

## **AGENDA**

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

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

**Monday, January 18, 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 - nothing               |
| 9. First Responders                     | 10. Maintenance: (Snowplowing/Roads/Maint. Site/Bldgs) |

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

11. Bruce Doolittle, Victor Locksmithing, LLC regarding proposal for re-keying Town Office, Town Hall, Fire Station  
(*appointment for 6:30 p.m.*)
12. Steve Boll, Kohler Company regarding Deer Park Subdivision – Preliminary Plat / Zoning / Development Agreement / miscellaneous related topics – Review / discussion / possible board action
13. Disbursements:
  - a. Checks on hold
  - b. Black River Fire Department
  - c. Town of Wilson First Responders
  - d. Town of Wilson
14. Lake Aire 4 Developers Agreement – Document review/completion of roads/possible board action
15. Town of Wilson website
16. Roads/building maintenance:
  - a. Town Office Security – Update/Key Request Draft/Re-keying doors not included in proposal
  - b. Town Hall Security
  - c. Flader Hill Town Cemetery - boundary issues
  - d. Wiring for town building(s)/generator
  - e. Chapter 54, Regulations on the Use of Rights-of-Way
17. Application for Operator's License:
  - a. Crystal M. Downs, Handlebar Saloon, 5837 S. Business Drive

#### **UNFINISHED BUSINESS:**

18. Revisions to Chapter 6 - Constable Ordinance – hearing scheduled
19. Wood Processing
20. Cemetery Ordinance – Each supervisor to work on these
21. Sheboygan County Ordinance for Uniform Rural Numbering System
22. EMS Emergency Management Plan
23. Potential town billing for fire calls

**CORRESPONDENCE:**

24. 12/23/2009, State of WI Dept. of Transportation System Development
25. 12/29/2009, Alliant Energy – Report on Groundwater Information at Wisconsin Power & Light's Edgewater Generating Station, Sheboygan

**NOTICES:**

- 1/19/2010, 10:00 a.m. – Special Joint Town Board/Sanitary Dist. #2 Meeting
- 1/20/2010, 6:30 p.m. – Park & Forestry Commission Meeting
- 1/21/2010, 6:30 p.m. – First Responder Meeting
- 1/25/2010, 6:30 p.m. – Long Range Planning Ad Hoc Team Meeting
- 2/1/2010, 5:30 p.m./6:00 p.m. – Sanitary District No. 1 Commissioner Meeting/Town Board Meeting
- 2/4/2010, 6:30 p.m. – First Responder Meeting
- 2/8/2010, 7:00 p.m. – Plan Commission Meeting
- 2/15/2010, 5:30 p.m./6:00 p.m. -Sanitary District No. 2 Commissioner Meeting/Town Board Meeting
- 2/17/2010, 6:30 p.m. – Park & Forestry Meeting
- 2/18/2010, 6:30 p.m. – First Responder Meeting

**AGENDA ITEMS FOR SUBSEQUENT MEETINGS:**

- New rezoning classifications
- Renewal of Conditional Use Permits (2/1/2010 Agenda)

**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 18, 2010 Town Board Meeting

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

Meeting was called to order by Chair Gartman at 6:03 p.m. and declared it an open meeting.

**PRESENT:** Chair David Gartman, Supervisor Dale Sommer, Supervisor David Senkbeil, Clerk Cheryl Rostollan. **Absent:** Treasurer Laurie Pankratz. **Also present:** Steve Boll, Gregg Wagner, Rick Meyer, Laura Wagner, Dan Rostollan, Jim Kummer, Nancy Des Jardins, Kory Wendlandt, Phyllis Summers, Tom Sonntag and Bruce Doolittle.

