

TOWN OF EASTON, MARATHON COUNTY, WI
REGULAR MEETING OF THE TOWN BOARD

Town of Easton Municipal Center
169612 County Road Z
Ringle, WI 54471

AGENDA

Monday, October 12, 2026, at 7:00 p.m.

1. Meeting called to order by Chairman Beck
2. Roll Call
3. Approval of [September 14, 2026, Regular Meeting Minutes](#), and [September 14, 2026, Bid Opening Minutes](#)
4. Public Comments
5. Old Business
 - a. Update on the installation of generators
6. New Business
 - a. [Discussion and possible action on proposed Land Division Ordinance](#)
 - b. [Discussion and Possible Action on Resolution 26-04 Authorizing Loans with Bank of Wisconsin for Road Projects and Equipment Purchases, Including Designation of Authorized Signers.](#)
 - c. [Discussion and possible action on Town of Easton Election Contingency Plan](#)
 - d. Discussion and possible action on the proposed 2027 budget that will be presented to the town electors on November 23, 2026.
 - e. Presentation of bills for approval
7. Reports
 - a. Treasurer
 - b. Fire Department
 - c. Clerk
 - Election Update
 - d. Public Works
8. Remarks from Supervisors
9. Remarks from Chairman
 - a. Road projects update
 - b. Wind and Solar update
 - c. Marathon County ordinance for Winter spreading of animal waste update
10. Additional Public Comments
11. Adjourn

**TOWN OF EASTON
MARATHON COUNTY, WISCONSIN
REGULAR TOWN BOARD MEETING MINUTES
September 14, 2026**

1. Meeting called to order by Chairman Beck

Chairman Beck called the meeting to order at 6:45 p.m.

2. Roll Call

Present: Chairman Dean Beck, Supervisors Susan Kurth and Mark Pingel.

Also present: Clerk Sherry Weinkauff. Treasurer Melanie Neuendank attended by phone.

3. Approval of August 10, 2026, Regular Meeting Minutes, August 19, 2026, Bid Opening Minutes, August 19, 2026, Special Meeting Minutes and August 24, 2026, Special Meeting Minutes

**Motion by Kurth, second by Pingel, to approve the August meeting minutes as listed.
Motion carried.**

4. Public Comments

No public comments.

5. New Business

a. Discussion and possible action on the Highpoint Road bid from County Road Z toward Junction Road.

The Board reviewed the bids received for the approximately one-mile paving project and discussed the anticipated project timeline. Discussion was also held regarding engineering certification requirements for paving projects. It was clarified that the certification requirement discussed was associated with grant-funded projects such as LRIP. **Motion by Pingel, second by Kurth, to accept the American Asphalt bid for \$178,001.90. Motion carried.**

b. Update on the installation of generators

Chairman Beck reported that confirmation is still needed that the existing LP gas regulator has sufficient capacity to supply both the building and the generators. Discussion was held regarding completing the generator installation. Chairman Beck will follow up with the appropriate parties and provide an update to the Board.

c. 2027 Marathon County Responsible Units of Recycling, Cooperative Waste Reduction, Reuse and Recycling Education Program Agreement

The Clerk reviewed the 2027 agreement with Marathon County and noted that participation provides additional recycling grant funding and supports recycling education efforts. **Motion by Kurth, second by Pingel, to approve the 2027 Marathon County Responsible Units of Recycling Agreement. Motion carried.**

d. Application from Travis Prah for a Conditional Use Permit to operate a warehousing/distribution facility at 174721 State Highway 52, Aniwa, WI 54408

The Board reviewed the Conditional Use Permit application and Marathon County's request for a Town recommendation. Discussion was held regarding the proposed operation, oil storage, and fire inspection requirements. The applicant stated that the facility is not open to the public and is used for his warehousing/distribution business. **Motion by Pingel, second by Kurth, to approve the Conditional Use Permit application for Travis Prah. Motion carried.**

e. Presentation of bills for approval

The Board reviewed the bills. Discussion was held regarding a correction needed to a vendor check and a credit received from Harter's for previously charged additional pickup fees. **Motion by Kurth, second by Beck, to approve the bills as presented. Motion carried.**

6. Reports

a. Treasurer

Treasurer Neuendank reviewed current account balances and outstanding financial items. She reported that quarterly loan payments will be made in September and discussed remaining 2026 budget items, including generator hookups, crack sealing, and increased garbage collection costs. The Town also discussed financing for the road project and grader.

