



**MINUTES OF THE REGULAR TOWN BOARD MEETING
JULY 10, 2014**

- I. Call Meeting to Order and Pledge of Allegiance** – The meeting was called to order at 7:00 PM by Chairman Heidtke. The Pledge of Allegiance was recited.
- A. Official Meeting Notification** - The official meeting notice was read into the record by Clerk Oliver.
- B. Roll Call** - Chairman Ray Heidtke, Supervisors Dan Kufahl, Robert Hartwig and Everett Russell were present. Also present was Town Engineer Matthew Clementi, Joint Parks and Recreation Director Kelly Valentino, Zoning Administrator /Building Inspector Gordon Hoffmann, Joint Planning Group Co-Chair Arlyn Johnson (arrived late) Town Treasurer Paul Eilbes and Town Clerk Julia Oliver. Supervisor Paul Huettl was excused.
- C. Approval of the Agenda** – Motion by Hartwig, seconded by Russell to approve the agenda. Motion carried without a negative vote.
- D. Approval of the Minutes** – Motion by Kufahl, seconded by Russell to approve the minutes of the June 12, 2014 meeting and the June 25, 2014 meeting. Motion carried without a negative vote.
- II. Reports**
- A. Joint Parks and Recreation – Kelly Valentino, Director** – Valentino provided the Town Board with copies of the monthly financial “Stat Pack”, the July 2014 monthly calendar and the July 2014 Director’s Report. Valentino summarized the Director’s Report noting recent and upcoming programs, events, and activities.
- B. Treasurer’s Report – Treasurer Eilbes** – Eilbes reported the June 30, 2014 account balances as follows: General Fund \$95,848.57; General Fund Money Market \$714,728.89; Encumbered Funds-Highway Money Market \$149,630.83; Encumbered Funds-Building Money Market \$114,620.78; Property Tax \$.03; Property Tax Money Market \$0; Park and Planning \$968.32; Park Fund Savings \$5,387.26; Cemetery Fund \$16,686.91. Motion by Russell, seconded by Hartwig to approve the Treasurer’s report as presented. Motion carried without a negative vote.
- III. Business**
- A. Any Town Citizen Comment on an Agenda Item** – M. Bishop commented on item E.
- B. Discussion and Possible Action – 2014-2015 Alcohol and Tobacco Licensing** – Motion by Kufahl, seconded by Hartwig to approve alcohol licensing for Midwest Hospitality Group, dba Jail House Restaurant, and new operator Elizabeth Semmann. Motion carried without a negative vote.
- C. Discussion and Possible Action – Kirchhayn Parade** – Motion by Hartwig, seconded by Kufahl confirming the Town will accept the responsibility for oversight of the Kirchhayn Parade that will be held on July 27, 2014. Town Supervisors Dan Kufahl and Everett Russell will be on location for the duration of the parade. Steven Fischer requested an amendment to his alcohol license for the Kirchhayn Parade to allow alcohol in specified areas of the parking lot, sidewalk and grass areas; a map was provided. Motion by Hartwig, seconded by Heidtke to amend the alcohol license for Kirchhayn

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Country Club, Steven Fischer, agent for one day - July 27, 2014 to include areas in the parking lot, sidewalk and grass areas as indicated on the map provided. Motion carried without a negative vote.

