

TOWN OF WILSON
SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF JULY 6, 2011 TOWN BOARD MEETING

CALL TO ORDER & DECLARATION OF OPEN MEETING:

Chair David Gartman called the meeting to order at 6:02 p.m., meeting notice in accordance with open meeting law was confirmed with clerk and the meeting was declared an open meeting.

PRESENT: Chair David Gartman, Supervisor Michael Bergin, Supervisor Dale Sommer, Supervisor Brian Hoffmann, Treasurer Laurie Pankratz, Clerk Cheryl Rostollan and Maintenance Supervisor Rick Meyer. Interested residents and public were also present. **ABSENT:** Supervisor David Senkbeil.

PLEDGE OF ALLEGIANCE was recited.

PUBLIC COMMENT SESSION: None received.

APPOINTMENTS / NEW BUSINESS:

1. Approval of draft minutes
 - a) June 20, 2011 - Motion by Hoffmann to approve with amendment to agenda number 10; second by Bergin; motion carried with no nay votes, no abstentions, Senkbeil absent.
 - b) June 24, 2011 – Due to *David Senkbeil's absence and the fact that only two of the three meeting attendees are present tonight's board meeting, approval of draft deferred to July 18, 2011 board meeting.*
2. Lisa Steffen, 4610 Evergreen Drive regarding right-of-way drainage – Lisa Steffen recently met with an excavator regarding the installation of a French drain. Pictures were provided by Steffen. Rick Meyer and Sommer provided input. Most of what Steffen is proposing to do is on her land, not in the town's right-of-way – the excavator didn't think that it would even touch the town land, but it may in the area that it drains to. Meyer thinks that this is a good solution for this area. Board conceded that proposed action by Steffen was acceptable, but no official board action taken.
3. Karen Doering, 3000 Whispering Winds Drive regarding right-of-way drainage – Meyer provided as-built driveway elevations and read them to the board (provided by Joe Bronoski, from Oct-2007.) Meyer will approve the property owner to the east of Doering's property and provide them with time to correct the problem. *Put Chapter 54 and "as-built" culvert review on next town board agenda.*
4. Charles and Christy Mikula, 8511 Middle Road, Oostburg, Christine Yeadon, Sauk Trail Road, Oostburg – Christy Mikula began with explaining the beginning of the Conditional Use Permit and the dog inventory and licensing process. Motion by Sommer to make late fee for Charles & Christy Mikula \$200.00 per Town of Wilson General Ordinance, Chapter 62.12 for late fees for multiple dogs license at their kennel; second by Gartman; discussion regarding potentially amending the town's ordinance to potentially create a kennel license; motion carried with no nay votes, no abstentions, Senkbeil absent. Discussion regarding multiple dog licensing for their kennel, WI Stat. 174.053 and their Conditional Use Permit. The WI Statute requires a minimum of 12 dogs per "multiple dog license". Sheboygan County also has financial requirements of local towns. For the work involved, the treasurer felt that our current rates are adequate. \$84 for the first 12 dogs, which needs to be grouped together and which includes the state and the county's share; and \$7 per each dog thereafter. Clerk and treasurer to draft proposed Chapter 62 Town Ordinance amendments. Additional discussion regarding the late fee amount, if it should be changed to reflect a reduced amount if paid prior to law enforcement action. Treasurer shared that a current rabies certificate and licensing is required for all dogs over 5 months old regardless of the time of the year (not just in March and April.) *Put potential change to Chapter 67 Town Ordinance on August 1, 2011 Agenda.* Potential changes to Mikula's conditional use permit were discussed as well as their continuing changes and situations. Treasurer disagrees with some of the documentation of the date-by-date occurrences provided by Mikula and she will provide the clerk with her response which is to accompany the town records provided by Mikula.
5. Long Range Ad Hoc Committee request for August mailing – *Clerk to email Co-Chairs requesting clarification of request.*
6. Reports:
 - a) Treasurer – Cash Summary, Income Receipts Report, Receipt for Fire Dues, payment confirmation for Managed Forest Law-Aid, WI DNR Recycling Grant receipt

