

## **AGENDA**

### **TOWN OF WILSON TOWN BOARD MEETING**

**Town of Wilson Hall - 5933 South Business Drive, Sheboygan**

**Monday, January 4, 2010**

**6:00 p.m.**

#### **CALL TO ORDER & DECLARATION OF OPEN MEETING:**

Agenda for this meeting is posted at the Town of Wilson Office, Town of Wilson Firehouse, Town of Wilson Maintenance Site, Town of Wilson website, the Sheboygan Press newsroom was provided a copy and the meeting is declared an open meeting.

#### **PLEDGE OF ALLEGIANCE:**

#### **APPROVAL OF DRAFT MINUTES:**

#### **PUBLIC COMMENT SESSION:**

#### **REPORTS:**

- |   |  |
|---|--|
| 1. Treasurer.                           | 2. Clerk   |
| 3. Constable                            | 4. Plan Commission                                     |
| 5. Park & Forestry Commissioner         | 6. Wage, Salary & Benefits Commission                  |
| 7. Long Range Planning Ad Hoc Committee | 8. Black River Fire Department                         |
| 9. First Responders                     | 10. Maintenance: (Snowplowing/Roads/Maint. Site/Bldgs) |

#### **APPOINTMENTS / NEW BUSINESS:**

11. Steve Boll, Kohler Company regarding clarification of zoning districts for Deer Park Subdivision – Appointment/discussion/Board decision.
12. Disbursements:
  - a. Checks on hold
  - b. Black River Fire Department
  - c. Town of Wilson First Responders
  - d. Town of Wilson
13. Transfers from Unreserved Designated Funds to 2010 Budget – Cemetery, Smart Growth, Parks
14. Bike rack agreement Grace - Church and Sheboygan County Non-Motorized Transportation
15. Roads/building maintenance:
  - a. Flader Hill Town Cemetery - boundary issues
16. Clarification of accessory use buildings/structure front and side set-backs in current zoning ordinances
17. Openings on Wage, Salary & Benefits and Park & Forestry Commissions
18. Resolution for release of bonds/deposits for Holding Tank Agreements
19. Application for Operator's License:
  - a. Nicole Schmidt, Handlebar Saloon, 5837 S. Business Drive

#### **UNFINISHED BUSINESS:**

1. Revisions to Chapter 6 - Constable Ordinance Wood Processing
2. Cemetery Ordinance
3. Usage of Balzer Conservancy for bow hunting
4. Sheboygan County Ordinance for Uniform Rural Numbering System
5. EMS Emergency Management Plan
6. Potential town billing for fire calls

#### **CORRESPONDENCE:**

#### **NOTICES:**

- 1/5/2010, 9:00 a.m. - Sanitary District No. 2 Meeting at 4135 Technology Parkway, Sheboygan
- 1/7/2010, 6:30 p.m. - First Responder Meeting/Training
- 1/11/2010, 7:00 p.m. - Plan Commission Meeting
- 1/18/2010, 5:30 p.m. – Sanitary District #2 Commissioner Meeting and Town Board Meeting
- 1/20/2010, 6:30 p.m. – Park & Forestry Commission Meeting
- 1/25/2010, 6:30 p.m. – Long Range Planning Ad Hoc Team Meeting

**AGENDA ITEMS FOR SUBSEQUENT MEETINGS:**

- Deer Park Subdivision
- New rezoning classifications
- Lake Aire 4 Developers Agreement – Completion of Roads (should have been deeded over in 2006 and 2007)

**ADJOURN**

Persons with disabilities who may require assistance to attend this meeting should contact the Town Clerk at 208-2390 at least 24 hours prior to the meeting.

# ***APPROVED MINUTES***

January 4, 2010 Town Board Meeting

## **CALL TO ORDER & DECLARATION OF OPEN MEETING:**

Meeting called to order by Chair Gartman, clerk verified that the meeting was legally posted, and meeting was declared an open, legal meeting.

**PRESENT:** Chair David Gartman, Supervisor Dale Sommer, Supervisor David Senkbeil, Clerk Cheryl Rostollan. **Absent:** Treasurer Laurie Pankratz. **Also present:** Marge Pearce, Jim Whipple, Marko Zagar, Tom Sonntag, Larry Hilbelink, Jim Van Ess, Dan Rostollan, Kory Wendlandt, Rick Meyer, Nancy Des Jardins, Ginger Aschebrock, Steve Aschebrock.