Discussion on 2027 Budget and Budget Hearing Date – November 23, 2026

Discussion began on the 2027 budget. Items discussed included road maintenance and paving, Town building and garage roof repairs, the Municipal Center heating system, and other building improvements. Treasurer Neuendank requested preliminary cost estimates for larger projects prior to the October meeting so they can be incorporated into the proposed budget. The Budget Hearing was scheduled for November 23, 2026.

b. Fire Department

Fire Chief Merriam reported that the Fire Department submitted its EMS grant application. A portion of the grant funding will be used for training, including plans to certify a department member as a CPR instructor and purchase updated EMS training equipment. The Fire Department fundraiser is scheduled for October 3, 2026, and raffle tickets were reported as sold out. Pump, ladder, and hose testing were scheduled for later in the week.

c. Clerk

Clerk Weinkauff reported preparations are underway for the November election, with requests on file for absentee ballots to be mailed by September 17. The new ballot drop box has been installed and information regarding its availability will be provided to voters. The Clerk and Treasurer will participate in upcoming Wisconsin Towns Association training, including training on the levy limit worksheet. The Clerk and Chief Inspector will also attend election security training in October.

d. Public Works

Public Works employee Rob Weinkauff reviewed his report and noted that the Junction Road culvert was 48 inches rather than 36 inches as previously listed. Discussion was held regarding replacement signage for the Fire Department/Municipal Center. Chairman Beck reported that the Junction Road culvert project costs had been submitted for the 50/50 cost-share program. Rob

also reported that work had been completed at the fire pond, including placement of rock and construction of a spillway, and that the pond was filling as expected.

7. Remarks from Supervisors

Supervisor Pingel commented favorably on the work completed by Meverden.

8. Remarks from Chairman

a. Road projects update

Chairman Beck reported that the newly approved paving project was expected to be completed yet this month. Crack sealing was expected to be completed within approximately 30 days.

b. Wind and Solar update

Chairman Beck provided an update on wind and solar projects being discussed in Marathon County. He reported that there has been no recent information regarding the previously proposed solar project in the Town of Easton. Discussion was also held regarding Marathon County's consideration of how to address large wind and solar projects, including developer agreements and potential impacts to town roads and rights-of-way.

c. Snowstorm disaster fund update

Chairman Beck reported that the Town received \$11,615.23 in disaster funding, representing 70% of the eligible costs submitted for the March snowstorm.

d. Marathon County ordinance for Winter spreading of animal waste update

Chairman Beck reported that Marathon County is moving forward with portions of its winter spreading regulations. Discussion included permit requirements for larger farms, definitions of liquid and solid manure, proposed wetland buffer requirements, and nutrient management plans.

9. Additional Public Comments

No additional public comments.

10. Adjourn

Motion by Pingel, second by Kurth, to adjourn at 8:09 p.m. Motion carried.

Prepared by: Sherry Weinkauff, Clerk

TOWN OF EASTON, MARATHON COUNTY, WI

SPECIAL MEETING – BID OPENING

Town of Easton Municipal Center

169612 County Road Z

Ringle, WI 54471

MINUTES

Monday, September 14, 2026, at 6:30 p.m.

1. Meeting called to order by Chairman Beck

Chairman Dean Beck called the meeting to order at 6:30 p.m.

2. Roll Call

Board members present were Chairman Dean Beck, Supervisor Mark Pingel, and Supervisor Susan Kurth. Also present were Clerk Sherry Weinkauff and Treasurer Melanie Neuendank (by phone).

3. Open and read sealed bids received for the Highpoint Road from County Road Z toward Junction Road Project

Chairman Beck opened and read the following two sealed bids:

RC Pavers, LLC – \$209,057.28

American Asphalt of Wisconsin – \$178,001.90

4. Adjourn

Chairman Beck declared the meeting adjourned at 6:38 p.m.

Minutes prepared by Clerk Sherry Weinkauff.

TOWN OF EASTON
Marathon County, Wisconsin
An Ordinance Amending the Code of Ordinances
Chapter 1: Administration
Creating § 5-13 entitled "Land Division"

The Town Board of the Town of Easton do ordain as follows:

Section 1: The following Ordinance entitled "Land Division" is hereby created to provide as follows:

5-13 Land Division.

A. State Law Adopted.

Wis. Stat. ch. 236, and as from time to time it is amended, is hereby adopted and incorporated into this Ordinance by reference as if fully set forth herein.

B. Purpose.

The purpose of this Ordinance is to promote the public health, safety and general welfare of the community and the regulations authorized to be made are designed to lessen congestion in the streets and highways; to further the orderly layout and use of land; to secure safety from fire, panic and other dangers; to provide adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate adequate provision for transportation, water, sewerage, schools, parks, playgrounds and other public requirements; and to facilitate the further resubdivision of larger tracts into smaller parcels of land. The regulations provided for by this Ordinance shall be made with reasonable consideration, among other things, of the character of the Town, with a view of conserving the value of the buildings placed upon land, providing the best possible environment for human habitation, and for encouraging the most appropriate use of land throughout the Town.