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- b) Clerk – Reported on current priorities.
 - c) Constable – Written report provided by James Whipple.
 - d) Plan Commission – No report.
 - e) Park & Forestry Commissioner – Rick Meyer provided update regarding cemetery signage.
 - f) Wage, Salary & Benefits Commission – No report.
 - g) Long Range Planning Ad Hoc Committee – No report.
 - h) Black River Fire Department – Station exhaust system is almost completed. DeTroye Electric was the electrical contractor for the exhaust system. Because the old lights had to be taken down and put back up, De Troye offered to install new fixtures at no additional cost for the labor.
 - i) First Responders – No report.
 - j) Maintenance: (Snowplowing/Roads/Maint. Site/Bldgs) – Rick Meyer reported on drainage complaint from Wolfert, mowing of ditches, compost tiling at maintenance site, tree-trimming for right-of-way vision problems and 2011 road projects.
 - k) Town Board
7. Road work:
- a) Acceptance of Lake Aire Addition No. 4 roads – Roger Wagner was present and Rick Meyer provided input on Addendum on Green Acres Development Agreement and confirmed that the recommendations from Crispell-Snyder December 17, 2010 have been completed. Gartman questioned whether the road named Schinker Creek is included in this; specifically, if it is included in the Development Agreement because this road is clearly being used for more than just a service road. Is this a public road or is this a private road? Shawn Wessner from County Planning is checking on this status and whether there is liability without dedicating this road and when ditching would be completed. Gregg Wagner provided June 3, 2010 documentation from Miller Engineers & Scientists regarding this road. Discussed re-seeding around the pond. No town board action taken.
 - b) Snow plowing contract – No changes made with proposed contract after June 20, 2011 board meeting. Rick Meyer will check with other municipalities regarding contract section number 3 to see how they handle emergency calls and if a contractor's invoice is deducted for costs of invoices from Sheboygan County Highway Department. Calibration of salt was discussed with Gregg Wagner. *Bring back to July 18, 2011 meeting.*
 - c) Proposal from Nahn & Assoc. for S. 18th Street drainage plan – Motion by Sommer to hire Nahn & Associates to do preliminary work for S. 18th Street for a proposed total \$3,762.50 with Rick Meyer to receive a new completion date; second by Bergin; motion carried with no nay votes, no abstentions. Senkbeil absent.
 - d) Next steps/options for Lone Oak/Lake Aire stormwater drainage
Supervisor Bergin recused himself from the discussion and sat in the audience.
Discussed Town Resolution 03-2009, which was distributed along with copies of recommendation from Miller Engineers & Scientists. Discussion included, but not limited to:
 - Bruce Wolf was present and he agrees with the option of a controlled “burn-off” presented by Miller Engineers & Scientists and he asked that the town to obtain permission from his neighbors to proceed;
 - Miller Engineers & Scientists and AAI Engineering's plans and opinions are substantially different;
 - Concerns regarding the lack of recorded drainage easements;
 - Cleaning out of silt from culvert under the roadway (with fire truck);
 - John Michaels, Lone Oak Drive – Looking for his compliance letter. (These should go out from the Town, not from Chuck Nahn.) Questioned whether there are potential field tiles that are causing the water run-off and who owned the land prior to the development. Roger Wagner and Gregg Wagner were present and they explained what occurs when developers run into tiles when constructing a development;
 - Chair Gartman stated that the right-of-way concerns are under the town's jurisdiction and is where our roles lie. Lake Aire did not have covenants with drainage easements, but Lake Aire Addition

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Number 1 does.

- Bruce Wolf is willing to burn off and clean up and he's optimistic that it can be done in stages. Rick Meyer is willing to assist with the town's chipper for the right-of-way clean-up and purpose of correcting the drainage. Lots 10, 9, 8 and Jay Gonia on Deer Path would need to be included in burning and clean-up.
- Where is the water coming from?
- Gregg Wagner stated that Wagner Excavating built the subdivision to the plan and that it was installed correctly to the plan; multiple engineers agreed that it was built according to the plan.
- There is no entrance from CTH V across the creek ;if Schinker Creek Drive isn't a deeded road, the town potentially only has one emergency entrance;
- Chuck Nahn - option for 3rd party - Motion by Gartman to accept proposal from Nahn & Associates, project number TWI-007, not to exceed \$4,020, dated June 30, 2011; second by Sommer; discussion regarding amount of trips and potentially putting this off until Spring, after the burn has been completed; motion carried with Sommer and Gartman voting aye, Hoffmann voting nay and Bergin abstaining.

Bergin returned to the board table.

