

**TOWN OF OCONOMOWOC BOARD OF SUPERVISORS  
REGULAR TOWN BOARD MEETING MINUTES**

November 16, 2015

**5:15 P.M. – CLOSED SESSION**

The Board will enter, by roll call vote, into Closed Session pursuant to State Statute 19.85 (1)(g); conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely become involved (Border Agreements)

**AND**

The Board will enter, by roll call vote, into Closed Session pursuant to State Statute 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Police Department and Clerk's Office)

Supervisor Roelandts made the motion and Supervisor Rutkowski seconded to go into Closed Session. Voice vote was taken: Chairman Hultquist, aye; Supervisor Roelandts, aye; Supervisor Rutkowski, aye; Supervisor Largent, excused absent; Supervisor Koepke, came into closed session shortly after roll call. Motion carried.

Supervisor Koepke made a motion and Supervisor Roelandts seconded to exit Closed Session and reconvene into Open Session. Voice vote was taken: Chairman Hultquist, aye; Supervisor Koepke, aye; Supervisor Roelandts, aye; Supervisor Rutkowski, aye. Motion carried unanimously. Closed Session exited at 6:00 p.m.

**Reconvene to Open Session immediately following the Closed Session**

**SPECIAL ORDER OF BUSINESS – 6:00 P.M.**

**Public Hearing at 6:00 p.m. at the Town of Oconomowoc Town Hall located at W359N6812 Brown Street to consider the Special Assessment Charge of Approximately \$29,000 for the Village of Monterey Assessor's Plat located in the E ½ of Section 8 and the W ½ of Section 9, T8N, R17E in the Town of Oconomowoc**

Chairman Robert C. Hultquist opened up the public hearing at 6:02 p.m. for comments concerning the Special Assessment charge for the Village of Monterey Assessor's Plat. Administrator/Planner Herrmann stated that he is going to ask the Board to adjourn this public hearing until February 1<sup>st</sup>, 2016 at 6:00 p.m. because the list of names he supplied to have the residents notified of this public hearing was the list for the Monterey Dam and not the properties involved with the Monterey Assessor's Plat, however, Administrator/Planner Herrmann stated the public was welcome to still offer suggestions and comments.

Ken Buska, W379N8444 Mill Street, stated he received the notice regarding the public hearing and wanted to know if it was sent to him by mistake or if he would be responsible for any part of this. Administrator/Planner Herrmann stated that he did receive this notice in error and his property is not located in the Monterey Assessor's plat.

Gordon Fleury, W379N8444 Mill Street, stated he would like to see this charge for the homeowner's spread out over a few years.

Chairman Robert C. Hultquist asked for a motion to adjourn this public hearing until February 1<sup>st</sup>, 2016 at 6:00 p.m. Supervisor Roelandts made the motion to adjourn the Monterey Assessor's Plat until February 1<sup>st</sup>, 2016 at 6:00 p.m. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.

Chairman Robert C. Hultquist closed this public hearing at 6:17 p.m.

**Public Hearing at 6:00 p.m. at the Town of Oconomowoc Town Hall located at W359N6812 Brown Street to consider vacating a 240-foot strip of Nokoma Drive from the east lot line of Lot 8 Block 1, plat of Edgemore Estates to the west lot line of Lot 5 Block 1.**

Chairman Robert C. Hultquist opened up the public hearing at 6:17 p.m. for comments concerning vacating a 240-foot strip of Nokoma Drive. Attorney Bill Chapman explained the reason the Town was vacating a 240-foot strip of Nokoma Drive from the east lot line of Lot 8 Block 1, plat of Edgemore Estates to the west lot line of Lot 5 Block 1.

Chairman Robert C. Hultquist closed the public hearing at 6:20 p.m. when there was no questions or comments.

Chairman Robert C. Hultquist then continued with agenda items at 6:20 p.m. Supervisors present included John Roelandts, John Koepke, and Rosie Rutkowski. Supervisor Terry Largent had an excused absence. Also in attendance were Attorney Bill Chapman, Police Chief James Wallis, Administrator/Planner Jeffrey Herrmann, Highway Superintendent Sam Salzman and Clerk/Treasurer Lori Opitz. See attached sign-in sheet for additional attendees.

Those present stood to recite the Pledge of Allegiance

**Correspondence:** - None

**Approve Minutes from November 2<sup>nd</sup>, 2015.** – Supervisor Roelandts made the motion to approve the November 2<sup>nd</sup>, 2015 minutes as presented. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.