C. Authority.

Under Wis. Stat. § 236.45(2)(ac), to accomplish the purposes listed in 5.13.B., the Town, that has established a Plan Commission, may enact ordinances governing the subdivision or other division of land that are more restrictive than the provisions of Wis. Stat. ch. 236, except that no ordinance may modify in a more restrictive way time limits, deadlines, notice requirements, or other provisions of Wis. Stat. ch. 236 that provide protections for a subdivider.

D. Applicability.

1. All proposed land divisions, except those exempted in this Ordinance, shall be subject to Town review and approval in which the Town shall approve, approve conditionally, or reject proposed plats and/or certified survey maps.
2. A certified survey map may be used instead of a plat only if four (4) or fewer parcels are being created, consisting of either lots or outlots.
3. However, the provisions of this Ordinance, as it applies to division of tracts of land into four or fewer lots or parcels, shall not apply to:
 - a. Transfers of interest in land by will or pursuant to court order.
 - b. Leases for a term not to exceed 10 years, mortgages, or easements.
 - c. The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by this Ordinance or other applicable laws or ordinances.
4. All of the following specific uses and activities are exempted from this Ordinance:
 - a. Cemetery plats made under Wis. Stat. § 157.07.
 - b. Assessors' plats made under Wis. Stat. § 70.27.
 - c. Public transportation project plats made under Wis. Stat. § 84.095.
 - d. The exchange of parcels of public utility or railroad right-of-way to adjoining property owners if the Town and the county planning agency approves such sale or exchange on the basis of applicable local ordinances or the provisions of Wis. Stat. ch. 236.

E. Compliance.

1. No person, firm, or corporate entity shall divide any land which results in a land division and no land division shall be entitled to be recorded without compliance with all of the following:

- a. All requirements of this Ordinance and all other applicable Town and County ordinances.
- b. The provisions of Wis. Stat. ch. 236.
- c. The applicable rules of the Wisconsin Department of Safety and Professional Services regulating lot size and lot elevation necessary for proper sanitary conditions if any lot or unit is not served by a public sewer and provisions for such service have not been made.
- d. The applicable rules of the Wisconsin Department of Transportation and the County highway department relating to provision for the safety of entrance upon and departure from County and State trunk highways or connecting highways and for the preservation of the public interest and investment in such highway systems if the land owned or controlled by the subdivider abuts on a County or State trunk highway or connecting highway or street.
- e. The applicable rules of the Wisconsin Department of Natural Resources setting water quality standards preventing and abating pollution, and regulating development within floodplain, wetland, and shoreland areas.
- f. The applicable rules of the U.S. Army Corps of Engineers and U.S. Environmental Protection Agency.

F. Development Requirements.

- 1. All lots created in the Town shall be two (2) acres in area or greater.
- 2. All lots created in the Town shall have frontage on a public highway of two hundred (200) feet or greater.
- 3. Land suitability:
 - a. Lands shall not be divided that are held unsuitable for such use by the Town, for reason of flooding, inadequate drainage, adverse soil or rock formation, unfavorable topography, or any other feature or circumstance likely to be harmful to the health, safety, or welfare of the future residents or occupants of the proposed land division, or the Town, or that poses an imminent harm to the environment.
 - b. The Town, in applying the provisions of this Ordinance, shall, in writing, recite the particular facts upon which it based its

conclusion that the land is not suitable for the intended use and afford the subdivider an opportunity to present evidence in rebuttal to the finding of unsuitability. The Town may thereafter affirm, modify, or withdraw its determination of unsuitability.

4. All public improvements, if any, shall be to specifications satisfactory to the Town, to include the following highway standards:
 - a. All Town highways shall be constructed of materials consisting of at least three (3) inches of paved surface on top of at least twelve (12) inches of compressed base rock material(s) that is compressed in six (6) inch layers.
 - b. Drainage and stormwater system designs shall be included that may require curb and gutter, ditches, culverts, bridges, and/or retention ponds.
 - c. A right of way that is at least sixty-six (66) feet wide.
 - d. Highway traffic control devices and street name signs.
5. If there are to be any public improvements, then the subdivider shall:
 - a. Enter into a development agreement with the Town.
 - b. Provide security to the Town to ensure that the subdivider shall make all required public improvements within satisfactory specifications and a reasonable time; and in phases, if that is approved; to be a performance bond or a letter of credit, or any combination thereof, at the subdivider's option, to satisfy the requirement; and in an amount that is not more than 120 percent of the estimated total cost to complete the required public improvements, as determined under Wis. Stat. § 236.13.
 - c. Provide any necessary easements for utilities and drainage.
 - d. Extend or alter available utilities for service that will fall within the public right of way under Wis. Stat. § 236.13.
 - e. Provide certificates of insurance.
 - f. Maintain all public improvements until such time as they are inspected and accepted by the Town.
 - g. For purposes of Town acceptance, public improvements reasonably necessary for a project or a phase of a project are

