

**MINUTES – Town of Sheridan Special Town Council Meeting, Senior Center, Monday, November 24<sup>th</sup>, 2025, at 6:00 pm**

Present: Mayor Bob Stump, Jan Bowey, Diane Kaatz, Tamara Todd, and Russ Hamilton

Guests: Cody Marxer (Madison County Planning Director), Curtis Green (Public Works Director), Anne Wentz, Danny Hanson, Dennis Holschbach, Charise Elser, Stephanie Haag, Dave Haag, and Amanda Cooper. No guests on Zoom.

The meeting was called to order at 6:03 pm. The Pledge of Allegiance was recited.

There was no public comment on non-agenda items.

Ordinance 126 – Second Reading of Clerk/Treasurer Job Split: Mayor Bob explained the current situation of being without a clerk/treasurer. Two applications have been submitted, and it is necessary to have someone in the town hall soon. If the ordinance is passed tonight, there will be a 30-day waiting period. Diane K. suggested an ordinance based on flexibility and current situations, and to check with legal counsel. There was discussion regarding the increasing complexity of the job, regulations, technology, and financial implications. Bob is looking into the feasibility of offering a FTE position and a PTE position as a deputy clerk/treasurer with some oversight and cross-training. For several years the Audit has recommended a segregation of duties. Discussion was held concerning safety of employees and public incivility. The mayor returned to agenda item: Jan Bowey moved to accept the Second Reading of Ordinance 126 – Clerk/Treasurer Job Split as presented; Diane Kaatz seconded the motion. Vote was four nays, motion failed. It was recommended that a complaint and suggestion box be initiated at town hall.

Ordinance 127 – Second Reading of the Zoning Ordinance: Jan Bowey explained the amendments made to the Town of Sheridan map as recommended at the First Reading. There was discussion about commercial areas and low-density housing sites. The Zoning Commission (hereinafter ZC) will move forward with zoning implementation, amendments, appeals, management, forms, etc. There is still work to be done. There was a question regarding the sale of property in specific designation and alterations to the property; referral to the use tables and review by the Town Council (hereinafter TC) as an exception. It was recommended to consider lowering the side setback number for R3, smaller lots and low-density areas. Diane Kaatz moved to approve the Second Reading of Ordinance 127 – Zoning Ordinance for the Town of Sheridan (hereinafter TOS) as amended; Russ Hamilton seconded the motion. Vote all ayes, motion carried.

Court Order regarding the Schlabach/Graber Property Split: Cody Marxer, Madison County Planning Director, explained the issue: The said parties formed a LLC to purchase the property, then dissolved the LLC. The court order may prevent them from going through the subdivision regulations and review, though it is up to the judge. The TOS owns Lagoona Lane, which provides access to said property, with one parcel to the north and three (two smaller and one larger) parcels to the south of Lagoona Lane. Cody is concerned about sanitation. Previous

discussions revolved around riparian and exemption areas within the property. Brief discussion about previous approval of four hookups to TOS water/sewer was held. The court order process is not the normal or usual subdivision process and appears as evasion. Jan Bowey moved to propose to the court the following: the parties go through the recommended subdivision process. The TOS Town Council requests this division of property be considered within the established subdivision rules and regulations currently in place by the Madison County Planning Board. The Town Council feels that it appears to be evasion. Diane Kaatz seconded the motion. Vote was four ayes, motion carried.

Clerk/Treasurer Position: Mayor Bob stated there were two qualified candidates. He recommended hiring Charise Elser, with a start date of December 1, 2025. Charise Elser gave a brief description of growing up in Sheridan, previous work history in dealing with the public, scheduling, electronic systems, technology, financials, and willingness to serve. Diane Kaatz moved to approve the recommendation of hiring Charise Elser as the Clerk/Treasurer; Russ Hamilton seconded the motion. Vote resulted in four ayes, motion carried.

Mayor asked for adjournment. Jan moved to adjourn; Russ seconded the motion. All ayes. Meeting adjourned at 7:37 pm.

Respectfully submitted by Tamara Todd