- D. Discussion and Possible Action – Ilona Stank – Special Assessment, Interest and Penalties Due on 4145 Country Aire Drive** – Mrs. Ilona Stank, as well as Mr. Roger Stank and son Sheldon Stank appeared and requested the Town Board waive the interest, penalties and attorney fees that are due. Clerk Oliver reported the County has sent notice that Mrs. Stank has ninety days to pay the past due taxes, special assessments, interest and penalties due on parcel T7 0324 00D; if the amounts due are not paid the County will begin the process of selling the property to satisfy the debts. Zoning Administrator Hoffmann provided a brief summary of the events that occurred, including the costs for the property clean that were assessed against the Stank’s property. Hoffmann reiterated that the Stanks could have avoided the special assessment by cleaning up the property. Mrs. Stank stated she brought \$19,779 to the meeting and requested the Town Board consider that amount payment in full for all that is owed. After discussion, motion by Kufahl, seconded by Russell to accept \$19,779 from Ilona Stank as payment in full for the special assessment, interest and penalties due on parcel T7 0324 00D, the Town will waive the interest and penalties due and reduce the special assessment balance by \$4, 583.75, subject to payment in the amount of \$854.61 of taxes due to the Washington County Treasurer on or before July 31, 2014. Motion carried without a negative vote. Mrs. Stank was warned that failure to pay the taxes due as required will void the Town Board action and she will be responsible for the full amount of special assessment, interest and penalties that is currently due, plus additional penalties and interest as applicable.
- E. Update, Discussion and Possible Action – Status/Update: Water Distribution System Extension – Matthew Clementi Town Engineer and Rick Schmidt, Stantec** – Clementi provided an update on the water extension project specifically noting that the water project is over half way completed; work is concentrated on Cty. Hwy. T (Western Avenue) east of Division Road and Division Road south of Mill Road. Cty. Hwy. T (Western Avenue) east of Division Road will be closed beginning July 14th for approximately one week. The contractor anticipates the entire water main will be completed by the end of July. Twenty laterals have been installed and six have been connected. Public Service Commission approval is still needed. Approximately 10% of the homes will need pressure reducing valves, and pressure boosters will be required in at least fifteen homes. Clementi will be meeting with Arcadis on July 15th to begin the discussion on road reconstruction.
- F. Discussion and Possible Action – Building Inspector Oversight – Town Hall Remodeling Project** – Clerk Oliver stated that Betty Wiese, Building Inspector, State of Wisconsin Department of Safety & Professional Services stopped into the Town Hall on July 2nd to follow up on a preliminary consultation document. Clerk Oliver affirmed the Town was not moving forward with a barn remodeling project, but efforts were progressing on the center section (old locker rooms, bathrooms and bar area). During the review of the area Ms. Wiese noted the Town Building Inspector is the contact for ensuring the Town has an appropriate demolition plan, and also he would issue the permits and inspections once the State has signed off on the plans. To date Mr. Hoffmann has not been directed by the Town Board on the project. Motion by Hartwig, seconded by Kufahl directing Town Building Inspector Gordon Hoffmann to be involved in the remodeling project as is appropriate. Motion carried without a negative vote.
- G. Discussion and Possible Action – Town Hall Remodeling Project – Dan Beyer, Continuum Architects + Planners** – Beyer introduced Bob Latta the structural engineering consultant for the remodeling project. Beyer and Latta explained the structural damages and inadequacies that will require additional work that is outside the scope of the current contract. The design fee for the

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additional work will be \$2,640. Motion by Russell, seconded by Kufahl authorizing the additional design work for \$2,640. Motion carried without a negative vote. Beyer provided the Town Board with some updated drawings related to the interior detailing; the proposed ceiling plan and lighting was discussed. Hoffmann asked about Washington County's involvement related to the septic field, building fire sprinklers and facility revisions to meet current regulations. Beyer indicated he should have the drawings ready to submit to the State in approximately one month; once a conditional approval is received then the project can be sent out for bids.

- H. Discussion and Possible Action – Certified Survey Map – Living Word Lutheran High School – 2230 Living Word Lane** – No action; document was not submitted for action.
- I. Discussion and Possible Action – Certified Survey Map – Scott Luenberg and Richard Luenberg – 3322 and 3314 Cty. Hwy. P** – No action; document was not submitted for action.
- J. Discussion and Possible Action – DNR Road Aids Road Project – Dead End Church Road (South of Pleasant Valley Road)** – Motion by Kufahl, seconded by Russell to waive the chip seal bid deadline because no timely bids were received and only one bid (late) was received. Motion carried without a negative vote. There was one bid from Payne and Dolan (received on time) for the recycled asphalt/grading part of the bid package, and one bid from Scott Construction (not received on time) for the chip seal part of the bid package. Heidtke commented the project may require the replacement of 2-3 culverts, and at the request of the DNR there may be some additional cost for signage and guardrails. The Board members noted they do not want the trucks for the DNR wetland project off of Church Road driving in and out on the new road surface; Clerk Oliver stated Tom Isaac from the DNR has given the wetland contractor until August 1st to complete the project. Motion by Russell, seconded by Kufahl to award the Dead End Church Road DNR Road Aids Project to Payne and Dolan for the 7/10's mile recycled asphalt/grade/compact and 3/10's mile gravel/grade in the amount of \$60,630.00 and to Scott Construction for the 7/10's mile stone chip seal for \$21,232.25, work to be completed August 1-15, 2014. Motion carried without a negative vote.
- K. Discussion and Possible Action – Amend 2014 Fee Schedule to Reflect Special Meeting Charges** – Motion by Kufahl, seconded by Russell to amend the 2014 Annual Fee Schedule as presented; specifically the charges for a special meeting. Motion carried without a negative vote.
- L. Discussion and Possible Action – Self Catered Wedding Reception – September 2014** – Motion by Kufahl, seconded by Hartwig authorizing the Peterson event on September 26-27, 2014 to be self-catered. Motion carried without a negative vote.
- M. Update, Discussion and Possible Action – Joint Village/Town Planning Group** – Motion by Kufahl, seconded by Hartwig to confirm Chairman Heidtke's appointment of Kurt Henning to the Joint Planning Group. Motion carried without a negative vote. Town Representative/Co-Chairman of the Joint Planning Group Arlyn Johnson was in attendance to provide input on the Group's activities. Johnson has committed to attend Town Board meetings, or providing written reports to the Town Board to eliminate the "disconnect" in Town Board awareness of the Planning Groups' discussions. Heidtke commented he would like the Town Board to direct the group to start conversation on the Boundary Agreement issue and the Cedar Creek Road shared road work. Johnson distributed his proposal on the cost allocation of the Cedar Creek Road repairs/reconstruction that was presented to the Joint Planning Group members. Johnson noted that Village Public Works Director Kober has stated that the Village plans to use LRIP funds for the project, and that there would be engineering requirements; additionally there would be ROW acquisitions needed. The Village has stated that Cedar Creek Road is not a high priority at this time. It was the consensus of the Town Board that as Planning Group Co-Chair Johnson should start conversation with the Village regarding the Boundary Agreement

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(correcting/updating so the agreement meets State standards and will be accepted by the Department of Administration). Additionally Johnson should continue working on the details to begin the shared Cedar Creek Road reconstruction project; the Town will budget for the project in 2015.

- IV. Closed Session – The Town Board may go into Closed Session Pursuant to Wisconsin Statutes Sec. 19.85(1) (c) to “Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”** – Motion by Hartwig, seconded by Russell to move into Closed Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried.
- V. Reconvene into Open Session for the Purpose of Acting on Matters Discussed in Closed Session –** Motion by Russell, seconded by Hartwig to move into Open Session. Roll call vote: Huettl – aye, Kufahl – aye, Heidtke – aye, Hartwig – aye, Russell – aye. Motion carried. *Action:* Motion by Hartwig, seconded by Heidtke to approve the three year contract with Town Clerk Oliver as presented. Motion carried without a negative vote.
- VI. Supervisors and Clerk Reports**
- A. Buildings – Supervisor Kufahl** – Kufahl noted the air conditioning went out while an anniversary party was taking place at the Town Hall. Heidtke noted he called Gillitzer Electric for repair.
- B. Joint Parks and Recreation Budget Oversight Ad-hoc Committee – Supervisor Russell** – Russell provided the edited draft amendment (to the Community Center Development and Operations Agreement) for the Town Board to review. The Ad Hoc committee members made a few changes to the document at their last meeting, but they have been unable to agree on the maximum percentage for annual increase as well as whether the existing documents should be clarified with an amendment, or if the existing documents should be repealed and a new document written. The Ad Hoc Committee requested a joint meeting of the Town Board and the Village Board; the meeting will be held on July 16, 2014.
- C. Highway Department – Chairman Heidtke** - Heidtke summarized the Highway department report.
- D. Weed Commissioner – Supervisor Russell** – The Oldenburg property was noted.
- E. Grounds - Supervisor Hartwig** – Hartwig commented on creeping Jenny at the Town Garage.
- F. Transfer Station – Supervisor Huettl** – Nothing additional to report.
- G. Chairman’s Report and Correspondence – Chairman Heidtke** – Nothing additional to report.
- H. Clerk’s Report and Correspondence – Clerk Oliver** – Oliver reported on a complaint about two properties in Strawberry Glen that are not being mowed.
- VII. Future Agenda Items** – Nothing noted.
- VIII. Announcements** – Heidtke announced the upcoming meetings.

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- IX. Approval of Vouchers** – Motion by Russell, seconded by Hartwig to approve the vouchers as presented. Motion carried without a negative vote.
- X. Adjournment** – Motion by Russell, seconded by Hartwig to adjourn. Motion carried without a negative vote.

Respectfully submitted,

Julia Oliver
Town Clerk

Minutes approved: _____

Next Resolution Number: J-14-004
Next Ordinance Number: J-14-004