



**MINUTES FROM MONTHLY BOARD MEETING  
POY SIPPI FIRE DEPARTMENT- TUSTIN STATION  
TUESDAY, APRIL 15, 2025**

**1. Call to Order**

The meeting was called to order at 7:00pm by Chairman Stuebs.

**2. Pledge of Allegiance**

**3. Roll Call / Verification of public notice of meeting**

Present: Chairman Mark Stuebs, Supervisor Randy Riese, Supervisor Eric Smith, Treasurer Beth Buchholtz and Clerk Amy Smith. Attendees included: Steve Anderson, Diane Hartzke, Cheryl Tavernia, Kevin Lipke and Jim Olson.

**4. Approval of items on the agenda**

The agenda was approved, as posted with a motion made by Supervisor Riese and second by Supervisor Smith.

**5. Approval of March 4, 2025 regular board meeting and public hearing minutes**

A motion was made by Supervisor Smith/second Supervisor Riese to approve the minutes. 3-0.

**6. Treasurer's report**

The March treasurer's report was given. There were two credits in March in the amount of \$110.00 and twenty-seven debits totaling \$15,979.44, with an ending balance \$284,821.47 per the bank statement. Supervisor Riese made a motion to accept the treasurer's report, Supervisor Smith second; motion carried 3-0.

**7. Approval of bills presented for payment**

Clerk Smith read the March bills due for payment for the month, reflecting \$18,860.96 being disbursed. A motion was made by Supervisor Smith/second Supervisor Riese to approve paying the bills. Motion carried 3-0.

**8. Board Reports**

Supervisor Riese voiced that the fountain in Tustin had plugged again and was taken care of. Chairman Stuebs reported that Dave Stertz is back in the office on Thursdays at the county and will provide notification to Jon Hanson as to when the TRIP project will begin/end to not interfere with first cropping of hay in May. The project will be completed before sunset deadline of June 30, 2025.

Carl, from the highway dept., has inquired about painting lines on Aspen near the dairy and on 37<sup>th</sup> Ave, near Wolf Hills this year. At this time, the highway dept will only repaint the lines on 37<sup>th</sup> Ave when they are in the area as work is being done on Aspen Ave this year.

Brad Lind has been given a list of pot holes to fill, including the corner of Apache/37<sup>th</sup> Ave and ditching near Pat Luka's residence. Luka will be financially responsible for culvert going in on his property in proximity to the ditching the Lind excavating is completing.

At the May meeting, Chairman Stuebs will have a bill for the PSFD reflecting a reimbursement amount to the town for LOSA.

## 9. Clerk Report

Clerk Smith reported on the Spring Election with 463 people voting and positive feedback with using the Badgerbooks. She also shared that the ARPA report has been filed with the state prior to the April 30, 2025 deadline showing all funds being expended in FY 2024.

## 10. Correspondence

- a. **BCPL follow up letter and request for disbursement-** Clerk Smith and summarized the letter highlighting next steps and how draws will occur. The board has approved one draw i/a/o \$605k on June 1, 2025 along with formally requesting an interest only payment due March 15, 2026, in the event unforeseen circumstance arise during the project. It should be noted that the board also intends to pay the BCPL loan ASAP once the DOT has signed off on qualified project expenditures per the ARIP guidelines and reimbursement is given from the State. Clerk Smith will submit appropriate paperwork following the meeting.

## 11. County Supervisor

None.

## 12. Organization Reports

None.

## 13. New Business

- a. **Approve Financial Audit 2024-** Clerk shared the numbers that were reported to the State on the CT form in March from 2024. There were no questions. Supervisor Riese made a motion to approve, second by Supervisor Smith. 3-0.

## 14. Old Business

- a. **Public Way Discontinuance-** Supervisor Smith contacted Attorney Carlson, as discussed at the March meeting, concluding that he is the Attorney the town should work with. Clerk Smith spoke with Attorney Richard Carlson, Town Counsel & Law, a few times via phone. After emailing additional information it was determined that the original resolution should be revised and will then proceed with recording at the County. Chairman and Clerk will sign in front of a notary and file paperwork.
- b. **Aspen Ave. update-** Chairman Stuebs shared information from M&E about the timing of the bridge replacement on Aspen Ave and completion of the bridge should be Sept. 1, 2025 with final grading and cleanup possibly taking a few weeks after.

## 15. Public Comments from attendees

Steve Anderson inquired about the number of undervotes at the election. Clerk Smith explained it happens every election, voters opt out of a particular contest for various reasons resulting in undervotes for a candidate.

## 16. Adjournment

There being no other business to conduct, a motion to adjourn was made by Supervisor Riese/second by Supervisor Smith. Meeting adjourned at 7:38pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Smith".

Amy Smith, Clerk