

TOWN OF OCONOMOWOC  
**APPROVED**

BOARD OF SUPERVISORS MEETING

Friday, February 13, 2009

At 8:00 AM Supervisor Husak called the meeting to order. Present were Supervisors Janis Husak, John Roelandts, John Koepke and Brian Wiemer. Also present were Administrator/Planner Jeffrey Herrmann and Clerk/Treasurer Jo Ann Lesser. Those excused were; Chairman Robert Hultquist, Police Chief James Wallis and Highway Superintendent Owen Salzman.

There was 1 resident in attendance.

**Pledge of Allegiance**

Supervisor Koepke made a motion to appoint Supervisor Husak as acting Chairperson for this meeting. Supervisor Wiemer seconded the motion. The motion carried unanimously.

**Correspondence:**

An application for a special event was submitted for Board approval. Kenny's Gin Mill Fishoree will take place on February 28, 2009 from 2:00 PM until 8:00 PM. Kenny's Gin Mill is the sponsor of the event. The application was received after the posting of the agenda; therefore no action can take place at this time. The reason for this application being brought to your attention was due to the date of the event and the next meeting date. This application will be placed on the March 2, 2009 meeting agenda.

**Comments from the Floor on Agenda items or any other items:** None

**NEW BUSINESS:**

**1. Consider and Act on hiring a Temporary Part-time Employee.**

Administrator/Planner Herrmann explained that with the Deputy Clerk out on leave and the Deputy Treasurer taking leave on March 10, 2009, there is a need for additional help in the Clerk's office. Jeff Herrmann stated that the office would like to hire a temporary individual that has the accounting software experience, and that Virchow Krause has a temporary service agency the Town can use to find someone to work in the office. Administrator/Planner Herrmann explained that through Virchow Krause, the Town can stipulate Caselle software as a requirement in the hiring process. Supervisor Roelandts made a motion to approve contacting Virchow Krause to hire temporary office help for 6-8 weeks. Supervisor Koepke seconded the motion. Motion carried unanimously.

## **2. Supervisor Reports**

- A. John Koepke:** Nothing
- B. Brian Wiemer:** Nothing
- C. Janis Husak:** Nothing
- D. John Roelandts:** Nothing

**3. Highway Superintendant Salzman:** Nothing

**4. Police Chief Wallis:** Nothing

## **5. Administrator/Planner Herrmann**

### **A. Consider and Act on Attendance at WAPA Conference on March 26-27, 2009 in Sheboygan**

Administrator Herrmann explained that the conference would require a stay over night and that by attending this conference he will obtain APA credits. Supervisor Koepke made a motion to approve Administrator/Planner Herrmann to attend the conference. Supervisor Wiemer seconded the motion. The motion carried unanimously.

### **B. Consider and Act on Diane Higgins request for reimbursement of improper utility assessment charges for 2007 and 2008 property taxes.**

Clerk/Treasurer Lesser explained the reason for the request of the refund, and also supplied documentation to the Board that substantiates Ms. Higgins claim. Clerk/Treasurer Lesser also explained that Ms. Higgins requested interest on her reimbursement. Supervisor Wiemer made a motion to approve the reimbursement to Diane Higgins for the 2007 & 2008 improper utility assessment applied to the tax roll in the amount of \$1,157.00 each year for a total of \$2,314.00 total reimbursement without interest. Supervisor Koepke seconded the motion. Motion carried unanimously.

## **6. Clerk/Treasurer**

### **a. Approve Operator's licenses per list.**

An operator license for Cory Toivonen was submitted for approval. It was noted that Chief Wallis was given a copy and submitted his approval to Clerk/Treasurer Lesser. Supervisor Koepke made a motion to approve the operator license for Cory Toivonen. Supervisor Wiemer seconded the motion. The motion carried unanimously.

## **7. Approve Property Tax Refund per list.**

Supervisor Wiemer made a motion to approve the 2008 property tax refunds per the submitted list. Supervisor Koepke seconded the motion. The motion carried unanimously.

**8. Approve Vouchers and Checks.**

A motion was made by Supervisor Wiemer and seconded by Supervisor Koepke to approve the vouchers and checks pending the approval of the Administrator. The motion carried unanimously.

**9. Adjourn:**

A motion was made by Supervisor Roelandts and seconded by Supervisor Koepke to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 8:20 AM

Respectfully submitted,

Jo Ann Lesser  
Clerk/Treasurer