- e) Rural Numbering System – Discussion regarding the different sign size options, prices, how it will be paid for (if the board decides to install the signs this year and pay for it by special assessment, the special assessment revenues will not come in until 2012.)
 - f) Gartman will attempt to get an answer from the City of Sheboygan regarding the S. 16th St./Maple Ln./Pheasant Ln. project. *Put on July 18, 2011 agenda.*
 - g) Fuel tanks at town maintenance site – Discussion regarding installation of 550 gallon, 5,000 for diesel tank and \$6,000 for a gasoline tank; \$7,300 for larger size diesel and \$7,400 for larger size gasoline. Concrete vessel requirements and containment wall were discussed. Meyer will obtain multiple price quotes.
8. Letter of Engagement between Town of Wilson and Schenck Business Solutions for Accounting Services for 2011, 2011 and 2013 – Motion by Bergin to enter into Letter of Engagement between Schenck Business Solutions and the Town of Wilson; second by Hoffmann; motion carried with no nay votes, Sommer abstaining, Senkbeil absent.
9. Open bid(s) for items for sale (listed in May 2011 town newsletter):
- a) One (1) –
 - b) One (1) – Sanyo TV
 - c) One(1) – AV Cart
- Bids received - \$101.00 for Used Sanborn Air Compressor from David Senkbeil.
\$151.00 for Used Air Compressor from Kory Wendlandt.
\$5.00 for TV from Kory Wendlandt.
\$5.00 for AV Cart from Kory Wendlandt.
- Motion by Sommer to accept the highest bids on all items; second by Bergin; motion carried with no nay votes, no abstentions, Senkbeil absent.
10. Disbursements:
- a) Checks on hold - None
 - b) Black River Fire Department – Motion by Sommer to approve \$788.20 expenditures for BRFD pending treasurer's review, second by Hoffmann; motion carried with no nay votes, no abstentions, Senkbeil absent.
 - c) Town of Wilson First Responders - Motion by Sommer to approve \$83.00 expenditures for TWFR pending treasurer's approval; second by Bergin; motion carried with no nay votes, no abstentions, Senkbeil absent.
 - d) Town of Wilson – Motion by Hoffman to approve \$37,712.76 Town of Wilson expenditures pending treasurer's review; second by Sommer; motion carried with no nay votes, no abstentions, Senkbeil absent.
 - e) Managed Forestland Aid – Motion by Sommer to approve expenditure from tax check in the amount of \$16.20 for Managed Forestland Aid; second by Gartman; motion carried with no nay votes, no abstentions, Senkbeil absent.

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OLD BUSINESS:

11. Billing procedures, creation and/or revision to ordinance for billing for fire calls and costs associated with mutual aid. Kory Wendlandt is working on this with Matt Parmentier, Attorney St. Peter's associate. Steve Steinhardt will review prior to the town board's review.

NOTICES:

- July 11, 2011, 7:00 p.m. - Plan Commission Meeting at Town Office
- July 11, 2011, 5:00 p.m. – Sanitary District No. 1 Special Meeting in Sanitary District Office
- July 13, 2011, 6:30 p.m. – Employee Handbook Meeting at Town Office
- July 14, 2011, 5:30 p.m. – Town of Wilson First Responder Training/Meeting at Town Office
- July 14, 2011, 5:00 p.m. – Sanitary District No. 1 Special Commissioner Meeting in Sanitary District Office
- July 14, 2011, 6:30 p.m. – Special Joint Town Board/Community Fire & Hazards Evaluation Committee/Fire Study Sub-committee Meeting at Town Hall
- July 18, 2011, 6:00 p.m. – Public Hearing for Creation of a Utility District for Rammer Pond Subdivision at Town Office
- July 18, 2011, 5:30 p.m./6:00 p.m. – Sanitary District #2 Commissioner Mtg./Town Board Mtg. at Town Office
- July 20, 2011, 6:30 p.m. - Park & Forestry Commission Meeting at Town Office
- July 25, 2011, 6:30 p.m. – Long Range Planning Ad Hoc Team Meeting at Town Office

AGENDA ITEMS FOR SUBSEQUENT MEETINGS:

August 1, 2011 – 7:00 p.m. at Town Hall with regular Town Board meeting beginning at 6:00 p.m., with regular meeting to recess for hearing at hall and then reconvene at Town Office.

ADJOURN

Motion to adjourn by Sommer; second by Gartman; motion carried with no nay votes and no abstentions and meeting adjourned at 10:53 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk