

TOWN OF WILSON  
SHEBOYGAN COUNTY, WISCONSIN  
**APPROVED MINUTES OF DECEMBER 19, 2011 TOWN BOARD MEETING**

**CALL TO ORDER & DECLARATION OF OPEN MEETING** – Chair David Gartman called meeting to order at 6:02 p.m, posting in accordance with open meeting law was confirmed and the meeting was declared an open meeting.

**PRESENT:** Town Board Chair David Gartman, Supervisor Michael Bergin, Supervisor, Dale Sommer, Supervisor David Senkbeil, Supervisor Brian Hoffmann, Treasurer Laurie Pankratz, Maintenance/Road Supervisor Rick Meyer, Clerk Cheryl Rostollan. **Also present:** Town Accountant Bryan Grunewald and several other interested parties.

**PLEDGE OF ALLEGIANCE** was recited.

**PUBLIC COMMENT SESSION:** None received.

**APPOINTMENTS / NEW BUSINESS:**

1. **Approval of draft minutes:**
  - a) **November 10, 2011 Budget Hearing and Town Meeting** – Motion by Sommer to approve as printed; second by Senkbeil; motion carried with no nay votes and Bergin abstaining.
  - b) **November 10, 2011 Special Town Board** – Motion by Hoffmann to approve as printed; second by Sommer; motion carried with no nay votes and no abstentions.
  - c) **December 5, 2011 Town Board** – Motion by Senkbeil to defer approval until January 3, 2012 meeting for review with noted changes; second by Bergin; motion carried with no nay votes and no abstentions.
  - d) **December 14, 2011 Special Joint Town Board/Sanitary District No. 1 Commission Employee Handbook** - Motion by Senkbeil to approve as printed; second by Bergin, motion carried with no nay votes and Sommer abstaining.
2. **Bryan Grunewald, Schenck Business Solutions, Appointment/discussion/possible board action:**
  - a) **Overview of 2011 Accounting** – Bryan Grunewald reported that Schenck has completed a detailed review through September 30, 2011 and that they are scheduled to come back in March of 2012 to continue the audit process. Grunewald provided a review of 2011 Budget versus Actual Expenses and Income through December 19, 2011.
  - b) **Adoption of a Fund Balance Policy in Accordance with GASB #54** – Motion by Sommer to adopt Fund Balance Policy in Accordance with GASB #54 as presented; second by Bergin; motion carried with no nay votes and no abstentions.
  - c) **2011 Budget Amendments:**
    - i. Motion by Gartman to amend Intergovernmental Revenues (for Federal Grants-Fire) to increase it an additional \$54,060; second by Senkbeil; motion carried with no nay votes and no abstentions.
    - ii. Motion by Gartman to increase \$1,490 in the “Conservation & Development” category for 2011; second by Sommer; motion carried with no nay votes and no abstentions.
    - iii. Motion by Senkbeil to decrease “Other Financing Sources” in 2011 Budget \$52,570; second by Bergin; motion carried with no nay votes and no abstentions.
  - d) **Transfer and commitment of 2011 Fund Balances:**
    - i. Motion by Gartman to maintain a minimum unassigned general fund balance of 20% of actual current year general fund expenditures, not including capital outlay; second by Sommer; motion carried with no nay votes and no abstentions.
    - ii. Motion by Gartman to transfer \$13,209.00 unused revenues to Committed Fire Protection Funds; second by Bergin; motion carried with no nay votes and no abstentions.
    - iii. Motion by Senkbeil to transfer any unused budget money to Road/bridges/equipment Committed Fund Balance; second by Bergin; motion carried with no nay votes and no abstentions.
3. **Tracey and Todd Smith, 3102 Old Park Road regarding Application for Certified Survey Map for Land Division** – Motion by Bergin to approve Certified Survey Map as presented; second by Senkbeil; motion carried with no nay votes and no abstentions.
4. **Robert and Linda Zimbal, Zimbal Minkery, Inc., 6613 Abraham Court, Sheboygan – Request for approval to establish present animal food processing plant within 1/8 mile from a dwelling or a business building to enable sale of extra product to other mink farms in order to satisfy newly imposed WI Dept. of Agriculture,**

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**Trade & Consumer Protection requirement for an Animal Food Processors License** – Linda Zimbal explained their application and the need thereof. Questions/concerns included:

- a) Tim Mertes, 2307 N. 40<sup>th</sup> St., Sheboygan for property he owns slightly outside of 1/8 mile radius (approximately ½ mile from plant). How extensive is this goal and what is Zimbal's plan? Mertes fears that this may exceed what the current permit is for. Zimbal responded that they simply need the permit to sell excess feed to other farmers.
- b) Don Buechler appeared representing the Buechler family – David Buechler's home is the only residence within the 1/8 mile radius required by DADCAP. Buechler objects to any further expansion of the Zimbal facility due to the excessive lighting, excess vehicle traffic, garbage, excess wrappers during the Spring; their need to lengthen their well. Asked whether they can be confident that this is simply to sell excess product.

