

Town of Glenmore

July 7, 2025, Monthly Meeting Minutes

X Nowak	X Thompson	X Schauer	26 Residents
X Ronk	X Peters	X Matzke	2 Guests

1) Call to Order

The meeting was called to order at 7: 35 pm. All Board members were present.

2) Pledge of Allegiance was recited by all.

3) Welcome

4) Certify Wisconsin Open Meeting Law Posting in Complete- Clerk Matzke affirmed that proper notice was given.

5) Plan Commission Chair Report

Anne Schaeffer reported they worked on goals and objectives for the comprehensive plan using feedback that was received from survey and information received in the public meeting. Meeting to be held on July 8, 2025, to look at tower addition as there is a request to hang more antennas on a tower. There is also a request for Conditional Use for an Early Childhood Center located at Immanual Lutheran Church Shirley located at 3735 Shirley Road, De Pere, WI 54115. There may be a second meeting this month that is yet to be announced.

6) Zoning Administrator Report

a) Driveway Permit – GL-647 6300 Glenmore Road

Ben presented the maps and information regarding the permit for Cody Kane. Chairman Nowak made a motion, seconded by Supervisor Ronk to approve the driveway permit for GL-647 as presented. Motion Carried

b) Code Information

Ben presented his Zoning Administrator Report-please see attached Zoning Report for full details. All items were discussed.

7) Assessor Report

No report.

8) Building Inspector Report

a) Monthly Report

No report

b) Fee Schedule- change wording -Administrative Fee

Clerk Matzke explained the reason RJ Inspections would like the change made. Zoning Administrator Schauer read the current wording and explained it would only be changed under the category “Agricultural Buildings and Outbuildings.” The wording is Administrative Permit -\$250.00 flat fee. Plumbing and Electrical will remain the same as established prior. There was a discussion. Chairman Nowak made a motion, seconded by Supervisor Ronk to make the fee change under Agricultural Building and Outbuildings as presented. Motion Carried.

9) Constable Report

Constable Guns reported there were three goats picked up on Glenmore Road. Currently no one has claimed them. Cindy Ossmann took them in for the time being. Mulberry Farms have been looked at as an option for a permanent home if not claimed.

10) Treasurer Report

All bills are paid. No CD’s due currently. Working on budget in August.

11) Brown County Planning Commission Report

Pam Schauer gave an update. There is an upcoming Public Hearing on July 9, 2025 at Altmayer Elementary School in DePere at 5:30 PM and will remain open until 7:30 PM for anyone with questions.

12) Community Center Report

Sherry Nowak stated things are going well. We have a number of bookings in the month of July.

13) Windmill Complaints

Nate Johnson was here and reported on the two incidents that happened in the month of June. Both have been rectified. Clerk Matzke stated she contacted Deriva directly regarding one more incident in the same time frame on Highview Road. Nate said he would investigate it as this item had not been forwarded over to him. Clerk Matzke will be in touch with him to make sure that all information is filed.

14) BCJMC 2026 Proposed Budget

Chairman Nowak stated the program is working and we as a Township have started receiving money back. Chairman Nowak made a motion to approve the BCJMC 2026 Proposed Budget. Seconded by Supervisor Ronk. Motion Carried.

15) Conditional Use Permit-Manure Pit-Ledgeview Farms

A public hearing on this issue was held at 7:30 pm tonight prior to the Town Board meeting. The minutes of the Planning Commission were reviewed. A question was raised about changing the conditions of the Conditional Use permits. There was a discussion. This triple strand wire does meet all requirements outlined by the WI DNR. Ben explained any liability would be questioned by Ledgeview's insurance Company and/ or the DNR. Chairman Nowak made a motion to accept the changes on the Conditional Use Permit as written to a triple strand wire. Motion seconded by Supervisor Thompson. Supervisor Ronk responded as "present." Motion Carried.

16) Project Sunset- Niles Road

This is a project that began in 2020 in the shape of the LRIP program. The program was ending and all receipts needed to be turned in prior to June 30, 2025. As this was prior to her term, Clerk Matzke worked with the Wisconsin Department of Transportation and was able to secure all the postings, meeting minutes and other details to fulfil the requirements. Clerk Matzke submitted the completed LRIP application and associated documentation by June 30, 2025. We are now waiting for a response, but it looks promising we will receive about \$16,000.00 back of the \$30,000.00 project. Updates to come.

