



LOCATION OF MEETING: 96 RUSSELL DR

## Meeting Minutes

1. **Call to Order, Roll Call:** Chairman Urbanski called the meeting to order at 6:00 pm. Members present included Barbara Ruege, Duane Urbanski, Dave Borchardt, and Peter Lederer. Member Steven Masslich attended virtually at 6:02 pm. Member John Schluechtermann attended at 6:03 pm. Village staff present included Building Inspector Roger Kison and Clerk/Treasurer Stephanie Waala.

2. **Discussion and Possible Action on the following:**

a. **Approval of the January 12, 2026, meeting minutes.**

Clerk Waala informed the board that there is an updated version of the minutes as there was a change to item f, paragraph 2.

Member Borchardt made a motion to approve as submitted, motion was seconded by Member Ruege. Motion carried 4-0.

b. **Property Violation Notifications**

Member Borchardt informed the board that after his review of the ordinance it is clear that if a complaint is made, the police are to be contacted. Chairman Urbanski informed the board that the discussion is about should it potentially be Peter or Roger doing these enforcements. Member Ruege informed the board that it should be someone besides the sheriff's department as they are not actively looking for violations.

Member Lederer informed the board that the current procedure is that he sends out a letter with a timeframe for removal. All situations are based upon complaints and not him driving around looking for violations.

Chairman Urbanski informed the board that he will bring this item back as the attorney is reviewing this section as well to see what the village can legally do to enforce these.

Member Schluechtermann informed the board that for some situations the village should be proactive for residential violations related to safety.

**c. Vehicles**

To be brought back at the next meeting.

**d. Rubbish**

Member Lederer informed the board that one person's opinion of rubbish may not be the same as anothers.

**e. Building Disrepair**

To be brought back at the next meeting.

**f. Buffer Zones.**

Chairman Urbanski informed the board that himself and Member Borchardt drove around the village and marked areas on a map that was presented that they thought would be considered buffer zones. Member Borchardt informed the board that they did not show the properties on the southeast side of the village as that area is currently not being developed. Each street highlighted on the map shows area where a buffer zone could be located due to mixed use zoning, and the buffer zone could include properties on each side of that street.

Member Schluechtermann informed the board that potentially these buffer zones would be to allow as high as an R-3 zoning with a PUD overlay.

Additional clarifications were made on streets of the map to distinguish specific sides of the streets to only be labelled as buffer zones.

Member Ruege informed the board that having this map as a living document is going to be the most beneficial. It was determined that Clerk Waala would update the digital version of the zoning map to show these updates.

**g. Height of Storage Sheds.**

Member Borchardt informed the board that he did some research, and the standard size is 12 feet at the peak. Member Ruege informed the board that her concern is if they go smaller, it will affect those properties that will construct a shed on a hill. It was determined that they will keep the maximum height at 15 feet.

**3. Discussion related to future agenda items.**

Vehicle and Building Disrepair  
Violations  
Non-conforming

4. **Adjourned** at 7:13 pm.

*Items on the Agenda may be taken out of order as listed. Created by Stephanie Waala on 02/17/2026.*

*WI Open Meeting Law (Wis. Stat. 19.83(2) and 19.84(2)) In general, the open meetings law grants citizens the right to attend and observe open session meetings of governmental bodies but does not require a governmental body to allow members of the public to speak or actively participate in the body's meeting. A governmental body is free to determine for itself whether and to what extent it will allow citizen participation at its meetings.*