Discussed putting restrictions on the number of truckloads to satisfy concerns of Buechler family. Patrick Cherek, is DADCAP representative. Discussed potentially providing a one-year board approval.

Don Buechler is in favor of a 12-month approval/renewal. Tim Mertes also supports a 12-month renewal. Don Buechler asked for a commitment from the Zimbals to keep their refuse cleaned up. Zimbals feel that they have addressed this issue by bringing in a compactor this past year versus using a dumpster.

Motion by Hoffmann to grant favorable report on a one-year basis to DADCAP; second by Bergin; motion carried with no nay votes and no abstentions.

5. **Gregg Wagner, Lake Aire 4 Road Drainage (Schinker Creek Road) / acceptance of Drainage Plan** – In response to the Town Board, Wagner's provided a Letter of Transmittal on November 23, 2011 with a proposed drainage plan, which was reviewed. Motion by Hoffmann to approve plan submitted by Wagner and reviewed by Crispell-Snyder, Inc.; second by Sommer; motion carried with no nay votes and no abstentions.
6. **Nancy Des Jardins, Director and Dan Hartmann, Co- Director and Fire Rehab Manager, Town of Wilson First Responders regarding potential use of Fire Rehab/EMS Incident Response Trailer for Mutual Aid and MABAS (Mutual Aid Box Alarm System)** - Dan Hartmann provided input from EMS Counsel and provided feedback provided at that meeting. While the provider is not allowed to bill municipalities for Medical supplies are replaced by the ambulance that calls them. If they would be called out by a local community other than Black River Fire Department, if Black River Fire Department called them out after the first call they would be returned to their local jurisdiction. Motion by Hoffmann to allow Town of Wilson First Responders Rehab/EMS Incident Response Trailer be used for Mutual Aid and MABAS; second by Bergin; motion carried with no nay votes and no abstentions.
7. **Review and potential approval of bid specifications** for:
  - a) Pick-up truck for Maintenance Department – Bring back for three trucks without upgraded radio and with fuel tank, light, up-lifter switches, 1 ton, misc. specs as desired.
  - b) Brush Buggy for Black River Fire Department – Kory Wendlandt provided \$25,823.00 for truck (chassis with a flat bed). The committee is in the process of looking at accessory equipment which should be around \$15,000.00. Motion by Hoffmann that we allow Black River Fire Department to purchase the truck, but first contact Bernie Rammer to ensure that the purchase is done in compliance with WI Statutes and that the purchase price is not to exceed \$40,000 including the accessories without coming back to the town board; second by Sommer; discussion \$22,953 (truck chassis), \$2,872 (Casper); motion withdrawn by Hoffmann and second withdrawn by Sommer. Motion by Sommer that Kory Wendlandt, President of Black River Fire Department contract with Ewald Auto Group for purchase of 3500 Heavy Duty 4WD Regular Cab 2012 for \$22,953.00 and to Casper Truck Equipment for Rugby Standard Duty Platform with the optional equipment included \$5,427 for a total of \$28,380.00; second by Hoffmann; discussion; motion amended by Sommer to have Town Board purchase truck (not Kory Wendlandt); amendment seconded by Hoffmann; motion carried with no nay votes and no abstentions.
8. **Maintenance/roads:**
  - a) **Rich Valenta, O & W Communications – Camera demonstration for security at maintenance site and proposal** – Rich Valenta provided town board with video demonstration. Motion by Sommer to obtain