17) WI DWD-UI Fines

Clerk Matzke explained the situation of fines incurred from July 2020 to July 2024. She drafted a letter to be sent to the Wisconsin Department of Workforce Development to ask for these fines be expunged from our record. The letter was read aloud. Supervisor Ronk made a motion to send the letter of expungement to the WI DWD-UI. Motion seconded by Chairman Nowak. Motion Carried.

18) Change September Meeting Date

Due to a conflict in the Clerk's schedule, a request was made to move the September 2025 Monthly Meeting. Supervisor Ronk made a motion, seconded by Supervisor Thompson to move the September 2025 Monthly meeting to Monday, September 15, 2025. Motion Carried.

19) Various Road, Sign, Culvert, Ditch and Bridge Issues

Clerk Matzke explained the Wisconsin Department of Transportation culvert program. We will be receiving \$2,900.00 back. A check is being issued today.

a) Signed Salt Contract- follow up information.

Chairman Nowak made a motion to accept the Salt Contract for the 2025-2026 season in the amount of \$84.46 a/ton. Second, by Supervisor Thompson. Motion Carried.

20) Liquor Licenses

a) Nicole Baeb- Route 96 Saloon LLC, 5904 Dickinson Road, DePere, WI 54115
Supervisor Ronk asked if this item could be tabled as he received a call about cleaning up the property prior to giving Liquor License. Clerk Matzke explained that all Liquor Licenses must be turned into the State of Wisconsin by July 15, 2025, and the timeline is short. Clerk Matzke will contact Baeb & Mancoske regarding cleaning up the property. Chairman Nowak made a motion, second by Supervisor Thompson to approve the Liquor License for Route 96 Saloon, LLC. Motion Carried.

21) Brown County Joint Municipal Court-Quarterly Meeting

Quarterly Meeting Minutes were reviewed. Representative Lana Ossmann thanked the Board for their time, expressed appreciation that town residents were informed about the BCJMC and would be happy to answer any questions that may arise concerning the Court.

22) Minutes

a) June 2, 2025, Minutes- Town Board Meeting
Chairman Nowak made a motion, seconded by Supervisor Ronk to approve the minutes as presented. Motion Carried.

23) Current Bills

Chairman Nowak made a motion, second by Supervisor Thompson to pay the bills as presented. Motion Carried

24) Clerk Report

No Report

25) Chairman Report

Culverts are on a two-year cycle. We are doing a report on these this fall. He asked if you see an issue with a culvert to please let the Board know. The help is appreciated.

26) Public Input

Anne Schaffer asked when the Niles Road project was finished.
Arleene Miller stated she appreciates all the time and hours Clerk Matzke has put in since taking office. She is aware it has been a lot to take on.
Sherry Nowak also thanked Clerk Matzke for her dedication.

Rick Kerkhoff asked about the parcels being worked on for Michels and any excavation permits taken out on these parcels. He has concerns about noxious weeds that are flowering and releasing seeds into water way onto his property. Clerk Matzke will check into the ordinances and contact Michels regarding their responsibility issues regarding this issue.

Jason Pansier questioned Quarry Parcels. There is concern more quarries may come into the Township. Zoning Administer Schauer stated this is being addressed in the Comprehensive Plan. Don Brantmeier asked if this can stop them. Schauer feels it will make a difference for the future.

Fireworks were discussed. A permit is available for \$25.00 from the Town. The permit puts liability back on the owner. It also elevates any problems with other governing bodies, such as the police. Loren Jerabek asked if permits taken out can be put on the website. It was suggested to revise the form to include the holder of the permit would release the Town from any liability. Another suggestion was that the form ask the holder of the permit to give advance warning to neighbors.

The Board will be looking into this and the best way to handle it as there is an understanding of concern for pets, animals, children along with other issues that may arise.

Rebecca Peters asked about a Baby-station in the woman's bathroom. Chairman Nowak is looking into getting one installed.

27) Adjournment

Chairman Nowak made a motion to Adjourn. Motion Seconded by Supervisor Ronk. Motion Carried. Meeting Adjourned at 8:32 pm

Respectfully submitted,

Dawn Matzke

7/8/2025