

TOWN OF OCONOMOWOC BOARD OF SUPERVISORS
December 19, 2011
Meeting Minutes

Chairman Robert Hultquist called the meeting to order at 6:00 p.m. Supervisors present included Jan Husak, John Koepke, and Brian Wiemer. Also present included Administrator/Planner Jeffrey Herrmann, Attorney Bill Chapman, Police Chief James Wallis, Highway Superintendent Owen Salzman, and Clerk/Treasurer Jo Ann Lesser. See attached attendance sheet for additional attendees.

Those present stood to recite the Pledge of Allegiance

Approve Minutes: Supervisor Koepke made a motion to approve the December 5, 2011 minutes as presented. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.

Correspondence: None

Comments from the Floor on Agenda items or any other items: Chuck Case; 35908 Hwy K, asked for an update on the Monterey Dam. Chairman Hultquist stated that the Town Board and Administrator are still working on the project and that nothing has been decided at this time.

Pete Heinrick; N83W37885 Division Street, read a note from Michael Huts who could not appear tonight on his own behalf. Mr. Heinrick read the letter and in it Mr. Huts stated that he does not want the dam replaced unless the pond would be cleaned out. Mr. Heinrick also stated that he himself wants to see that the people living on the pond not be forgotten in this project, that he is dealing with horseflies and bad smells. He feels that if the lake people get help then so should the people living on the pond.

OLD BUSINESS:

1. **Consider and Act on Quotes from DataStore or CT Access for Records Conversion:** Supervisor Husak made a motion to approve having CT Access copy the micro fiche files into a digital format as long as the price and work to be completed is the same as the Data Source companies bid. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
2. **Consider and Act on Agreement with Kunkel Engineering and Baxter Woodman for additional Engineering services for Monterey Dam/Mill Street Bridge:** A meeting was held between Craig Kunkel, Jeff Herrmann, Robert Hultquist and Senator Fitzgerald about funding for the dam replacement. Senator Fitzgerald is requesting additional information the Kunkel Engineering can conduct but additional funds would be needed. Kunkel Engineering would need to work with Baxter Woodman as well. Craig Kunkel has indicated that the cost would range from \$2,500 to \$3,000. A new cost for the replacement of the dam has been computed, that cost is \$869,790.00. Supervisor Koepke made a motion to approve the cost of the work to be completed to supply Senator Fitzgerald the information he needs to not exceed \$3,000.00 for both Kunkel Engineering and Baxter Woodman. Combined. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.
3. **Consider and Act on Setting a Meeting Date for the Monterey Dam:** Administrator/Planner Herrmann requested that the meeting on January 16th as a deadline for a decision on the dam replacement be moved to Monday, January 30, 2012 at 6:00 pm. It was agreed upon by all in attendance.

NEW BUSINESS:

1. **Consider and Act on Appointment of Election Inspectors for 2012-13 Cycle:** Clerk/Treasurer Lesser explained that the attached list is required by the State every two years and that the names on the list are the current election workers who have agreed to continue their work for the Town. Supervisor Husak made a motion to approve the list of election workers as submitted. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.

2. **Consider and Act on Employee Contribution to State Wisconsin Retirement System:** Administrator/Planner Herrmann stated that during the budget workshops the refund of the retirement contribution that was enacted during 2011 was discussed, that only four non-represented employees were affected by the change in the law. This money was budgeted in 2011 and would only occur this one time. Supervisor Koepke made a motion to approve refunding the non-represented employees their retirement contribution for 2011. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.
3. **Consider and Act on Payment in Lieu of Taking Health Insurance:** There was some discussion about offering a payment in lieu to the employees who do not participate in the Town's health insurance program. This item was not voted on and will be placed on the January 16, 2012 agenda for possible consideration.
4. **Consider and Act on Sanitary Sewer Rate for 2012:** Administrator/Planner Herrmann stated that during the rate study that is being conducted by Yaggy Colby it was found that an increase will be required but how much is not known at this time. It is Administrator Herrmann's recommendation that the first quarter of 2012 be at the 2011 rate and then if an increase needs to be done it can be done for the second quarter billing in July. Supervisor Husak made a motion to approve the rate increase letter to explain that the rate will remain the same for first quarter of 2012 but could see an increase of 2-4% for second quarter. Supervisor Koepke seconded the motion. Motion carried by a unanimous voice vote.
5. **Consider and Act on City of Oconomowoc Fire Department 2012 Contract:** Supervisor Koepke made a motion to approve the 2012 City of Oconomowoc fire contract. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.
6. **Consider and Act on Resolution for Zoning Amendment Request by Robert Schowalter Revocable Trust, W359 N7430 Brown Street, Oconomowoc, Wisconsin to amend the Town of Oconomowoc District Zoning Map of the Waukesha County Shoreland and Floodland Protection Ordinance from the A-P Agricultural Land Preservation District to the P-I Public and Institutional District, with the lands zoned C-1 Conservancy District to remain unchanged – property is located in the SE ¼ and SW ¼ of Section 14 and Contains approximately 53 acres on the east side of Brown Street:** Supervisor Koepke made a motion to approve the zoning amendment with additional conditions, that a requirement not to exceed 10% of the impervious surface. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.
7. **Discussion on Employee Handbook:** Administrator/Planner Herrmann stated that each board member received a copy for review along with the department heads. Please make comments and recommendations prior to the January 16, 2012 meeting, the handbook will be on the agenda for possible action by the board.
8. **Consider and Act on Reduction of Letter of Credit for Highlands of Lake Country:** Administrator/Planner Herrmann stated that the final layer of asphalt has been installed, and he is recommending that the Town keep a small amount for warranty work to be completed if necessary. Mark Mickelson recommends that 5% be kept for warranty work. The original letter of credit was \$35,260.08. Highway Superintendent Salzman was in agreement with this recommendation. Supervisor Husak made a motion to approve reducing the letter of credit to reflect retaining 5% of the original amount. Supervisor Wiemer seconded the motion. Motion carried by unanimous voice vote.
9. **Chairman Hultquist:** Nothing
10. **Supervisor Reports**
 - a. **John Koepke:** Nothing
 - b. **Brian Wiemer:** Nothing
 - c. **Janis Husak:** Nothing
 - d. **John Roelandts:** Excused
11. **Attorney Chapman:** Nothing
12. **Highway Superintendent Salzman:** Nothing
13. **Chief Wallis:** Nothing
14. **Administrator/Planner Herrmann:** The pavilion at the Mapleton Community Center is under construction. The cement block is installed and the roof is on.
15. **Clerk/Treasurer Lesser**
 - a. **Consider and Act on New Operator License Applications for Emelia Kreblin, Renee Vander Molen, and Jennifer Jones:** Supervisor Husak made a motion to approve the

submitted applications for operator licenses. Supervisor Wiemer seconded the motion.
Motion carried by unanimous voice vote.

4. Approve Vouchers and Checks: Supervisor Wiemer made a motion to approve vouchers and checks subject to Administrator/Planner Herrmann's approval. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.

16. Adjourn: Supervisor Husaks made a motion at 6:30 pm to adjourn. Chairman Hultquist seconded the motion. Motion carried by unanimous voice vote.

Respectfully submitted,

Jo Ann Lesser, WCMC
Clerk/Treasurer