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

#### **NEW BUSINESS:**

1. **Discussion on a Resolution to establish the special assessment charges for the properties located on Monterey Assessor's Plat** – Supervisor Koepke would like to see the residents have the ability to pay this off in three years with no interest. Supervisor Roelandts stated that he would prefer that the residents do not pay the publication costs and the Wisconsin Department of Administration fees as part of this special assessment. Supervisor Koepke stated he would like a little more time to go over the numbers before he could make a decision. Chairman Hultquist stated he would like to see this line item be brought back on the next agenda.
2. **Consider and Act on Resolution 2015-27 vacating a portion of Nokoma Drive:** - Supervisor Koepke made the motion to approve Resolution 2015-27 vacating a portion of Nokoma Drive. Supervisor Roelandts seconded the motion. Motion carried by unanimous voice vote.
3. **Consider and Act on Resolution 2015-28 amending the 2015 Town's Adopted Budget:** - Administrator/Planner Herrmann stated the reason for this resolution is because the former Highway Superintendent's insurance payment was not included in the budget. Supervisor Roelandts made the motion to approve Resolution 2015-28 amending the 2015 Town's adopted budget for the former Highway Superintendent's insurance. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
4. **Consider and Act on Resolution 2015-29 for the Town loan in the amount of \$1.5 million:** - Supervisor Koepke made the motion to approve Resolution 2015-29 for the Town loan in the amount of \$1.5 million. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.
5. **Consider and Act on Special Assessment charges for the 2016 Town Wide Garbage Program:** - Administrator/Planner Herrmann stated when the Town approved the garbage assessment of \$215.00 for the current year, the forecast was to have roughly \$15,000 left over at the end of the year to cover costs, however, by the end of the year there would be roughly \$6,400 left over and the reason is because in the contract we are charged by the "tonnage" and that is why there has been a difference in the bills each month. He is recommending to the board to raise it to \$216.00 for next year to make sure there is enough to cover the costs for 2016. Supervisor Roelandts made the motion to approve the special assessment charge of \$216.00 for the Town Wide Garbage Program for 2016. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
6. **Consider and Act on the 2016 Sewer Rates for the Utility District:** - Administrator/Planner Herrmann stated the City is raising their rates for next year which is about 3.88%; he also stated that the Town did not raise their rates this year because they asked that a study be done by Mark Mickelson to make sure that the Town did not have to raise the rates even though the City did a rate increase. He stated to the Board that he could have another study done if they would like. Supervisor Roelandts asked what the current charge is per quarter. Clerk/Treasurer Opitz stated the quarterly rate is \$217.59, which 55.50 of that amount is the rec-charge. Administrator/Planner Herrmann stated the quarterly rate would be roughly \$226.03 if the Board decides to go with the same increase as the City; the 3.88%. Supervisor Roelandts made the motion to approve the 3.88% increase for the 2016 sewer rates for the Utility District. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
7. **Consider and Act on George Sargent request for 8 foot strips be returned to their respective properties that were dedicated for public road purposes (Tax keys 0545-019-001 & 0545-019-002):** - Administrator/Planner Herrmann stated he is just asking that the 8 foot strips that was dedicated for public road purposes be given back to the tax key numbers. Superintendent Salzman stated there would be no problem or concerns in doing that. Supervisor Roelandts made the motion to approve George Sargent's request for the 8 foot strips be returned to tax key #0545-019-001 and #0545-019-002. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.

8. **Introduction of Ordinance to create article IV of chapter 260 relating to sidewalk construction and repair:** - Highway Superintendent Salzman stated that currently the Town has been repairing and doing the construction throughout the Town relating to sidewalk repair and that the Town's ordinance does not specifically state who is responsible for the upkeep of the sidewalks. Administrator/Planner Herrmann stated that currently the city has an ordinance where the homeowner is responsible for the construction and repair of the sidewalk in front their property. Supervisor Roelandts asked how much the Town has paid for sidewalk repair and construction. Highway Superintendent Salzman stated not even a \$1000 for the past 5 years. The Board asked that they have time to look over the ordinance before they make a decision. Chairman Hultquist asked that this line item be brought back to next month's agenda.
9. **Introduction of Ordinance to amend §260-8.F of the General Code relating to Driveway Specifications:** - Highway Superintendent Salzman stated this ordinance would clearly state that homeowner's would not be able to put concrete driveways in at the end of their driveway. Currently there have been some properties that have put in concrete driveways and the Town has had to write them a letter asking them to remove the concrete at the bottom of the driveway and put in asphalt, which was not to the liking of the homeowners, and with the approval of this ordinance, the Town will not have the issues when letters are sent out for the removal of the concrete. Supervisor Roelandts asked why this is happening when the permit was given. Highway Superintendent Salzman stated that when the permit is given, the builder has been told that no concrete at the end of the driveway, however, some homeowners do not do the driveway right away and by the time they do, the builder is gone and the owners decide to do the whole driveway in concrete; Highway Superintendent Salzman stated it is close to impossible and very time consuming to follow-up on every property after the driveway permit has been issued. Chairman Hultquist asked for time to review this ordinance and have this line item appear on the next agenda.
10. **Chairman Hultquist:** - Nothing to report
11. **Supervisor Reports**
  - a. **John Koepke:** - Nothing to report
  - b. **Rosie Rutkowski:** - State a town resident was questioning if the roof on the yellow building on the Town's property is going to be fixed; Administrator/Planner Herrmann stated that it will be taken care of next year
  - c. **John Roelandts:** - Nothing to report
  - d. **Terry Largent:** - Excused absence
12. **Attorney Chapman:** - Stated he will prepare a resolution on the recycling fee for 2016
13. **Public Works Superintendent Salzman:** - Nothing to report
14. **Chief Wallis:** - Nothing to report
15. **Administrator/Planner Herrmann:** - Nothing to report
16. **Clerk/Treasurer Opitz –**
  - a. **Consider and Act on new operator's license for Morgan Napgezek, Meribeth Shovick, Chad Ostram and Sarena Klatt:** - Clerk/Treasurer Opitz stated that Chief Wallis approved two of the licenses and Lieutenant Wraalstad approved the other two this morning. Supervisor Koepke made the motion to approve the operator's licenses for Morgan Napgezek, Meribeth Shovick, Chad Ostram and Sarena Klatt. Supervisor Roelandts seconded the motion. Motion carried by unanimous voice vote.
17. **Approve Vouchers and Checks:** - Supervisor Rutkowski made the motion to approve vouchers and checks subject to the Administrator/Planner Herrmann's approval. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
18. **Adjourn:** - Supervisor Roelandts made a motion to adjourn at 6:59 p.m. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.

Respectfully submitted –  
Lori Opitz, WCMC  
Clerk/Treasurer