**Town of Saukville TOWN BOARD MEETING**

**3762 Lakeland Rd., Saukville, WI Minutes May 25, 2021**

**Kevin Kimmes, Chairman Mike Denzien, Supervisor Curt Rutkowski, Supervisor**

**Gloria Arredondo, Treasurer Raquel Engelke, Clerk**

Also in attendance: Sara MacCarthy, Rita Pavlik, Darryl Habeck, Mark Chesak, Bill Janeshek, Josh Borden, John Zausch, Bob Charnitz, Brad Karnitz, Paul Fahey

1. **Call to order/Attendance.**
2. **Pledge of Allegiance.**
3. **Public Notice. This meeting has been given public notice in accordance with Section 19.83 and 19.84 of the Wisconsin Statutes to apprise the public and news media of the subject matters intended for discussion, consideration and action.**
4. **Review & Approve Minutes from Previous Meeting.**

Mike Denzien made a motion to approve the minutes as written, Kevin Kimmes seconded. Motion passed unanimously.

1. **Open Session.**

Time available for citizen questions and comments. Please note public comments are limited to five minutes per person.

No items.

1. **Discussion/possible action item: Annual Fire Report/Fire Contract.**

Newburg Fire Chief Mark Chesak, Paul Fahey and Brad Karnitz were in attendance, Chief Chesak spoke to the Town Board. There were 41 total fire calls in 2020 and 20 car incidents. There was not an annual picnic last year which was a loss of revenue for the department. Kevin Kimmes suggested looking to Routes to Recovery as a potential means for recovering lost funding. All community contracts are up this year and the fire contract will be placed on the July agenda. Mike Denzien asked if July is early enough to be an active participant in contract negotiations and he also stated the Town would like to have input in the process. Chief Chesak stated the costs will be higher due to the loss of funding in 2020. Curt Rutkowski and Kevin Kimmes both asked for more information as soon as possible so there can be some discussion on the fire rates for the Town.

1. **Discussion/possible action item: Building Maintenance Projects.**

**a. Town Hall Plumbing.**

**b. Town Hall Mowing.**

1. **Discussion/possible action item: Ozaukee County Road Contract.**

The minimum amount that is required to for guaranteed work with the County is 85% of the past three years of work. Town of Belgium Supervisor Bill Janeshek stated he has been satisfied with their relationship with the County and the discount on equipment fees is 70% in summer and 10% in winter. Kevin Kimmes stated the Town is not prepared to take action on this tonight. Kevin Kimmes will meet with Jon Edgren, Josh Borden and Bill Janeshek to discuss the benefits of a guaranteed partnership without snow plowing since the Town is in the middle of a three year snow removal contract with Forever Green. Mike Denzien asked about the benefit of a discount on equipment and Bill Janeshek replied that equipment is approximately 33% of the bill in summer.

1. **Discussion/possible action item: Ditch Mowing Contract**

Forever Green’s bid for Town ditch mowing was $39, 600 and the estimate from the County was $30,000. John Zausch has purchased additional equipment and is doing the Town of Port Washington ditch mowing. Forever Green did a severe cutback last year but now it is just maintenance of that cut. Mike Denzien asked if there was any significant difference in the scope of the services between the two, Curt Rutkowski stated one is an estimate and the other is a quote as well as one is a shoulder cut and one is a flow line cut. John Zausch did more than was expected last year. Curt Rutkowski stated that in light of the underpayment for 2020 work, he believes the contract should go to Forever Green. Mike Denzien made a motion to approve the contract for ditch mowing with Forever Green for $39,600, Curt Rutkowski seconded.Motion passed unanimously.