**PLEDGE OF ALLEGIANCE** was recited.

## **APPROVAL OF DRAFT MINUTES:**

- 12/30/09 Special Town Board Meeting - Motion by Senkbeil to approve 12/30/09 Draft Special Town Board Meeting Minutes with addition of identifying Laurie Pankratz, Treasurer and the check number in the motion; second by Gartman; motion unanimously carried with Gartman and Senkbeil voting aye and Sommer abstaining.

## **PUBLIC COMMENT SESSION:**

Dan Rostollan, 1452 Terry Andrae Terrace asked if there is a repository for those requesting Do No Resuscitate (DNR) that the 1<sup>st</sup> Responders would have access to? What is in place to see that these requests are directed to the First Responders?

## **REPORTS:**

20. Treasurer – Cash Summary report provided by Treasurer.
21. Clerk – Clerk was asked by Chair Gartman to provide minutes on a timely basis and is asking for this to be a priority over all other duties. No financials required by the board from the clerk. Clerk reported Matt Crimmins request for town refund of Board of Appeals fee. Chair requested that no mail that comes with a specific party's name or title be opened by anyone other than the intended addressee.
22. Constable – written report provided by Whipple. Whipple & Van Ess also provided verbal reports. Whipple came across a car was trafficking drugs. 1.75 lbs marijuana, glass, baggies, were staying at hotel on I-43 & CTH V. Whipple has a meeting set up with the Meg Unit to see if there's a problem with drugs in the Town of Wilson. Burglaries were up in the Town of Wilson in Dec. and items stolen & not wanted were dumped/recovered. Jim Van Ess has transported multiple cats (9) & is suggesting that from now on cats become licensed in the Town of Wilson.
23. Plan Commission – no report
24. Park & Forestry Commissioner – no report, there's a vacancy for a commissioner
25. Wage, Salary & Benefits Commission – no report, there's a vacancy & all members are up for renewal
26. Long Range Planning Ad Hoc Committee – nothing
27. Black River Fire Department – nothing
28. First Responders – finished the year with 19 calls & a response time of 3 minutes. Dr. Martens will be at a training session. Next year Des Jardins Regarding DNR question – they are obligated to resuscitate unless they have a bracelet on them. Sommer asked about organ donors (who wouldn't have a DNR if they're a donor)
29. Maintenance: (Snowplowing/Roads/Maint. Site/Bldgs) – Meyer provided reports. Shared Dec-09 report from Wagner Excavating, which includes # of salt, complaints & positive comments. No written report from Sheb Co. Gartman asked about the price from Wagner if/when we come close to our locked-in price. Will they do some projections at a specific price? There's no certainty, with the weather, but we'll need to keep the communication open with Wagner. All complaints are forwarded to Wagner/Sheb Co. No problems with Sheb Co's salt availability. We received our Recycling License, which is good for a year (will be renewed). Furnace at the firehouse was completely installed today. 2002 Tractor/loader/backhoe was delivered last week Tuesday. Clerk had a UCC filing search done with

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review from legal counsel. Copies of invoices from repairs were provided. On a Sat. a.m. Dennis Schleicher from Sheboygan County provided assistance and Meyer asked if we would consider providing some compensation for their help.