**PLEDGE OF ALLEGIANCE** was recited.

## **APPROVAL OF DRAFT MINUTES:**

- February 11, 2009 – Motion by Gartman to accept draft minutes of February 11, 2009 Town of Wilson Special Joint Meeting of Wage, Salary & Benefits Commission, Sanitary District No. 1 & 2 Commissioners and Town Board with the clarification of adding Bill Gartmann's first name and included Supervisor Sommer as an attendee; second by Sommer; motion carried with Gartman and Sommer voting aye and Senkbeil abstaining.
- October 19, 2009 – Motion by Senkbeil to accept and adopt draft minutes of October 19, 2009 Town Board Meeting with noted changes; second by Sommer; motion unanimously carried.
- October 22, 2009 – Motion by Senkbeil to accept minutes of October 22, 2009 Special Town Board Meeting with the two changes noted; second by Gartman; motion carried with Gartman and Senkbeil voting aye and Sommer abstaining due to his absence at this meeting.
- November 2, 2009 – Motion by Gartman to approve November 2, 2009 Town Board Meeting Draft Minutes with changes noted by Gartman; second by Senkbeil; motion unanimously carried.
- December 16, 2009 – Motion by Sommer to approve December 16, 2009 Special Town Board Meeting Draft Minutes with one spelling corrected noted by Sommer; second by Senkbeil; motion unanimously carried.
- December 21, 2009 – Motion by Gartman to approve December 21, 2009 Town Board Meeting Minutes as printed with addition from Sommer; second by Sommer; motion unanimously carried.
- January 8, 2009 – Motion by Sommer to approve January 8, 2009 Special Joint Town Board Sanitary District No. 2 Meeting Minutes as printed; second by Senkbeil; motion unanimously carried.

## **PUBLIC COMMENT SESSION:**

None

## **REPORTS:**

26. Treasurer – Treasurer Pankratz provided written reports for the board's review.
27. Clerk – Written report provided.
28. Constable – No report
29. Plan Commission – No report
30. Park & Forestry Commission – No report
31. Wage, Salary & Benefits Commission – No report
32. Long Range Planning Ad Hoc Committee – No report
33. Black River Fire Department – No report
34. First Responders – Nancy Des Jardins reported that some of the First Responders will be attending Wisconsin EMS Annual Meeting in Milwaukee this week.
35. Maintenance: (Snowplowing/Roads/Maint. Site/Bldgs – Report provided by Rick Meyer regarding process for future road projects and the need to go through the WI Dept. of Workforce Development prior to solicitation of proposals. Meyer provided a copy of an email from Chuck Nahn and was requested by chair to also provide the City of Sheboygan a copy of Nahn's email. Meyer provided board with seal coating and Sheboygan River Dredging project information provided by Meyer. Clerk to request minutes and agendas from Hulbert. Draft letter to Town of Lima

# **APPROVED MINUTES**

## **January 18, 2010 Town Board Meeting**

presented to board, letter should go only to chairman. Snowplow report from Gregg Wagner (verbally and in writing), copies of Sheboygan County and Wagner Excavating invoices and salt usage report provided to board.

