

**The Martell Town Board and Planning Commission
held a Working Meeting on February 17, 2026 from 6:00 - 8:00 PM
at The Martell Town Hall, W5581 800th Avenue, Spring Valley, WI 54767**

MEETING MINUTES

1. Chairman Brathol Called the meeting to order at 6:01
2. Roll Call: all members of Town Board and Planning Commission were present
3. Verification of Public Notice: Yes, verified in the paper, affidavit received
4. Kidd made a motion to approve the agenda, Kaminski 2nd, all in favor, motion carries
5. Welcome Attorney Bob Loberg: Loberg Law Office, 50th year; Represents several Pierce County Municipalities
 - a. Best practices for Board/Planning Commission procedures: Reference Statute 62.23. Planning Commission functions set forth by the state: land use planning, survey plats, maps and purchases and sales of properties. Can't abdicate the roles of the board. No Authority for ordinance drafting, but it's not illegal.
 - i. The Statute really is THE guide for all PC actions. All Land Use related.
 - ii. Clarification: Ad hoc committee or PC? Regardless of title, they are both still subject to open meetings law and public records rules still apply. How the Town uses PC services is more or less ad hoc. Use Resolutions to adopt ad hoc committees.
 - iii. Roads: Is it appropriate to assemble a road committee/commission to assess road condition and help work on road improvement plan and/or grant applications,? It can be done, but Loberg is not seeing it happen much.
 - iv. Use of PC for research: PC functions are narrowly limited or constricted. Not sure why, but likely not used in this way by townships b/c of the statute.
 - v. CUP applications: Make it a board policy that when the Town Recommendation Form comes it gets automatically sent to PC for recommendation. 30-day clock starts and discussion takes place at a publicly noticed meeting within that time frame. PC uses motions to push it to the board with rationale that they collectively get around.
 - b. Enforcement Discussion
 - i. Discuss Citation Ordinance supporting documents: Schedule of Cash Deposits & Citation Form
 - ii. Best Practice: If you adopt an ordinance with penalties include high fines, with high minimums and a max to deter behavior and cover any legal expenses
6. Planning Commission procedures:
 - a. Thought Exercise around standard processes and work flow
 - i. Category 1: Standard or reactive business - things PC is required to review and make a recommendation: i.e. Road, Subdivision ord
 - ii. Category 2 - Proactive or discretionary work, board asks PC to look at something or on their own motion
 - iii. Category 3 - County's jurisdiction - feels like a town thing, but is not something we have any charge or control over.
 - iv. Category 4 - maybe our business in the future, but the ball is not yet in our court
 - b. Framing the agenda: Use a standard template that includes all potential relevant work from Categories 1 and 2
 - i. Set a consistent meeting date: 4th Tuesday of the month, 6:30 - 7:30 to start
 - ii. Kam suggests holding a more substantial public comment period when Road Ordinance is on the agenda and letting the public know when they can speak.
7. Brathol moves that PC does not meet on February 24th, b/c it has not been published and the next meeting will be in March, Kam 2nd, all in favor, motion carries
8. 2026 expiring terms: Lori, Prescott, & Fred - All willing to serve for another 3 years.
9. Kidd made a motion to approve the mid-February expenditures, Brathol 2nd, all in favor, motion carries.
10. Kaminski made a motion to adjourn, Kidd 2nd, all in favor, motion carries.