

**TOWN BOARD MEETING MINUTES - WEDNESDAY, JANUARY 24, 2024 @ 6PM**  
**FREEDOM TOWN HALL – W2004 COUNTY RD S**

1. CALL TO ORDER, ROLL CALL, PLEDGE  
*Meeting called to order at 6:01pm by Chairperson Schumacher. Members present: Chairperson Justin Schumacher, Supervisor Kevin Schuh, Supervisor Linda Borneman (via remote phone call), Supervisor Margo Fox, & Supervisor Chris Valley. Also present: Deputy Clerk/Treasurer Dana McHugh, Town Administrator Justin Carlson, & Attorney Keith Steckbauer. Jeff Sanders (Town Planner) joined at 7:34pm. Chairperson Justin Schumacher led the Pledge of Allegiance.*
2. VERIFICATION OF POSTING/ADOPT AGENDA  
*Motion made by Supervisor Fox with a Second By Supervisor Schuh to approve the posting and adopt the agenda. Posted on the 2 Boards at the Freedom Town Hall and on the Town website on the 23rd of January, 2024 by 4:00 p.m. by the Clerk's Office.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
3. CONSIDERATION OF MINUTES OF TOWN BOARD MEETINGS ON 12/20/2023  
*Supervisor Fox made a motion with a second by Supervisor Valley to approve the 12/20/23 Board Meeting Minutes.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
4. PUBLIC COMMENT SESSION (maximum 15 minutes total)  
*Kenneth Vandenberg – Publicly thank Mike Brown & Dana McHugh for an outstanding job they have done. Janet Delzer seconded what Kenneth Vandenberg said.*  
*Linda Borneman wanted to make an announcement that we need more Election Workers.*
5. DISCUSSION AND POSSIBLE ACTION ON MUNICIPAL CODE OF ORDINANCES
6. DISCUSSION AND POSSIBLE ACTION ON TEMPORARY VENDOR ORDINANCE (FOOD TRUCK)
7. DISCUSSION AND POSSIBLE ACTION ON ORDINANCE DESIGNATING TOWN HIGHWAYS HEAVY TRAFFIC ROUTES  
*Supervisor Valley made a motion with a second by Supervisor Fox to approve Ordinance 24-01 Designating Class B and weight-restricted roads.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
8. DISCUSSION AND POSSIBLE ACTION ON AMENDING RENTAL FEES TO ADDRESS NON-PROFIT ORGANIZATIONS  
*Supervisor Valley made a motion with a second by Supervisor Schuh to approve a 3 category structure with the amended 1 week notification requirement to not bump a non-profit as presented. The Board asked that they just be emailed the updated forms.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
9. DISCUSSION AND POSSIBLE ACTION CSM – OUDENHOVEN  
*Chairman Schumacher made a motion with a second by Supervisor Fox to approve the Oudenhoven CSM with conditions staff receives confirmation that the subdivider provides information sufficient for Plan Commission to determine compliance with Section 18.203 of the subdivision ordinance for Lots 1 and 4. Also need approval of proposed land division by Outagamie County, given location of current and proposed parcels in relation to shoreland zoning areas.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
10. DISCUSSION AND POSSIBLE ACTION SPECIAL EXCEPTION PERMIT – OPPERMAN  
*Supervisor Fox made a motion with a second by Supervisor Valley to approve the Opperman Special Exception Permit with the conditions vegetated screening shall be installed between the Principal Structure and Washington Avenue, and between the proposed parking area and STH 55, as shown on the site plan drawing submitted with the Application, so as to frame the development and visually buffer the parcel from nearby residential lots.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*
11. DISCUSSION AND POSSIBLE ACTION ON PROPOSED VFW PARK PROJECTS  
*Supervisor Fox made a motion with a second by Supervisor Valley to approve the 2 MSA Contracts for Diamond 1 Reconstruction and the VFW Master Plan.*  
*Vote: 5 Yea / 0 Nay Motion Carried: Yes*

