

**TOWN OF PACKWAUKEE  
TOWN BOARD MEETING  
Tuesday, January 14, 2025**

Call to Order

Pledge of Allegiance was read by all

**In attendance:** Lance Achterberg, Adam Schuh, Keith Bagley and Vikki Trimble

Tara Schuh – Town Clerk, Jeri Showers – Town Treasurer

Absent: Judi Nigbor

Town of Packwaukee community members

- 1) Motion by Schuh to approve minutes from the Town Board meeting of December 10, 2024, 2<sup>nd</sup> by Trimble. All in favor and motion passed.
- 2) Clerk's report was read:
  - a) Clerk indicated the Spring Primary Election will be on February 18, 2025 and in-person absentee voting will occur on February 4<sup>th</sup> from 3:00 to 6:00 p.m.
  - b) Candidate name placement was pulled by community member Heidi Marshall to determine ballot placement for any race with more than one candidate for the 2025 Spring Election and the outcome is as follows:
    - Town Chairperson
      1. Lance Achterberg
      2. Adam Schuh
    - Town Clerk
      1. Tara Schuh
      2. Courtney Trimble
    - Town Supervisor
      1. Karyn Niin Kitigade
      2. Judi Nigbor
      3. Keith Bagley
  - c) Motion by Bagley to sign the Naloxone Distribution Box Liability Waiver, 2<sup>nd</sup> by Schuh. All in favor and motion passed. Clerk will send back to the county and will help facilitate the installation of boxes.
- 3) Treasurer's report: No report was presented.
  - a) Discuss and act on Dog Licenses: No updates were provided.
- 4) Library report
  - a) Director discussed upcoming programs including Vision Board program and puzzle challenge program
  - b) Tax forms are available at the library
  - c) Donation was made for \$250

- 5) Citizen Concerns:
  - a) Discussion around recycling center and it was indicated that Gary Burkhardt will continue to work the center until Jim Gritzmaker returns.
  - b) Citizen asked about volleyball nets and board indicated they are “all weather” nets so they will stay up.
  - c) Discussion that the recycling center had to close earlier a few Saturdays in December due to holiday season pick up and the dumpsters were full.
  - d) Discussion about what options are possible when a community member requests a reduced cost of town hall for events that are community related but yet still have a cost for community members.
- 6) Fire District report: no updates
  - a) Fire protection ordinance – no update given
- 7) Licenses:
  - a) “Class B” (Beer – on premises)  
Original application for “Class B” Beer license for James Murre, Murre Farm, W4472  
County Road C, Montello, WI 53949  
Submitted by: James Murre  
Board tabled this discussion due to needing more information. Achterberg indicated he would reach out to the applicant for follow up.
- 8) Recycling Center
  - a) Gary Burkhardt is currently working the recycling center.
  - b) Discussion about most of the tires being removed and that brush/yard waste cannot be brought in during the winter months.
- 9) Cemetery: no updates
- 10) Roads
  - a) Spring Street: Town has responsibility to either vacate it or maintain it. Achterberg indicates this should be tabled until the highway department can view it and give a recommendation.
  - b) Motion by Trimble to approve the highway department to do brushing on Lake View Drive and Fox Road to 11<sup>th</sup> Road area, 2<sup>nd</sup> by Bagley. The cost was reported to be about \$50,000. All in favor and motion passed.
  - c) A tree in the community was cut down and there is now a brush pile that needs follow up.
- 11) Town Hall, Park, Flags, Boat Landings, Christmas Decorations
  - a) Christmas lights will come down when it warms up .
  - b) Flags were lowered and should remain lowered due to the death of former President Jimmy Carter for 30 days per federal and state law.
  - c) The Fee Collection boxes at Freedom Boat Launch and Williams Boat Launch will be covered until Spring when the board will fix them.

- d) Some flags are tattered and need replacing: Schuh made a motion to replace 15 flags every year, 2<sup>nd</sup> by Trimble. Schuh amended motion to use money from tourism account to pay for these flags, 2<sup>nd</sup> by Trimble. All in favor and motion passed.
- 12) Packwaukee Land Use Planning Commission: no updates
- 13) Lake Commission Reports
- a) Buffalo: A lake meeting is scheduled for January 20, 2025. Discussion that ice racing did a raffle for fish stocking.
  - b) Emery: no updates.
  - c) Williams: The county provided quotes to fix the seawall. Schuh will present to William Lakes Board for their recommendation.
- 14) Old Business
- a) Discuss and act on community request to allow remote/virtual meetings:  
An IT staff from the county reviewed the Town Hall and indicated for a basic system, it would cost over \$8000. Schuh indicated he will review the quotes/bids received from the county.
  - b) Town Hall water filter: Schuh indicates the water filter will be installed Wednesday, January 22, 2025 and Schuh will be present to assist
  - c) Solar speed signs: Schuh presented quotes of solar speed signs. Schuh made a motion to purchase four signs from ElanCity for a quote of \$10,500, 2<sup>nd</sup> by Trimble. All in favor and motion passed. Schuh reminded community there was a grant to purchase these solar speed signs.
  - d) Update on property at N3430 State Street clean up: The property is under a notice from the county to clean it up.
  - e) Town Hall door locks: Schuh installed new lock. Bagley will check to see if he has a new Schlage style deadbolt to replace existing one. Achterberg will have it rekeyed.
- 15) New Business
- a) Discuss and act on Kendall's plowing bid to Town: Motion by Trimble to accept bid for plowing, 2<sup>nd</sup> by Bagley. All in favor and motion passed.
  - b) Bagley indicated the school board did approve the proposal of a school trap team.
  - c) School district administrator would like to come to a town board meeting and Clerk indicated she will need to know the date of this to put on agenda.
- 16) Motion by Trimble to move the capital outlay and highway authorization to February 2025 town board meeting, 2<sup>nd</sup> by Schuh. All in favor and motion passed.
- 17) Upcoming Meetings and Events
- a) Town Board Meeting: February 11, 2024
  - b) Discuss and act on Wisconsin Towns Association district meetings attendance: any town supervisors who would like to attend needs to directly contact the Town Clerk and provide her the information.
- 18) Sign Vouchers and Checks
- 19) Adjournment: Motion by Schuh to adjourn, 2<sup>nd</sup> by Bagley. All in favor and motion passed.

Respectfully submitted: Tara Schuh, Town Clerk