TOWN OF WILSON  
SHEBOYGAN COUNTY, WISCONSIN

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- Mobotix Camera for Recycling Area, not to exceed \$3,931.00 with the potential of using a town computer for a file server to reduce the cost; second by Hoffmann; motion carried with no nay votes and no abstentions.
- b) **Uniform Rural Numbering System** – Lange Enterprise recommendations for additional Summary Signs. Cost of possible recommended summary signs would come from general funds, not be billed to the residents. Motion by Senkbeil that the town board take monies out of general funds to install recommended ten (10) summary signs installed; second by Bergin; motion carried with no nay votes and no abstentions. Clerk to check with Brett Zemba on the costs which he provided.
- c) **Report** – Rick Meyer provided updated completed requirements to WI DOT roads and WISLR program and software application features. Meyer requested direction from board on whether or not he should pull plastic sticks that residents are placing in the right-of-way to which the board directed that he should remove. Meyer also asked what to do about a tree in the town right-of-way on Edgewater Road and he was directed to remove it if WP & L will top the tree. Some parties are concerned about water in the ditch on Deer Path Trail, are continually pumping water. Final installation of air conditioning at fire station will be complete this week.
9. **Additional part/time staff at town office – Potential hiring of Mary Goettel, 5721 Sherwood Drive, Sheboygan** – Motion by Senkbeil to extend job offer to Mary Goettel for employment with Town of Wilson starting at \$10.00 per hour with a 3-month review and 6-month probation with annual hours under 600 hours; second by Bergin; discussion – as a poll worker on election day she will receive \$8.00 per hour and will need to be notified of this; motion carried with no nay votes and Hoffmann abstaining.
10. **Reports:**
- a) Treasurer – Reports provided by Laurie Pankratz and explanation thereof.
  - b) Clerk – Reports provided by Cheryl Rostollan and explanation thereof.
  - c) Constable – No report provided. Potential update to Constable Ordinance Chapter 6 provided by David Gartman. Put on January 3, 2012 Town Board Meeting with speaker-phone .
  - d) Plan Commission - Performance Standards for Highway Commercial Building Site & Exterior Architecture & Requirements, January 9, 2012 agenda.
  - e) Park & Forestry Commission – No report, no action taken.
  - f) Wage, Salary & Benefits Commission – No report, no action taken.
  - g) Long Range Planning Ad Hoc Committee – No report, no action taken.
  - h) Black River Fire Department – No report, no action taken.
  - i) First Responders – No report, no action taken.
  - j) Town Board – No action taken.
11. **Disbursements:**
- a) Checks on hold – No action taken.
  - b) Black River Fire Department – Motion by Sommer to put a hold on Jim's Heating & Cooling, check 15645 in the amount of \$3,118.00 and to put a hold on Dulmes Décor, check number 15644 in the amount of \$2,999.99 and to approve remaining checked presented for the Black River Fire Department; second by Hoffmann; motion carried with no nay votes and no abstentions.
  - c) Town of Wilson First Responders – Motion by Senkbeil to pay bills for First Responders in the amount of \$178.95; second by Bergin; motion carried with no nay votes and Gartman abstaining.
  - d) Town of Wilson – Motion by Hoffmann to pay \$27,624.00 in Town disbursements; second by Bergin; motion carried with no nay votes and no abstentions.
  - e) New Oostburg collateralized account, \$25.67 for deposit slips – Motion by Senkbeil to approve electronic withdrawal of \$25.67 from Oostburg State Bank for deposit slip for Collateralized Account; second by Bergin; motion carried with no nay votes and no abstentions.

**OLD BUSINESS:**

**NOTICES:**

- 12/20/2011, 6:30 p.m. – Park & Forestry Commission Meeting at Town Office
- 1/3/2012, 5:30 p.m./6:00 p.m. – Sanitary District No. 1 Commissioner Meeting/Town Board Meeting at Town Office

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- 1/5/2012, 5:30 p.m. – Town of Wilson First Responder Meeting at Town Office
- 1/9/2012, 6:30 p.m. – Plan Commission Meeting at Town Office
- 1/16/2012, 5:3 p.m./6:00 p.m. – Sanitary District No. 1 Commissioner Meeting/Town Board Meeting at Town Office
- 1/17/2012, 6:30 .m. – Park & Forestry Meeting at Town Office
- 1/23/2012, 6:30 p.m. – Long Range Planning Ad Hoc Team Meeting at Town Office

**AGENDA ITEMS FOR SUBSEQUENT MEETINGS:**

**ADJOURN:**

Motion to adjourn by Sommer; second by Bergin; motion carried with no nay votes and no abstentions and meeting adjourned at 10:19 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk

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