12. DISCUSSION AND POSSIBLE ACTION ON PURCHASE OF DPW TRUCK  
**Chairman Schumacher made a motion with a second by Supervisor Valley to approve the purchase of the 2024 Chevrolet Silverado Truck with quote of \$61,000 for the Department of Public Works.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
13. DISCUSSION AND SELECTION OF ADVISORY MEMBERS FOR OUTAGAMIE COUNTY ZONING TASK FORCE  
**Chairman Schumacher**  
**Supervisor Schuh**
14. DISCUSSION AND POSSIBLE ACTION ON BAIRD CONTRACT  
**Supervisor Fox made a motion with a second by Supervisor Schuh to approve the General Consulting Services Agreement with Baird.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
15. DISCUSSION AND POSSIBLE ACTION ON AUDITOR SELECTION  
**Supervisor Valley made a motion with a second by Supervisor Borneman to move forward with Lauterbach and Amen Proposal for Auditor Services.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
16. DISCUSSION AND POSSIBLE ACTION ON WORKHORSE SOFTWARE
17. DISCUSSION AND POSSIBLE ACTION ON WAGE/CLASSIFICATION STUDY  
**Supervisor Fox made a motion with a second by Supervisor Schuh to move forward with Public Administration Associates for a Wage/Classification Study not to exceed \$6,000.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
18. DISCUSSION AND POSSIBLE ACTION: HIRING TOWN CLERK/TREASURER  
**Chairman Schumacher made a motion with a second by Supervisor Valley to open for public comment.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**  
**Supervisor Valley made a motion with a second by Chairman Schumacher to close public comment.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
19. DISCUSSION AND POSSIBLE ACTION OF APPROVAL FOR TEMPORARY CLASS A RETAILER LICENSE – ST NICHOLAS PARISH BINGO NIGHTS (2/3/24, 3/9/24, 4/6/24)  
**Supervisor Schuh made a motion with a second by Supervisor Valley to approve Temporary Class B Retailer License for St. Nicholas Parish Bingo Nights for 2/3/24, 3/9/24, & 4/6/24.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
20. DEPARTMENT REPORTS –
  - a. FIRE COMPANY REPORT
  - b. FIRST RESPONDER REPORT
  - c. HIGHWAY DEPARTMENT REPORT
  - d. ATTORNEY REPORT
  - e. PLANNER REPORT
  - f. ADMINISTRATOR REPORT
21. IDENTIFY FUTURE AGENDA ITEMS – ATV Ordinance Update, Municipal Code of Ordinances, Vendor Ordinance (Food Truck), Workhorse Software
22. CONSIDERATION OF VOUCHERS/DIRECT DEPOSITS  
**Supervisor Valley made a motion with a second by Supervisor Fox to approve the vouchers / direct deposits.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
23. MOVE TO CLOSED SESSION PER WI STATS 19.85(1)(c) *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (One-time employee bonuses, Discussion of Performance Evaluations, Town Administrator Evaluation)*  
**Supervisor Valley made a motion with a second by Chairman Schumacher to move to closed session at 7:45pm. Roll Call Vote. Closed Session would include all 5 Board Members, Administrator Carlson, DPW Foreman Mike Brown, and Deputy Clerk/Treasurer Dana McHugh.**  
**Vote: 5 Yea / 0 Nay Motion Carried: Yes**
24. RETURN TO OPEN SESSION  
**Supervisor Valley made a motion with a second by Supervisor Fox to move to return to open session at 11:25pm. Roll Call Vote.**

***Vote: 5 Yea / 0 Nay Motion Carried: Yes***

25. ANY ACTION AS A RESULT OF CLOSED SESSION

***Supervisor Valley made a motion with a second by Supervisor Fox to give all full-time hourly employees a \$500 per month of service bonus for the year of 2023.***

***Vote: 5 Yea / 0 Nay Motion Carried: Yes***

26. ADJOURN

***Supervisor Valley made a motion with a second by Supervisor Fox to adjourn the meeting at 11:26pm.***

Dana McHugh, Deputy Clerk

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