

OTTAWA TOWN BOARD
Meeting Minutes August 14, 2023

The meeting of the Ottawa Town Board was called to order by Chairman Rupp.

Roll call attendance was taken and Town Supervisors Graham, Jones, Smukowski and Wiedenman were present.

The Town Chairman announced to all those present the fact that the Board intends to convene themselves in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, requiring a closed session pursuant to Section 19.85 (1)(c), Wisconsin Statutes. Specifically, the Town Board will discuss Town employee wage considerations. Upon motion, duly made and seconded and acted upon by roll call vote of the majority of the members present, pursuant to Sec. 19.85 (1)(c), Wis. Statutes an Executive Session will take place. At the conclusion of the Executive Session, the Town Board will reconvene in Open Session to take action on the matters that were discussed in closed session, regarding Town employee wage considerations.

Supervisor Graham made a motion to accept the Treasurer's monthly financial activity report as presented. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Smukowski made a motion to accept the Building Inspector's monthly activity report as presented. His motion was seconded by Supervisor Jones and carried.

Supervisor Jones made a motion to accept the Engineer's monthly activity report as presented. His motion was seconded by Supervisor Smukowski and carried.

Mike Tompkins and Bill Riemenschneider, Ottawa Fire Board members, were present. They stated that the 2023 hiring plan was going well and that the budget meetings for 2024 are planned.

The next item on the agenda as for Dan and June Pape, W395S3611 Hardscrabble Road, Dousman, WI and their Conceptual land division request for waivers. The board was provided the recommendations memorandum from Sandy Scherer, the Town Planner. A copy of her full report was shared by Chairman Rupp at the table as well as provided via the emailed Plan Commission packet to the Town Board members. There was discussion over the size of the lots in the request. Supervisor Graham made a motion to approve the waivers. The motion was seconded by Chairman Rupp. The motion was denied with Chairman Rupp and Supervisor Graham in favor and Supervisors Jones, Smukowski and Wiedenman against. Supervisor Jones would like Planner Scherer to send him information on Farmland Preservation and how it works with credits and dividing the land.

Chairman Rupp gave an update on the 2023 road program. She stated that Rue Parc is complete and looks nice, Waterville will be completed with the chip seal and that the 2023 payment is being prepared and reviewed. She also shared that crack filling will start soon and that the culvert/Hwy. D project looks to be complete.

Chairman Rupp gave an update on the 2022 road program. She has some concerns with the Hunters Lake road paving and some cracks and scalloping issues that remain. Supervisor Smukowski made a motion to withhold final payment until a resolution or a one-two year warranty for the damaged area is provided. The motion was seconded by Supervisor Graham and carried.

The Board reviewed the Waukesha County letter of agreement for salt. Supervisor Jones made a motion to approve the agreement. The motion was seconded by Supervisor Smukowski and carried.

Supervisor Wiedenman shared that he has been unable to contact the company that caused damage at the Hunters Lake access. He will go in person if he is unable to get a response.

Chairman Rupp went over the update on the Farmland Preservation Plan from Waukesha County Department of Parks and Land Use that was provided in the Town Board packets.

Chairman Rupp went over the costs for re-striping the Town Hall and Town Park parking lots. Park Superintendent Mike Kilsdonk would like to keep the handicapped parking spots in the park painted red if possible. Chairman Rupp will look into that cost. Supervisor Graham made a motion to approve having the striping done in both parking lots, including the cost of using red paint if that only adds up to under \$200 additional to the pricing. Supervisor Jones seconded the motion and it carried.

Some discussion was had regarding replacement costs of road name signage throughout the town to adhere to standards. Norm Hausser was present to discuss the signs he already has, as well as some ideas of the number of signs that require replacement. The board will discuss this topic more after the conclusion of the closed session.

Supervisor Graham made a motion to approve Ordinance 8-23a related to the Ottawa Cemetery and Ordinance 8-23b relating to the official newspaper. The motion was seconded by Supervisor Smukowski and carried.

There were no new lake updates.

There were no new park updates.

There was discussion on some updates to the Employee Handbook. Supervisor Graham made a motion to approve the updates regarding rate of pay as noted on Pages 6 of the Employee Handbook. His motion was seconded by Supervisor Wiedenman and carried.

Chairman Rupp asked the board if anyone was interested in changing the date of the September meeting due to the Labor Day Holiday, there will be the Plan Commission and the Town Board meeting to follow on the same night. Supervisor Graham made a motion to keep the Town Board meeting to be held on September 11, 2023. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Graham made a motion to approve the minutes of the July 10, 2023 meeting. The motion was seconded by Supervisor Wiedenman and carried.

Supervisor Jones made a motion to approve the minutes of the July 12, 2023 meeting. The motion was seconded by Supervisor Wiedenman and carried.

Supervisor Graham made a motion to approve the minutes of the August 9, 2023 meeting. The motion was seconded by Supervisor Smukowski and carried.

Chairman Rupp shared correspondence from OASC, Derby Days Beer Garden and an email sign request. Supervisor Graham made a motion to pay bills as listed, in addition to payroll and associated withholding payments for L Geyman, M Barnhart, cardmember services and WE energies. His motion was seconded by Supervisor Wiedenman and carried.

A motion was made by Supervisor Graham to enter into closed session. Roll call vote of Supervisors Graham, Jones, Smukowski, Wiedenman and Chairman Rupp approved. Clerk Geyman and Norm Hausser were asked to participate in the closed session.

A motion was made by Supervisor Wiedenman to return to open session. The motion was seconded by Supervisor Jones and carried.

Supervisor Jones made a motion to allow Norm Hausser to hire and pay an assistant at the rate of \$18.00 per hour. His motion was seconded by Supervisor Smukowski and carried.

More discussion was had regarding the purchase of road name signs. Norm Hausser will look into getting some more information. Supervisor Wiedenman made a motion to table this item to the September 11, 2023 meeting. The motion was seconded by Supervisor Smukowski and carried.

A motion was made by Supervisor Wiedenman and seconded by Supervisor Smukowski to adjourn. Motion carried unanimously.

Respectfully submitted,

Lori J. Geyman, WCMC
Clerk/Treasurer, Town of Ottawa.