considered to be substantially completed upon the installation of the asphalt or concrete binder course on roads to be dedicated or, if the required public improvements do not include a road to be dedicated, at the time that 90 percent of the public improvements by cost are completed under Wis. Stat. § 236.13.

6. An outlot may not be used as a building site unless it is in compliance with restrictions imposed by or under this Ordinance with respect to building sites. An outlot may be conveyed regardless of whether it may be used as a building site.

G. Modifications and Exceptions.

1. A development agreement may be used to vary from the specific requirements set forth in this Ordinance.
2. Upon the written request of a subdivider to modify or waive any requirement of this Ordinance, the Town Board may consider the matter as follows:
 - a. If it would be inappropriate to apply literally the provisions of this Ordinance because an exceptional hardship would result, the Town Board may waive or modify any requirement within its legal control, but only to the extent deemed necessary to alleviate the hardship.
 - b. Such relief may be granted with conditions.
 - c. No exception or modification shall be granted unless the Town Board makes all of the following determinations:
 - i. There are exceptional, extraordinary, or unusual circumstances or conditions that: are not common; do not apply generally to other properties; and are not of a recurrent nature to the area.
 - ii. That the exception or modification will not materially impair or be contrary to the overall purpose and spirit of this Ordinance or the public interest.
 - iii. That the exception or modification will not create substantial detriment to adjacent properties or the desirable general development of the Town.

H. Overall Procedures.

1. All matters applicable to this Ordinance shall first be referred to the Town Plan Commission for its consideration and report to the Town Board.
 - a. Unless such report is made within thirty (30) days, the Town Board may take final action without it.
2. The Town Board shall take final action on all matters applicable to this Ordinance.
3. The Town shall provide a subdivider with the opportunity to meet informally with representatives of the Town before the subdivider submits a preliminary plat for approval, or a final plat if the subdivider does not intend to submit a preliminary plat for approval, to obtain the Town representatives' conceptual review of the subdivider's proposed subdivision and opinions regarding whether the subdivision complies with the Town's requirements and conditions for approving plats. Conceptual reviews and opinions provided herein are not binding on the Town or the subdivider.

I. Plat Procedures.

4. The Town shall require preliminary plats and within 90 days shall take action to approve, approve conditionally, or reject the preliminary plat and shall state in writing any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider. Failure to act within the 90 days, or extension thereof, constitutes an approval of the preliminary plat.
5. If the final plat conforms substantially to the preliminary plat as approved, including any conditions of that approval, and to local plans and ordinances adopted as authorized by law, it is entitled to approval. If the final plat is not submitted within 36 months after the last required approval of the preliminary plat, the Town may refuse to approve the final plat or may extend the time for submission of the final plat. The final plat may, if permitted by the Town, constitute only that portion of the approved preliminary plat that the subdivider proposes to record at that time.
6. The subdivider or subdivider's agent shall submit to the body or bodies having authority to approve plats an electronic copy of the final plat or a copy of the final plat that is capable of legible reproduction. The Town shall approve or reject the final plat within 60 days of its submission, unless the time is extended by agreement with the subdivider or subdivider's agent. If a plat is rejected, the reasons therefor shall be stated in the minutes of the meeting and a copy thereof or a written statement of the reasons shall be supplied to the

subdivider or subdivider's agent. If the Town fails to act within 60 days and the time has not been extended by agreement and if no unsatisfied objections have been filed within that period, the plat shall be deemed approved, and, upon demand, a certificate to that effect shall be made on the face of the plat by the Clerk of the Town that has failed to act.

