

**Town of Big Flats**  
**Special Board Meeting**  
**December 9, 2025**

- 1. Call to Order:** Chairman Meyers called the meeting to order at 6:00PM.

**Present:** Chairman Meyers, Supervisor Kipfer, Supervisor Clark, Clerk Horacek, Treasurer Nigh  
The Pledge was recited.

- 2. Approval of Agenda:** Motion to approve the agenda by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer. **Motion Carried**
- 3. Approval of Bills:** Motion by Supervisor Kipfer, 2<sup>nd</sup> by Supervisor Clark to pay the bills. **Motion Carried**
- 4. Approval of Previous Months Minutes:** Motion by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer to approve the minutes from the previous month's minutes. **Motion Carried**
- 5. Approval of the Oct. 27, 2025, Special Meeting Minutes:** Motion by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer to approve the minutes. **Motion Carried**
- 6. Treasure's Report:** Treasurer Nigh read balances for all accounts. Motion to approve the treasurer report by Supervisor Kipfer., 2<sup>nd</sup> by Supervisor Clark. **Motion Carried**
- 7. Correspondence & Clerk's Report:** Clerk Horacek stated that she had filed the Levy Limit and the Statement of Taxes forms with the state. The Mill Rate Form has been done and sent to the county treasurer for the 2025 taxes. Chairman Meyers read a letter about the purchase of land being put into a Nature Conservancy with the DNR. The purchase was done through a grant. The land is over 900 acres located in the Town of Big Flats and the Town of Colburn.
- 8. Public Comments:** Supervisor Clark introduced new employee Corey Meddaugh who will be working as a backup for the transfer site. John West introduced himself, he is the

county representative for section 14 for the Town of Big Flats.

**9. Fire Department Report: Fire Chief Schmidt** Reported for November there were 17 calls. The department received a grant from Adams-Columbia Electric. She also read the list of equipment they received from the DNR Grant. Assistant Chief Kipfer has been working on training at station #2.

**10. Supervisor I Update:** Supervisor Kipfer stated that Badger Ave. has a couple of culverts that need to be replaced. He hopes to do that with the county 50/50 Culvert Grant. The overhead door opener has been installed in the town garage. The Sterling has been fixed and is running well.

Chairman Meyers stated the grader is done and ready for pickup on Friday.

**11. Supervisor II Update:** While the chipping was done at transfer site, they did have a bucket to catch the nails. He shared a video on the chipping being done.

**12. Committee Reports:**

**Nuisance Committee:** Next meeting Friday Dec. 12 at 2:00 PM.

**Plan Commission Committee:** Chairperson Goerke: next PC meeting will be Dec. 16 at 6:00 PM. They are still reviewing zoning ordinance.

**Zoning:** Rich Westover approved 3 sites.

**13. Approval of the 2026-2027 Election Workers List:** Motion by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer to approve the 2026-2027 Election Workers List. **Motion Carried**

**14. Approval of Ordinance on Election Day Split Shift:** Motion made by Supervisor Kipfer, 2<sup>nd</sup> by Supervisor Clark. **Motion Carried**

**15. Discussion/Action on old safe:** Treasurer Nigh stated that DR Lock and Key submitted a quote of \$390 to open the old safe in the office. They would fix it so it could be used. It was stated that someone at Ace of Adams might be able to open it. Someone else said that she had the sister safe. She will get the combination to the town.

**16. Approval of 1<sup>st</sup> Responder & Fire Contract with Town of Monroe:** Motion made by Supervisor Kipfer, 2<sup>nd</sup> by Supervisor Clark to approve the 2026 contracts.

**Motion Carried**

**17. Appointment of a Backup for Zoning Admin:** This has been tabled until the WTA has been contacted.

**18. Review of Car Ordinance:** It was stated that the town has no car ordinance. Rich Westover stated that he was referring to the state ordinance. Supervisor Clark said there is something about cars in the towns Ordinance #33.

**19. Review of ATV/UTV Ordinance:** Two gentlemen from the ATV/UTV Club the county would like all towns to have their ordinance in line with the county ordinance. It was stated that towns can adopt the same ordinance that the county has. This would give the Adams County Sheriffs Department the power to enforce these rules.

**20. Discussion/Action on shop foreman/lead:** It was decided not to take any action on this.

**21. Discussion/Action on Appointing Bylle Skoczek on the Nuisance Committee:** Motion by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer to appoint Bylle Skoczek to the committee.

**Motion Carried**

**22. Matt Nietzel:** Asked if the board had thought about, his request from last month for the removal of Rich Westover as the Zoning Administrator. Chairman Meyers stated that the town has not received any complaints in writing on Rich Westover. So, they have no grounds for his removal. Treasurer Nigh asked Matt if he had hired an attorney like he said at last month's meeting. Matt said he has not hired an attorney. He stated that he had given the board information on Rich signing his own Land Use Application and this goes against a state statue. Rich stated that what needs to be done is, it needs to come before the board for discussion if he has done any wrong. Then the board needs to forward that to the State Ethics Board. They will then come in to investigate. After a discussion it was agreed that Matt would have to submit his complaint in writing to the board. Then the board will review it and consult with the attorney. Rich read the state statue 59.69, and it states that if denied entering a property a warrant can be issued. He

said he has been denied going to inspect Matt's property. So, he plans to go to the DA to get that warrant.

**23. Announcements:**

- Associated Appraisal starting on site assessments 12/8/25
- Next Plan Commission meeting, December 16 @ 6:00 PM
- Next regular town meeting: January 13, 2026 @ 6:00 PM

**24. Adjourn:** Motion by Supervisor Clark, 2<sup>nd</sup> by Supervisor Kipfer to adjourn. **Motion Carried**

22 people sign in

*Terri L. Horacek, Town Clerk*