### APPOINTMENTS / NEW BUSINESS:

30. Steve Boll, Kohler Company regarding clarification of zoning districts for Deer Park Subdivision – In July of 2008 the last re-zoning petition was, parcel under the power line was included as Conservancy. *Rostollan to work on resolution and forward to Steve Boll prior to distribution, action to be taken on future agenda.*
31. Disbursements:
  - a. Checks on hold – releases were previously approved by board contingent upon verification of completion/approval.
  - b. Black River Fire Department – Motion by Sommer to approve disbursements as printed; second by Senkbeil; motion unanimously carried.
  - c. Town of Wilson First Responders – Motion by Senkbeil to pay First Responders Jan. 5, 2010 disbursement; second by Sommer; motion unanimously carried.
  - d. Town of Wilson – Motion by Sommer to approve disbursements as printed; second by Senkbeil; motion unanimously carried.
    - i. Motion by Sommer to approve procedure for disbursement of employee contribution portion of Treasurer Laurie Pankratz's health insurance premium contingent upon recommendation of same from town accountant, Paul Corson, and to seek legal counsel if there are any areas in question; second by Senkbeil; motion unanimously carried.
32. Transfers from Unreserved Designated Funds to 2010 Budget – Cemetery, Smart Growth, Parks – *No action - put on the town board agenda directly following 2009 accounting close.*
33. Bike rack agreement Grace - Church and Sheboygan County Non-Motorized Transportation – Motion by Gartman to adopt and sign "Bicycle Rack Placement Agreement – Third Parties – Sheboygan County, 508 New York Ave., Sheboygan, WI 53081, Town of Wilson, 5935 S. Business Dr., Sheboygan, WI 53081, Grace Baptist Church, 5404 County Rd. A, Sheboygan Falls; WI 53085; second by Senkbeil; motion unanimously carried.
34. Roads/building maintenance:
  - b. Flader Hill Town Cemetery - boundary issues – *Meyer and Rostollan to seek legal counsel to ascertain best course of action.*
  - c. Wiring for town building(s)/generator – Meyer contacted 3 electricians for proposals and he is receiving assistance from Tom Sanville, Sanitary District. A transformer will be required and we'll need to be sure that nothing is disturbed for Sanitary District's thing for Sanitary District use. Some proposals should be available by the next town board meeting. *Sommer requested that proposals offer connection to both the Town Hall and the Town Office.*
  - d. Chapter 54, Regulations on the Use of Rights-of-Way – *Meyer and Rostollan to work on another draft and bring back to the board at the 1/21/10 meeting.*
  - e. Proposals for town office security system – Meyer provided proposals – Motion by Senkbeil to accept O&W Option 2 for \$5,287.00 for a security system for the town office; second by Sommer; motion unanimously carried.
35. Clarification of accessory use buildings/structure front and side set-backs in current zoning ordinances – "Structures are not allowed – Larry Hilbelink, Town of Wilson Building Inspector, provided explanation and clarification to the board on where to look in our ordinances to gather all of the information to form a conclusion regarding setbacks and variances (See Zoning Code and Development Standards, which define front yard - which is going towards the closest point to the principal structure – the front line of the house, the closest line between the street and the front of the house. Page 85 of Development Standards - #4- Structures Prohibited Within Setback Lines (no new buildings may be closer to the street line than the principal structure). The powers of the Board of Appeals may

# ***APPROVED MINUTES***

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take “practical difficulty” or “unnecessary hardship” into consideration in their decision (public safety, welfare of neighbors).

36. Openings on Wage, Salary & Benefits and Park & Forestry Commissions – *No action*
37. Resolution for release of bonds/deposits for Holding Tank Agreements – *Still need to receive legal opinion on who the money is refunded to.*
38. Application for Operator’s License:
  - a. Nicole Schmidt, Handlebar Saloon, 5837 S. Business Drive – Motion by Sommer to approve application for Operator’s License for applicant with a birthday of Feb. 2, 1990; second by Senkbeil; motion unanimously carried.

### **UNFINISHED BUSINESS:**

7. Revisions to Chapter 6 - Constable Ordinance – Clerk to schedule a hearing at her convenience.
8. Wood Processing – next meeting.
9. Cemetery Ordinance – Each supervisor to work on these
10. Usage of Balzer Conservancy for bow hunting – Senkbeil is working with P & F on this, there will be a newsletter article from P & F in Jan.- the meetings will not be held during a P&F meeting night and held by the TB
11. Sheboygan County Ordinance for Uniform Rural Numbering System – special County meeting was canceled due to a snow storm and there are also issues on re
12. EMS Emergency Management Plan – letter has to be finished & we still need a map
13. Potential town billing for fire calls – searching out what our

### **CORRESPONDENCE:**

Chair Gartman requested that all mail addressed to a specific party or position remain unopened at the town office for the addressee to personally open.

### **NOTICES:**

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### **ADJOURN**

Motion to adjourn by Sommer; second by Gartman; motion carried and meeting adjourned at 9:40 pm.

Minutes submitted by: Cheryl Rostollan, Clerk