7. The approval of the Town must be inscribed on the recordable plat document. Before inscribing its approval, the Town shall require the subdivider or subdivider's agent to certify the respects in which the recordable plat document differs from the provided electronic copy, if any. The Town must approve all modifications in the final plat before it gives final approval to the plat. The Town may not inscribe its final approval on a plat before the affixing of the certificate by the State Department of Administration under Wis. Stat. § 236.12(3).
8. The subdivider shall have the final plat recorded in the office of the register of deeds of the county in which the subdivision is located. Subject to Wis. Stat. § 236.25(2), a final plat that has the approvals required under Wis. Stat. § 236.10, or that is deemed approved under Wis. Stat. § 236.11, is entitled to be recorded. The approving authority for the plat shall make a certificate to that effect on the face of the plat no later than 10 days after the subdivider submits the plat with the certificates and affidavits required under Wis. Stat. § 236.25(2)(c) & (d).

J. Certified Survey Map Procedures.

1. A certified survey map of not more than 4 parcels of land, consisting of lots or outlots may be recorded in the office of the register of deeds of the county in which the land is situated.
2. Within 90 days of submitting a certified survey map for approval the Town shall take action to approve, approve conditionally, or reject the certified survey map and shall state in writing any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider. Failure of the Town to act within the 90 days, or any extension of that period, constitutes an approval of the certified survey map and, upon demand, a certificate to that effect shall be made on the face of the map by the Clerk of the Town that has failed to act.
3. Recording.
 - a. Certified survey maps prepared in accordance with Wis. Stat. § 236.34(1) & (1m) shall be numbered by the register of deeds and shall be recorded and stored electronically.

- b. If the certified survey map is approved by a local unit of government, the register of deeds may not accept the certified survey map for record unless all of the following apply:
 - i. The certified survey map is offered for record within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map.
 - ii. The certified survey map shows on its face all of the certificates and affidavits required under Wis. Stat. § 236.34(1) & (1m).

L. Appeals.

Any person aggrieved by an unsatisfied objection or a failure to approve may appeal such objection or failure to approve, as provided in Wis. Stat. § 236.13(5), within 30 days of notification of the rejection. The court shall direct that the plat be approved if it finds that the action of the Town is arbitrary, unreasonable, or discriminatory. Except that a decision on an application for an approval, as defined in Wis. Stat. § 781.10(1)(a), is subject to review under the procedures contained in Wis. Stat. § 781.10.

I. Fees.

- 1. The Town Board shall require and establish a general application fee and state such amount(s) in the Town fee schedule.
- 2. Park fees may be required instead of the dedication of land for public parks, if any, in the sole discretion of the Town Board.
- 3. A subdivider shall also be responsible for all fees incurred by the Town that bear a reasonable relationship to consideration of the subdivider's certified survey map or plat, such as professional services deemed necessary in the sole discretion of the Town Board, to include by way of illustration and without limitation: legal, planning, engineering, fiscal, and/or the inspection of public improvements.

J. Violations.

- 1. There shall be no building upon, dividing, conveying, recording, or placing of monuments upon any land in violation of this Ordinance.
- 2. The Town shall not issue any type of permit authorizing the building on, or improvement of, any land within the jurisdiction of the Town

until the provisions and requirements of this Ordinance have been fully met.

K. Penalties and remedies.

1. Any violation of this Ordinance shall be subject to penalties as set forth in this Section.
2. In addition, the Town may institute any other actions or proceedings to enjoin violations of this Ordinance.
3. Each day a violation exists or continues shall constitute a separate offense.
4. Violations and concomitant penalties shall include the following:
 - a. Recordation improperly made carries penalties and/or forfeiture amounts as provided in Wis. Stat. § 236.30.
 - b. Conveyance of lots in unrecorded plats carries penalties and/or forfeiture amounts as provided for in Wis. Stat. § 236.31.
 - c. Monuments disturbed or not placed carries penalties and/or forfeiture amounts as provided for in Wis. Stat. § 236.32.
 - d. Dividing a Lot or Parcel, or use if so divided, in a recorded plat or certified survey map for purposes of sale or building development not in compliance with the provisions of this Ordinance, carries penalties and/or forfeiture amounts as provided in Wis. Stat. § 236.335.
 - e. An assessor's plat made under Wis. Stat. § 70.27 may be ordered as a remedy by the Town, at the expense of the subdivider, when a subdivision, as defined in this Ordinance, is created by successive divisions.
 - f. For any type of violation not specifically referenced herein, the forfeiture shall be not less than \$100 nor more than \$500.

Section 2: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision(s) or application(s) of this Ordinance that can be given effect without the invalid or unconstitutional provision(s) or application(s).

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after their date of adoption and notice to the public as required by law.

Section 5: Town personnel are hereby authorized and directed to take all necessary steps to notice this Ordinance to the public.

Adopted this ____ day of October, 2026.

TOWN OF EASTON

By: _____
Dean Beck, Chairperson

ATTEST:

By: _____
Sherry Weinkauff, Clerk

Noticed to the public on: _____

TOWN OF EASTON
MARATHON COUNTY, WISCONSIN
RESOLUTION NO. 26-04

**RESOLUTION AUTHORIZING BORROWING FROM BANK OF WISCONSIN FOR ROAD PROJECTS AND
EQUIPMENT PURCHASES**

WHEREAS, the Town Board of the Town of Easton, Marathon County, Wisconsin, has determined that financing is necessary for road improvement projects and equipment purchases; and

WHEREAS, the Town Board desires to obtain financing through Bank of Wisconsin for the following purposes:

Road Projects Loan: \$151,000.00

Equipment Loan: \$478,000.00

Total Borrowing Authorized: \$629,000.00

WHEREAS, Bank of Wisconsin requires that closing costs associated with these loans be paid separately by the Town and not included in the financed amounts; and

WHEREAS, the Town Board wishes to designate authorized representatives to execute the necessary loan documents on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Easton, Marathon County, Wisconsin, as follows:

1. Loan Authorization. The Town Board hereby authorizes borrowing from Bank of Wisconsin in the principal amount of \$151,000.00 for road projects and \$478,000.00 for equipment purchases, for a total principal amount of \$629,000.00.

2. Closing Costs. The Town Board authorizes payment of the applicable closing costs directly from Town funds by separate check. Such costs shall not be included in the principal amounts of either loan.

3. Authorized Signers. The following Town officials are authorized to execute loan agreements, promissory notes, and other necessary documents on behalf of the Town of Easton, consistent with the terms approved by the Town Board:

Dean Beck, Town Chairperson

Sherry Weinkauff, Town Clerk

Melanie Neuendank, Town Treasurer

4. Implementation. The designated officials are authorized to take the necessary administrative actions to complete the borrowing transactions in accordance with this resolution and applicable Wisconsin law.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

Adopted this 12th day of October 2026.

TOWN BOARD OF THE TOWN OF EASTON

_____ Dean Beck, Town Chairperson

_____ Mark Pingel, Supervisor

_____ Susan Kurth, Supervisor

ATTEST:

_____ Sherry Weinkauff, Town Clerk

Motion by: _____ Seconded by: _____ Vote: _____

Town of Easton Election Contingency Plan

Marathon County Wisconsin

Draft updated October 8, 2026 for Town Board discussion on October 12, 2026

This plan guides the Clerk, chief inspector, and election inspectors in responding to emergencies before and on Election Day. Protecting lives comes first. Maintain ballot security and accessible voting whenever conditions permit. Items marked TBD require confirmation.

Polling Place and Equipment

One polling place: Town of Easton Municipal Center, 169612 County Road Z, Ringle, WI 54471.

Voting hours are 7:00 a.m. to 8:00 p.m.

Equipment: ES&S DS200 ballot scanner and ES&S ExpressVote accessible voting equipment.

Paper poll books are currently used. The DS200 has an auxiliary compartment for securely holding voted ballots if the scanner is unavailable.

Proposed alternate polling place: St. John Lutheran Church, 164923 County Road Z, Wausau, WI 54403. Permission, availability, accessibility, and building access arrangements remain to be confirmed.

Responsibilities

Clerk Sherry Weinkauff coordinates the Town response and public notices. She is normally present except for brief errands and remains available by phone.

Mari Kraege and Margorie Southworth are chief inspectors. One is designated to serve for each election; the other serves as backup. The chief inspector on duty directs the immediate response, assigns inspectors as needed, communicates with emergency responders, and documents incidents.

If the Clerk is unavailable, contact Dean Beck, Susan Kurth, or Mark Pingel for help coordinating the Town response. Election questions requiring outside guidance will be referred to Marathon County or the Wisconsin Elections Commission.

Election inspectors assist voters, keep routes clear, and secure election materials only when safe. Anyone observing immediate danger should call 911 without waiting for permission.

Plan Review and Worker Preparation

The Clerk will review this plan at least annually and update it when contacts, equipment, or building arrangements change. Before each election, the Clerk and chief inspector will review exits, gathering areas, shelter location, and emergency responsibilities with workers.

Keep a printed plan and current emergency contacts at the polling place. Maintain the worker and backup contact list separately so staffing changes do not require rewriting the plan.

Evacuation

The chief inspector will direct workers and voters to the nearest safe exit. East and west exits accommodate wheelchairs and walkers. The south exit is reached through the Fire Department area and has stairs. Direct anyone needing a route without stairs to a safe east or west exit.

Gather first on the east side of the building. If unsafe or unavailable, gather on the west side. Keep the south side clear so emergency vehicles can exit.