1. **Discussion/possible action item: 2021 Road Improvement Project (Knollwood).**

The 2021 road tour was conducted on April 30th, both road conditions and missing/damaged signs were noted. The Clerk has received numerous complaints about Knollwood Road. Curt Rutkowski would also like to consider the areas that will be impacted by the detour for the Hwy 33 and Hwy I roundabout which will begin work in July of 2022. Curt Rutkowski stated that the Town looks to roads that need work for safety. Josh Borden provided an estimate for the Knollwood Road work which included pulverizing the lower section and 5” of asphalt there and 2.5” for the rest of the road. The road work is about 5500’, for a little over a mile, from Blue Goose Road to Hwy Y for a total of $188,058.00. Kevin Kimmes suggested adding a product like Geogrid to the low area to improve the road stability. Mike Denzien stated that when considering the pattern of not using the full roads budget for the last few years, there is enough money in the reserves to do the full Knollwood Road project. Gloria Arredondo stated the full road budget has not been used for at least four-five years. Curt Rutkowski made a motion to approve the Knollwood Road work as proposed by the County adding the Geogrid in the low and pulverized area as well as tree removal on the south side of the road along the low area to increase sun on the road, Mike Denzien seconded**.** Motion passed unanimously.

Kevin Kimmes asked Josh Borden to look at Hawthorne Road from Hwy Y to I in anticipation of the July 2022 detour resulting from the Hwy 33 and Hwy I roundabout.

Josh Borden asked about chip sealing Blue Goose Road as was planned last year. Kevin Kimmes stated the road could be just scratched. Curt Rutkowski made a motion to approve the scratch for $5250 for Blue Goose, Mike Denzien seconded. Motion passed unanimously.

The Clerk was directed to work with the County on missing/damaged signs. Rita Pavlik stated that the curve warning sign on Blueberry and River Trail needs to be moved so it is more visible earlier in the turn.

1. **Discussion/possible action item: Cold Springs Road Gap Pavement/Roundabout to Culvert.**

Josh Borden stated that there may be money in the parks and planning grant for replacing the culvert by Mole Creek. He will contact Andrew Struck about the funding opportunity.

1. **Discussion/possible action item: Liquor Licenses The Bog.**

Curt Rutkowski made a motion to approve the liquor license for The Bog, Mike Denzien seconded.Motion passed unanimously.

1. **Discussion/possible action item: Alcohol Server Application.**

**a. Mikayla S. Honsinger, new, The Bog**

Mike Denzien made a motion to approve the operator license for Mikayla Honsinger, Curt Rutkowski seconded.Motion passed unanimously.

1. **Discussion/possible action item: Town Hall Telephone System Update.**

Curt Rutkowski stated he has been talking to Verizon, which is the phone system used by the Town of Port Washington. The technology is vastly superior to what the office has now; there will be an initial outlay of approximately $500 and the monthly bills will be around $100 thereafter. Curt Rutkowski would like the Board to authorize and direct him and the Clerk to resolve the issue by next month’s meeting. Mike Denzien made a motion that the Town Board authorize and direct Curt Rutkowski and the Clerk to utilize a wireless service for the Town Hall phones and resolve the issue by next month’s Town Board meeting, Curt Rutkowski seconded.Motion passed unanimously.

1. **Discussion/possible action item: Zoning Chapter Update.**

The final changes were sent to Amanda Schaefer at Stantec; however, there is a need for additional work which is beyond the scope of the original contract.

1. **Discussion/possible action item: Stantec Zoning Chapter Rewrite Contract Extension.**

Kevin Kimmes, a Stantec employee, recused himself from voting and discussion. Curt Rutkowski made a motion to approve the change order as submitted for $7250.00, Mike Denzien seconded. Motion passed unanimously.

1. **Discussion/possible action item: Recycling Center Fees, Signage, Update.**

Tom Ravn stated that Cimco will no longer take LP tanks. A Recycling Center hours and no dumping sign is needed. There is an issue with people bringing in large amounts of material by the truckload and they should be charged more money. There are people that try to pay less for the service. The cost of the service is set by the Town Board and is not negotiable.

There has been an issue with Waste Management getting into the Recycling Center to change out dumpsters. Mike Denzien does not want the door unlocked due to liability concerns. Gloria Arredondo stated that Stevlins can install a noncommercial lock that uses a numerical code which can be shared with Waste Management drivers at a cost of approximately $150-200. Mike Denzien made a motion to direct staff to pursue a keypad entry system for the Recycling Center not to exceed $250, Curt Rutkowski seconded.Motion passed unanimously.

1. **Discussion/possible action item: Office Computers.**

The County was looking for computers for the Town, but has not gotten any. The Clerk will look into computers. Kevin Kimmes recommended a two monitor system. The Clerk agreed two monitors would be useful.

1. **Discussion/possible action item: Treasurer Wages.**

The current Treasurer’s salary is $7000, which has been the same since 2011. The Treasurer works approximately ten hours per week, but there is a substantial increase in hours during December and January for taxes in addition to monthly meetings with the Accountant. The Clerk also stated that on occasion the Treasurer assists with work in the office outside of normal duties and is being paid $10.00 per hour, while the general hourly rate for the Town is $15.00 per hour. Mike Denzien made a motion to increase the Treasurer’s salary to $10,000 per year and the general labor rate of $15.00 per hour retroactive to the day of the appointment to the position which is April 20, 2021, Curt Rutkowski seconded. Motion passed unanimously.

**a. Town Reports.**

* 1. **Chairman’s Report.**

A lot was seen on the road tour. A letter was sent to a resident on Arrowhead regarding logs and a potential sewage issue, which was also reported to the County. Work continues with the Town Attorney on Abloom Resort requests.

* 1. **Roads Report.**

Nothing additional to add.

* 1. **Office Report.**

Work continues to resolve the phone contact issue. Liquor licensing has started and the Board of Review was held today, no one came in to the meeting. Work continues on the zoning rewrite.

* 1. **Monthly Treasurer’s Report.**

Mike Denzien made a motion to accept the Treasurer’s Balance Sheet and the Clerk’s Budget Report with claims in the amount of $22,097.88, Curt Rutkowski seconded.Motion passed unanimously.

1. **Other general business brought before the committee.**

Darryl Habeck questioned copyright issues and the new ordinance. Sara MacCarthy stated the Town is a public entity and has an obligation to make the ordinance available to the public.

Darryl Habeck asked if the Town will establish rankings of roadwork based on the results of the road tour. Kevin Kimmes stated that he wants to do a five year capital improvement plan that would be fluid to address needs as they arise.

1. **CONVENE INTO CLOSED SESSION—Pursuant to Wis. Stat. § 19.85(1)(g), to confer with the Town’s legal counsel regarding legal strategies to be considered by the Town Board in the handling of Notice of Claims under Wis. Stat. § 893.80, and the notice of potential claims under Wis. Stat. § 62.**

**RETURN TO OPEN SESSION—Pursuant to Wis. Stat. § 19.85(2), for additional discussion, evaluation, and possible action.**

Curt Rutkowski made a motion to enter into closed session, Mike Denzien seconded. Motion passed unanimously via roll call.

Curt Rutkowski made a motion to return to open session, Mike Denzien seconded. Motion passed unanimously via roll call.

1. **Adjournment.**

Curt Rutkowski made a motion to adjourn, Mike Denzien seconded. Meeting adjourned at 10:15pm.

***Persons with disabilities requiring special accommodations for attendance at this meeting should contact the Town Clerk, 262-675-9217 at least one business day prior to the meeting.***

 **Notice is hereby given that a quorum of members of other governmental bodies, including the Town Board, may be in attendance at this meeting to gather information about subject matter over which they have decision-making responsibility, although such bodies will not take action relative thereto at this meeting. NOTICE OF POSTING**: This Notice was posted at the Saukville Town Hall, and the town website: [www.town.saukville.wi.us](http://www.town.saukville.wi.us) on May 18, 2021. **Raquel Engelke, Clerk Town of Saukville**