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

36. Bruce Doolittle, Victor Locksmithing, LLC regarding proposal for re-keying Town Office, Town Hall, Fire Station (*appointment for 6:30 p.m.*) – Provided proposals for re-keying and ideas on how to re-key the town buildings (office, hall, fire station, maintenance building). *Sommer to work with Meyer and bring recommendations to the board.*
37. Steve Boll, Kohler Company regarding Deer Park Subdivision – Preliminary Plat / Zoning / Development Agreement / miscellaneous related topics — Boll assured the board that he is willing to do whatever he can to assist Attorney St. Peter to move this project along. Boll will contact St. Peter to see if there is anything he can provide, whether it means meeting with him in Fond du Lac. Gartman asked for escrow funds, which St. Peter will discuss with Boll. Boll requested the board's action on the Preliminary Plat because Kohler Co. cannot move forward without approval of the preliminary. When Boll sees what the attorney has worked out. Boll will provide a copy of a letter from Bay Lakes regarding their approval of the small remaining parcel. Kohler will work with the board/commissioners regarding the sanitary interceptor, which we be discussed at tomorrow's special meeting. Gartman would like to have Attorney St. Peter appear by phone when the Preliminary Plat is approved. Kohler is requested to have the structure of the plat built in smaller portions/phases but still requesting approval of the entire plat. Sommer asked what the intent of the road on Parkway would be if this was done in phases. Town and county ordinances call for a cul de sac and one option would be to install a temporary cul de sac that would be removed when the next phase is completed. Discussion regarding the phases and how it pertains to Parkway, the Wieck property and road maintenance prior to completion and deeding them over to the town. Chair requested that Attorney St. Peter should minimally be on a conference call with the Town Board and Plan Commission for all future approvals/decisions.
38. Disbursements:
  - a. Checks on hold - none
  - b. Black River Fire Department \$1,531.05 – Motion by Gartman to approve disbursements as printed; second by Sommer; motion unanimously carried.
  - c. Town of Wilson First Responders \$780.00 – Motion by Senkbeil to approve expenditures for the Town of Wilson First Responders dated January 19, 2010 for \$780.00; second by Sommer; motion carried with Senkbeil and Sommer voting aye and Gartman abstaining.
  - d. Town of Wilson \$37,040.77 – Motion by Sommer to approve Town of Wilson expenditures as presented; second by Senkbeil; motion unanimously carried.
39. Lake Aire 4 Developers Agreement – Discussion regarding board's concerns. *Clerk to compose letter to all noted on Developers Agreement concerning items 18, 6(a) regarding whether Schinker Creek should be open for public use, 6(b-3a) regarding asphalt finish course, 6(c) acceptance of dedication, 6(d) utility easements and 7(a-ii) entire area regarding drainage, etc. (certified mail.)*
40. Town of Wilson website – Motion by Gartman to accept proposal by Municipal Site Design for \$100 annual domain registration and server name, \$750 for design, training and maintenance and \$50 per feature for additional features, with signed contract to follow; second by Senkbeil; motion unanimously carried.
41. Roads/building maintenance:
  - f. Town Office Security – Update/Key Request Draft/Re-keying doors not included in proposal – Motion by Gartman, second by Senkbeil to approve Application for Town of Wilson Office Key as presented by clerk; motion unanimously carried.
  - g. Town Hall Security – *Gartman requested Meyer to bring back proposals against 2010 Budget.*
  - h. Flader Hill Town Cemetery - boundary issues – Forwarded to legal counsel, response not yet received.
  - i. Wiring for town building(s)/generator – *Meyer to return with additional more comparisons.*
  - j. Chapter 54, Regulations on the Use of Rights-of-Way – Discussion, no action taken.

# ***APPROVED MINUTES***

## **January 18, 2010 Town Board Meeting**

### 42. Application for Operator's License:

- a. Crystal M. Downs, Handlebar Saloon, 5837 S. Business Drive – Motion by Senkbeil to accept application of Operator's License for Crystal M. Downs pending approval of background check; second by Gartman; discussion regarding attached current license in another municipality; motion unanimously carried.

### **UNFINISHED BUSINESS:**

43. Revisions to Chapter 6 - Constable Ordinance – hearing scheduled
44. Wood Processing – No action taken.
45. Cemetery Ordinance – Each supervisor to work on these, no action taken.
46. Sheboygan County Ordinance for Uniform Rural Numbering System – No new information from Sheboygan County, no action taken.
47. EMS Emergency Management Plan – No updates, no action taken.
48. Potential town billing for fire calls – Discussion, current ordinance for fees provided by clerk, no action taken.

### **CORRESPONDENCE:**

49. 12/23/2009, State of WI Dept. of Transportation System Development
50. 12/29/2009, Alliant Energy – Report on Groundwater Information at Wisconsin Power & Light's Edgewater Generating Station, Sheboygan

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### **ADJOURN**

Motion to adjourn by Gartman; second by Senkbeil; motion unanimously carried and meeting adjourned at 9:14 p.m.

Minutes submitted by: Cheryl Rostollan, Clerk