The Clerk will call 911 when needed. If absent, the chief inspector will designate an inspector to call. Anyone observing immediate danger should call without delay.

Inspectors will assist voters in leaving. Secure election materials only if safe and without delaying evacuation. The chief inspector will account for workers, ask whether anyone is missing, and report missing persons or their last known location to responders. Do not reenter until responders authorize it.

Document the incident and any interruption of voting on the Inspectors' Statement.

Severe Weather

The Clerk and chief inspector will monitor severe weather alerts. When alerts indicate a threat to the polling place, they will make every effort to move election workers and any voters present to a safe location before dangerous weather arrives, when travel can be made safely.

No suitable tornado shelter has been identified in the buildings on the Municipal Center grounds. Proposed off-site shelter: St. John Lutheran Church, pending confirmation of permission and a suitable shelter area.

If time permits, secure ballots, poll books, and voting equipment. Do not delay sheltering to collect election materials or personal belongings. Account for workers and report anyone believed missing to responders. Follow emergency instructions before returning to the voting area.

The chief inspector will document when voting was interrupted and resumed on the Inspectors' Statement.

Medical Emergency

Call 911 for a serious medical emergency. Give the address: 169612 County Road Z, Ringle, WI 54471. Follow the dispatcher's instructions.

The chief inspector will designate an inspector to meet responders. Other inspectors will keep the area and access routes clear. Do not move an injured person unless necessary to escape immediate danger. First aid or an AED will be used by someone trained to do so or as directed by the dispatcher.

First aid kit and AED: The Clerk will contact Fire Chief Dusty Merriam to confirm whether either is available in the Fire Department area, where they are located, and whether election workers can access them during polling hours.

Notify the Clerk and document the incident and any interruption of voting without unnecessary medical details.

Power Outage

The chief inspector will notify the Clerk and record the outage time on the Inspectors' Statement. The Clerk will contact Rob Weinkauff or Dean Beck for building and generator assistance.

Backup generator: Installation underway; confirm operation before Election Day. Two lanterns, two handheld flashlights, and batteries are saved in the Clerk's cart, totaling \$115.08, pending Board approval. They have not been purchased. After receipt, test the lights and identify their storage location.

Voting will continue if lighting and conditions allow it to proceed safely and accessibly. If the DS200 is unavailable, voters will deposit voted ballots into its secure auxiliary compartment.

When power is restored, inspectors will follow approved equipment procedures to resume operation and process ballots from the auxiliary compartment, ensuring each ballot is counted once.

If conditions prevent continued voting, the Clerk and chief inspector will coordinate with Marathon County and emergency personnel. Document any interruption and when voting resumes.

Voting Equipment Failure

The chief inspector and Clerk will follow approved troubleshooting instructions for the DS200 or ExpressVote. If unresolved, the Clerk will contact the Marathon County Clerk's Office.

If the DS200 fails, securely hold voted ballots in its auxiliary compartment until they can be processed under approved procedures.

If the ExpressVote fails, contact Marathon County promptly for repair, replacement, or guidance to maintain accessible voting. Provide voter-requested assistance under established election procedures.

Document the malfunction, actions taken, and resolution on the Inspectors' Statement.

Election Worker Shortage

The Clerk will maintain a separate current contact list of trained workers and backups. If a worker cancels or must leave, contact a trained replacement. If the designated chief inspector cannot serve, contact the backup chief inspector.

The chief inspector may reassign duties among qualified workers while a replacement is arranged. If adequate staffing cannot be maintained, the Clerk will contact Marathon County and the Wisconsin Elections Commission for assistance.

Threats or Violence

Report threatening behavior to the chief inspector. Call 911 for an immediate threat as soon as it is safe. Remain calm, avoid confrontation, and follow law enforcement instructions. If evacuation is necessary, follow the evacuation procedure.

During an active attack, escape if safe; otherwise take cover and secure the location. Protecting lives takes priority over election materials.

The chief inspector will notify the Clerk and document the incident when safe. Refer media questions to the Clerk, chief inspector, or emergency personnel as appropriate.

Bomb Threat or Suspicious Object

Notify the chief inspector and call 911 as soon as it is safe. Do not touch, move, or investigate a suspicious object. Keep people away and follow responders' instructions.

For a telephone threat, write down the caller's exact words and details remembered, including the time, background sounds, and description of the voice. Preserve written or electronic threats for law enforcement.

If evacuation is needed, use a safe route away from the object. Notify the Clerk and document the incident when safe.

Computer Problems or Cybersecurity Incident

The Town has no regular IT provider. For routine computer problems, the Clerk may contact Best Buy for assistance.

