive an email notification. Eligible projects will be placed on the Project Priority List (PPL) in priority score order.

ITAs/PERFs are only valid for one state fiscal year. If you do not go forward with submitting an application, be sure to re-submit an ITA/PERF for the following state fiscal year, if you are still pursuing funding from the EIF.

- **Application - Once your project is on the Project Priority List (PPL), you may apply for funding for that state fiscal year. Refer to the documents on this website for more information on the application.**

XIII. What budget or financial information will be required? How will the money be distributed if the grant (or loan) is obtained?

- Indicate the actual or estimated cost of project activities for both the CWFP and EPA Categories (PUB-CF-072). CWFP and EPA Total Project Costs must be equal. Cost estimates provided should be for the total amount of the CWFP project, including project costs anticipated to be covered by non-CWFP funding sources. For Pilot projects, indicate the estimated cost of activities for the entire duration of the Pilot project. Provide the source(s) of project cost estimates. If you plan to fund a portion of this project with funds other than CWFP funding, list the other sources in the "Source of cost estimates" field. Examples of other sources: municipal funds, Community Development Block Grant, USDA Rural Development grant and/or loan, etc.
- **More helpful information here:** [CWFP ITA Help Text for Online System \(wisconsin.gov\)](#)

XIV. Other thoughts, concerns, notes: