

Roll Call: Chair: Bill Puetz; Supervisors: Pat Docter, Jackie Veldman, Ken Sonntag, and Jen Buelow;

Clerk: Linnae Wierus, Treasurer: Rosemary Mugan;

Also present: Norb Kraemer, Mike Kruschke, Ken Dobas, Dave Haag, Ed Konz, Mike Crosser, Barb Crosser, Robert Luedtke, Pat Luedtke, Virginia Priest, Maralyn Fowler, and Penny Buhler

Public Hearings

1. **Call to order** – Bill calls the meeting to order at 7:12pm
 2. **NOTICE IS HEREBY GIVEN:** To consider the request for a Conditional Use permit from Virginia Priest to allow the operation of a bed and breakfast at her home at N3631 Slatts Road, Cascade, Wisconsin (lot area, 6.07 ac.). Legal description: Part of the S½ NE-NE of Section 19, Town 14 N, Range 20E; tax parcel number 59012159580.
 - Pat agrees with the discussion from the Plan Commission with having a fire inspection completed
 - Ken makes the motion to close the public hearing. Jackie seconds the motion. No nays, motion carried.
 3. **NOTICE IS HEREBY GIVEN:** To consider the request for approval of a Certified Survey Map from B & P Hortonville, LLC to allow the splitting of an existing parcel into two lots, lot 1 to contain 5.00 acres and include the existing buildings on the parcel and lot 2 to contain 22.78 acres; and to rezone lot 1 from Ag3 (with a pre-existing, non-conforming commercial/industrial use) to C1 (commercial/industrial) and keep the current zoning of lot 2
 - The Board discusses the location of the well and septic locations for the factory. Both properties have approved offers and are waiting to close on contingent on the lots being split and rezoned. The Board agrees with the Plan Commission for the current owner to apply for a condition use permit for the property before it being split. The conditional use would include terms for the maintenance of the factory buildings to help protect all interested parties.
 4. **Public comment** – None
 5. **Adjournment** - Ken makes the motion to close the public hearing. Jackie seconds the motion. No nays, motion carried. Public hearing is adjourned at 7:29 pm.
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Town of Mitchell Town Board

1. **Call to Order & Pledge of Allegiance** – Bill calls the meeting to order at 7:30pm.
2. **Approval of 11-14-2016 minutes** – Ken makes the motion to approve the minutes. Jen seconds the motion. No nays, motion carried.
3. **Treasurer Report and Bank account status report** – Rosemary reads the treasurer’s report and bank account statement information.
4. **Clerk report, correspondence, and approval of vouchers** – The recount is finished for the county. There weren’t any major discrepancies found. There were additional ballots counted as far as voters who marked the ballots incorrectly. Linnae did purchase a new computer and Microsoft Office during the black Friday sales. We did receive a refund check from the IRS from the tax audit that was completed for tax year 2013.
5. **Monthly Reports:**
 - a. **Building Inspector's report for the month of November** – Two permits were issued for the month of November including 1 tower update on Hwy V and one pole shed with electric
 - b. **County Supervisor’s (Dick Bemis) report for the month of November** – Nothing to report
 - c. **Road Commissioner’s report for the month of November** – Pat is trying to contact the county with doing brush cutting. He is contact with someone for doing some tree trimming during the summer. Pat is planning on attending a meeting at the county shed regarding the road work on Wednesday weather permitting.

- d. Plan Commission's report for the month of November** – Nothing to report
- e. Town Chairman's report for the month of November** – Nothing to report
- f. Monthly check of fire extinguishers, furnace filter, & LP tank** – Pat completed the monthly check. Affordable fire protection will be next month to check the fire extinguishers and exit lights.

6. Old Business (All items below will be Discussion & Possible Action)

- a. Building permits approval by the Plan Commission for new buildings and homes** – Linnae is having a difficult time contacting someone with Safe Built to get the answers. Tabled till next month.
- b. Public hearing notices for both Plan Commission and Town Board** – Per Attorney Fieber the Town Board would need to have a public hearing to amend the ordinance. The board needs to decide what topic they want the double public hearings on. Linnae will prepare the verbage for the ordinance amendment.
- c. Road work/brush cutting** – Discussed under Road Commissioner's report.

7. Public Comment - None

8. New Business (All Items below will be Discussion & Possible Action)

- a. Virginia Priest** –The home stay conditional use terms include no more than 4 guests at a time, inspection for fire code, and review after 1 year. The permit will be issued subject to a fire inspection. Ken makes the motion to accept the terms and issue the conditional use permit after completing a fire inspection. Jackie seconds the motion. No nays, motion carried.
- b. B&P Hortonville** – The Town Board would like the current owner apply for a conditional use permit for the property for the future intended uses of both parcels. No further discussion.
- c. Resolution for County Revenue Agreement** – Ken makes the motion to adopt the resolution provided by the county and allow the Town Chair to sign on behalf of the town. Jackie seconds the motion. No nays, motion carried. Pat abstains.
- d. Shoveling at the Town Hall** – Linnae will check with the insurance company about the liability with the snow removal. Jackie's kids will shovel the snow by the town hall for \$20 per time in the interim.
- e. Lawn care at the town park including job description** – Tabled till next month
- f. Driveway improvement** – The board will review the information and contact the neighboring townships and the county for the requirements. Tabled till next month
- g. Highlands conditional use permit** – Maralyn Fowler advises the Town Board of her concerns with the activities of High Lands and SoLu winery. The activities include helicopter rides being given, weekend music events, and increased amounts of shooting. Tabled till next month. Linnae will request TJ Sommer to attend next month's meeting.
- h. Organize basement** –Tabled till next month
- i. Fence repair at the town park** – Tabled till next month
- j. Cascade Fire Department contract** – Ken makes the motion to approve the contract and have the Chairman sign on behalf on the town. Jen seconds the motion. No nays, motion carried. Pat abstained.
- k. Joint Powers Agreement** – Ken makes the motion to approve and sign on behalf on the town. Pat seconds the motion. No nays, motion carried.

9. Set Agenda for Next Month's Meeting

- Building permits approval by the Plan Commission for new buildings and homes
- Public hearing notices for both Plan Commission and Town Board
- Road work/brush cutting
- Shoveling at the town hall
- Lawn care at the park including job description
- Driveway improvement permit
- Fence repair at the town park
- Organize basement
- Neighbor complaint regarding SoLu Winery and Highland Hunt Club
- Carryover funds from 2016 to 2017's budget

10. Adjournment – Pat makes the motion to adjourn. Jen seconds the motion. Meeting is adjourned at 9:17pm

Respectfully submitted,

Linnae Wierus