Backup computer: Public Works employee Rob Weinkauf's computer may be used by the Clerk with her own WisVote credentials and security key. Backup access will be tested before Election Day.

If a cybersecurity incident is suspected, disconnect the affected device from the internet and other networks, leave it powered on, and contact the Wisconsin Elections Commission for guidance. Do not use the affected device for election work until the issue is resolved.

Use paper records and telephone communications where possible. The Town currently uses paper poll books. Update backup procedures if electronic poll books are purchased.

Widespread Emergency

Follow official emergency instructions. If evacuation or shelter is required, use this plan's procedures. The Clerk will obtain election guidance from Marathon County and the Wisconsin Elections Commission and document any effect on voting.

Polling Place Unavailable Before Election Day

If the Municipal Center is damaged or otherwise unusable before Election Day, the Clerk will contact the proposed alternate location to confirm availability and coordinate the change with Marathon County and the Wisconsin Elections Commission.

The Clerk will arrange transportation and setup of election equipment and supplies, confirm accessibility, and provide public notices directing voters to the alternate location. The Clerk will coordinate any required polling location updates with the Wisconsin Elections Commission.

Relocating the Polling Place

If the polling place becomes unsafe or unusable, the Clerk and chief inspector will consult with emergency responders, Marathon County, and the Wisconsin Elections Commission to coordinate relocation.

Proposed alternate polling place: St. John Lutheran Church, 164923 County Road Z, Wausau, WI 54403, pending confirmation of arrangements.

When safe, inspectors will secure and transport ballots, poll books, registration materials, election records, and voting equipment. Ballot containers will remain locked. Election materials will remain under election officials' supervision. Document their transfer and maintain ballot security.

The Clerk will arrange transportation with available Town assistance. At the alternate location, restore a safe and accessible voting arrangement.

The Clerk will post the new location on the Town website and Facebook page and notify Marathon County and the Wisconsin Elections Commission. When safe, place a notice at the original polling place and designate a person to direct arriving voters.

The chief inspector will document the move and times voting stopped and resumed on the Inspectors' Statement. The Clerk will seek guidance about whether a court order extending voting hours should be requested. Town officials will not extend hours on their own.

Items for Board Discussion and Follow Up

- St. John Lutheran Church — obtain permission for an alternate polling place and confirm availability, accessibility, and building access.
- Off-site severe weather shelter — confirm a suitable area at St. John Lutheran Church and arrangements for timely access.
- Generator operation — confirm before Election Day.
- Emergency lights and batteries — Board approval requested for \$115.08; after purchase, test and identify storage location.
- First aid kit and AED — ask Fire Chief Dusty Merriam about availability, locations, and election worker access.
- Backup WisVote access — test on Rob’s computer before Election Day.

Date reviewed: _____ Reviewed by: _____

Based on the Wisconsin Elections Commission Elections Emergency Response Tool for Municipalities, updated June 2026, and Town-specific information supplied by the Clerk.

Emergency Contacts

For immediate danger or a serious medical emergency, call 911.

Contact	Role	Phone or Email
Sherry Weinkauff	Municipal Clerk	715-573-1372
Mari Kraege	Chief Inspector	715-470-2492
Margorie Southworth	Chief Inspector	715-551-3487
Rob Weinkauff	Public Works and building assistance	715-573-1371
Dean Beck	Town Chair and building assistance	715-571-4294
Susan Kurth	Town Supervisor	715-571-8757
Mark Pingel	Town Supervisor	715-219-3395
Kim Trueblood	Marathon County Clerk	715-261-1500
Kelley Blume	Chief Deputy County Clerk	715-261-1502
David Holcomb	County Administrative Specialist	715-261-1504
Lee D. Turonie	Town Attorney Dempsey Law	Office 715-848-2966 ext. 502 Cell 608-334-6804 ldt@dempseylaw.com
Wisconsin Elections Commission	Help Desk	608-261-2028 elections@wi.gov
Wisconsin Emergency Management	24 hour Duty Officer After-hours cybersecurity reporting per WEC tool	1-800-943-0003
St. John Lutheran Church	Proposed alternate polling place and shelter Arrangements pending	Office 715-842-5212 church.secretary@stjohnofwausau.org
Pastor John Stransky	St. John Lutheran Church Confirm emergency access contact	715-907-8002
Church backup contact	Person able to unlock building	TBD
Dusty Merriam	Fire Chief First aid kit and AED inquiry	715-297-1318

The listed Marathon County and Wisconsin Elections Commission phone numbers are available during Election Day and after hours, as confirmed by the Clerk. Maintain trained worker and backup phone numbers on a separate contact list.