

TOWN OF OCONOMOWOC BOARD OF SUPERVISORS
REGULAR TOWN BOARD MEETING MINUTES

July 17th, 2017

Acting Chairman John Roelandts called the meeting to order at 6:00 p.m. Supervisors present included John Koepke, Rosie Rutkowski and Terry Largent. Chairman Robert C. Hultquist and Police Chief James Wallis were excused. Also in attendance were Attorney Bill Chapman, Lieutenant Kristen Wraalstad, Highway Superintendent Sam Salzman, Administrator/Planner Jeffrey Herrmann and Clerk/Treasurer Lori Opitz. For additional attendees please see sign in sheet.

Those present stood to recite the Pledge of Allegiance.

Correspondence – None

Approve Minutes from June 30th Special meeting. – Supervisor Rutkowski made the motion to approve the June 30th special meeting 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

CONSENT AGENDA (Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the consent agenda)

1. Consider and Act on Special Event Application for Katie Schultz, W342N5146 Road P to hold a 50th birthday party at her residence on Saturday, September 9th, 2017 from 5:00 p.m. to 10:00 p.m.
2. Consider and Act on Special Event Application for Okauchee Legion Post, N50W34760 Wisconsin Avenue, to hold the Okauchee Legion Car Show at the Lion's Park on Saturday, July 29th, 2017 from 9:00 a.m. to 3:00 p.m.
3. Consider and Act on Special Event Application for Hideaway Bar & Grill, N55W34657 Road E, to hold Debbie's Breast Cancer Ride on Saturday, August 19th, 2017 from 1:00 p.m. to 9:30 p.m.
4. Consider and Act on Special Event Application for St. Catherine's Parish Festival to hold a parish festival on September 9th & 10th, 2017 from 8:00 a.m. to 7:00 p.m. at Okauchee Lions Park

Supervisor Rutkowski made the motion to approve the consent agenda as presented. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.

OLD BUSINESS:

1. **Consider and Act on the lighting for the round-a-bout.** – Administrator/Planner Herrmann had three example lights for the round-a-bout and plugged in each one of them to show the Board the different way the lights would illuminate; he also stated the idea is to have better lighting around that area where drivers would be able to see the round-a-bout better. After further discussion, the Board agreed they would like to bring this line item back to a future agenda so they may have a chance to see the lights at night before making a decision.

NEW BUSINESS:

1. **Consider and Act on the Town's Lot on Mary Lane.** – Highway Superintendent Salzman explained there is a lot in that area that is owned by the Town and is not sure how the Town acquired it, but stated the lot is very hard to maintain with the equipment they have and he was approached by two residents in the area that are interested in purchasing the lot and then they would take over maintaining it. After further discussion, the Board agreed they would like to bring this line item back to a future agenda so they could have time to research when the Town took over ownership of the property and to see what is all involved in selling the property; if selling the property would be an option the Board could take or not.
2. **Consider and Act on Waukesha County Park and Open Space Plan Update.** – Administrator/Planner Herrmann stated that there is only one correction that he sees that needs to be

corrected which is, the property described as Outlot 2, The Highlands of Lake Country, located in the SW ¼ and SE ¼ of Section 8, **in the Town of Genesee** (Tax Key No. OCOT0463.022.001) and is shown on the attached map. He stated this parcel of land should **be shown as "Town" Ownership** and not Genesee but everything else looks fine. Supervisor Koepke made the motion to approve Waukesha County Park and Open Space Plan Update subject to the Plan Commission's approval and the correction to the soccer field. Supervisor Largent seconded the motion. Motion carried by unanimous voice vote.

3. **Consider and Act on lot line stake at the property located at N60W34648 Forest Bay Road.** – Administrator/Planner Herrmann stated he was contacted by the homeowner regarding a lot line stake that was on the property at one time, but the homeowner stated it was removed and never replaced at the time either when the sewer went in or the road was re-done back in the late 2000's, but he stated he could not verify if there was a stake at that time. The homeowner was present and stated that he would like to see that put back in there because he has not lived on the property because of extensive renovation of the home and at one time his wife's car was hit, which was parked in the proper area, and with the stake it would give guidance and prevent a car being hit again he would like to see that put back soon because he will be moving into the property shortly. Administrator/Planner Herrmann stated he did not know who would bear the cost of having the survey done; the homeowner or the Town. After considerable discussion, the Board asked Administrator/Planner Herrmann to get estimate of the cost and to do some research regarding the possibility if this area was staked or not and return this line item to a future agenda.
4. **Consider and Act on Cottonwood Trees in the Town of Oconomowoc.** – This line item was removed from the Agenda and no action was taken.
5. **Consider and Act on Michael & Mary Kiepert request to purchase plots in Monterey Cemetery.** – Clerk/Treasurer Opitz stated they would like to purchase plots in the Cemetery, but do not currently live in the Town, however, his parents did, and he did at one time and now his parents are deceased and are currently buried there, but she stated the Town's ordinances state the purchase of the plots need to be purchased by Town residents and the Board would have to approve the request. She also stated if they are approved, Mr. & Mrs. Kiepert are asking/requesting if it would possible to use one plot to put two urns in or possibly a casket and a urn, however, the Town ordinance states it's at the discretion of the Board for approval of such request. The Board asked Superintendent Salzman if this would be possible to have two urns and or a casket and an urn in one plot; he stated it is possible. Administrator/Planner Herrmann stated the Town has plots to sell and the Town did approve a plot for the Brad Bautz family, which he was not a Town resident but an employee of the Town. Supervisor Koepke made the motion to approve the purchase of plots in the Monterey Cemetery for Michael & Mary Kiepert as well as using a plot, if they choose, to have two urns or a casket and an urn. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.
6. **Consider and Act on Gary Sauer's request to forgive late fee charges on sewer bill.** – Clerk/Treasurer Opitz explained the property was sold in August of last year to Mr. Sauer, however, the bills were going to the former owner's grandson; he was receiving the bills for the property in question as well as another property in the Town that his late grandmother owns. However, it was just recently that he sold the second property and finally called to let us know about selling the first property in August of last year and now selling the second one and asked that both billing be now sent to the new owners. She also stated that Mr. Sauer has paid the bill in full minus the late fee charges of \$31.85 and is refusing to pay that amount when he never received a bill to be able to pay what is due to avoid the late fees. She also stated that he was not very kind to Kathy in the office when he came in with his bill. Supervisor Koepke stated he understands Mr. Sauer's request in wanting to remove the late fee charges because of not receiving a bill, however, he wished that Mr. Sauer would have approached this situation a little more differently than what he did. Supervisor Rutkowski made the motion to forgive the late fees in the amount of \$31.85 for Mr. Sauer. Supervisor Largent seconded the motion. Motion carried by unanimous voice vote.
7. **Consider and Act on cutting down trees at N73 W36388 South Shore Drive.** - Highway Superintendent Salzman stated he received a request last week regarding trees in the area and the removal of some of the trees. He stated he went to inspect the area and found that right now there are two trees that should be removed because they are dying and or diseased and possible a third and asked the Board at what point and how far does the Town go regarding cutting the trees down. After

further discussion the Board agreed the line should be 33 feet from the middle of the road and the two trees should be cut down and Highway Superintendent Salzman should use his discretion regarding the third. Supervisor Koepke asked Administrator/Planner Herrmann to design a policy regarding the tree removal in the Town because he did not want to see the Town remove these trees and have an owner plant different trees and a sprinkler system like what had happen in the past. Supervisor Koepke made the motion to approve the removal of the two trees in the area with Highway Superintendent Salzman using his discretion on the third. Supervisor Rutkowski seconded the motion. Acting Chairman Roelandts sustained from voting. Voice vote was taken with 3 ayes; 0 nays; 1 sustained vote. Motion carried. 3-0-1

8. **Consider and Act on Intergovernmental Agreement regarding Settlement of Certain Unpaid Special Assessments and Special Charges with Waukesha County.** – Clerk/Treasurer Opitz stated this is a new policy the County is now implementing, but the Town does not have any special assessments that high for any property in the Town that the Town would have to worry about. Supervisor Rutkowski made the motion to approve the Intergovernmental Agreement regarding Settlement of Certain Unpaid Special Assessments and Special Charges with Waukesha County. Supervisor Koepke seconded the motion. Motion carried by unanimous voice vote.
9. **Consider and Act on payment to MSI in the amount of \$24,799.75 for the new DPW Building.** – Administrator/Planner Herrmann explained this is the second payment request for the new DPW Building and explained that he is receiving detailed information on some of the line items and some are just numbers and he can't provide a detail of those charges. Supervisor Koepke stated he would like to see back up for every charge that is incurred for the new building and that a spreadsheet be kept of every charge. Supervisor Koepke made the motion to approve payment to MSI in the amount of \$24,799.75 for the new DPW Building. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.
10. **Chairman Hultquist.** - Excused
11. **Supervisor Reports.**
 - a. **John Koepke.** – Stated that he attended Ashippun Fire Department 100th Anniversary and he would like to see a tree policy be implemented within 30 days
 - b. **Rosie Rutkowski.** – Nothing to report
 - c. **John Roelandts.** – Nothing to report
 - d. **Terry Largent.** – Nothing to report
12. **Attorney Chapman.** – Nothing to report
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/Renewal operator Licenses for Kevin Allen, James Beier, Ashely Clover, Jon Finzel, Lauren Johnachi, Kelly Orlowski, Stefanie Spinn, George Tarke IV, Claire Kendzierski, Shannon Miller and Abigail Johnson.** – Clerk/Treasurer Opitz stated that Lieutenant Wraalstad and or the Chief have approved all licenses. Supervisor Koepke made the motion to approve the New/Renewal operator licenses for Kevin Allen, James Beier, Ashely Clover, Jon Finzel, Lauren Johnachi, Kelly Orlowski, Stefanie Spinn, George Tarke IV, Claire Kendzierski, Shannon Miller and Abigail Johnson. Supervisor Largent seconded the motion. Motion carried by unanimous voice vote.
17. **Approve Vouchers and Checks.** – Supervisor Largent made the motion to approve vouchers and checks subject to Administrator/Planner Herrmann's approval. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.
18. **Adjourn.** – Supervisor Koepke made the motion to adjourn at 6:54 p.m. Supervisor Rutkowski seconded the motion. Motion carried by unanimous voice vote.

Respectfully submitted –
Lori Opitz, WCMC
Clerk/Treasurer