**Town of Saukville TOWN BOARD MEETING**

**3762 Lakeland Rd., Saukville, WI**

**Tuesday Minutes April 19, 2022 Immediately Following the Annual Meeting**

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

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

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, Curt Rutkowski 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 comments.

1. **Public Hearing: Right-of-Way Ordinance 2022-2.**

Ron Dalton stated that this ordinance protects the Town from damaged right-of-way work performed by contractors and will allow the Town to review proposed work before it starts and after completion.

1. **Discussion/possible action item: Right-of-Way Ordinance 2022-2.**

Kevin Kimmes stated the ordinance was reviewed by the Town Attorney. Mike Denzien asked if utilities will know about the new permit requirement since there hasn’t been one in the past. Kevin Kimmes stated a letter should be sent to utilities notifying them of the change. Curt Rutkowski made a motion to adopt the Right-of-Way Ordinance 2022-02 as written, Mike Denzien seconded. Motion passed unanimously.

1. **Discussion/possible action: Ordinance 2022-03 Commercial Electrical Inspections.**

Kevin Kimmes stated the ordinance will bring the Town’s inspection of commercial property in line with the state requirements. Kevin Kimmes directed the Clerk to hold a public hearing in May and for the Town Attorney to provide a summary of changes from the current ordinance.

1. **Discussion/possible action item: Appoint Plan Commission Alternate Members.**

Mike Denzien made a motion to appoint Rich Klien and Bryan Stewart as alternate members of the Plan Commission, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action item: Zoning Fee Schedule.**

Kevin Kimmes stated that until the new fee schedule is adopted, the Town cannot fully utilize the Cedar Corp services. Kevin Kimmes stated the fee schedule lists flat fees which is the Cedar Corp fee and the Town’s administrative fee, but additional fees could be assessed for complex projects. He also said each application will have an individual number so the Town can see the income and expense from each project. Mike Denzien made a motion to pass the Resolution 2022-01 Fee Schedule, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action item: Set Road Tour Date.**

Curt Rutkowski would like Cedar Corp to conduct this year’s road tour and identify the top five roads in need of repairs followed by the Town Board convening to review the five identified roads to determine priority for repairs. Ron Dalton stated Cedar Corp will present the road PASER ratings and he also stated the Town can create a Capital Improvement Plan, which is an important tool for road maintenance planning.

1. **Discussion/possible action item: Town Hall Heating.**

Curt Rutkowski stated the Town Hall was out of heat and there is one loop that is out of service, other lines are leaking and the pump was replaced. He stated additional work is necessary and he will report further next month.

1. **Discussion/possible action item: Saukville Rifle & Pistol Club Liquor License.**

Mike Denzien made a motion to approve the liquor license for Saukville Rifle & Pistol Club, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action item: Saukville Rifle & Pistol Club Operator’s Renewals.**

**a. Jeff Trice b. Kenneth J. Bronson**

**c. Robert Schwanz d. Robert Boehm**

**e. Robert Trice f. Todd Schowalter**

**g. John Trice h. James M. Baasch**

**i. Daniel N. Branski j. Kristin Jackson**

**k. Justin Larson l. Cameron Werner**

**m. Nicholas Spady n. David Schinker**

**o. Jon Driebel p. Clifford C. Andrae**

**q. Henry F. Bell**

Mike Denzien made a motion to approve the operator’s licenses for Saukville Rifle & Pistol Club, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action item: Riveredge Operators Licenses.**
   1. **Tammy Lorge**
   2. **Kacey Tait**
   3. **Kim Pemble**

Mike Denzien made a motion to approve the operator’s licenses for Riveredge Nature Center, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action item: Charles Hilgart, Operator License Renewal, The Bog.**

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

1. **Discussion/possible action item: Intergovernmental Agreement with Village of Saukville for Building in the Right-of-Way.**

Kevin Kimmes stated there is a 60 foot road right-of-way and the agreement would allow road to be rebuilt as part of unplatted lands for a subdivision. He also stated the document has been reviewed by the Town Attorney and Town Engineer. Curt Rutkowski asked if this configuration is due to annexation and Kevin Kimmes stated that is correct. Mike Denzien made a motion to approve the Intergovernmental Agreement with the Village of Saukville for Maple Lane, Curt Rutkowski seconded. Motion passed unanimously.

1. **Discussion/possible action: Appointment to the Village of Saukville Safety Committee.**

Kevin Kimmes stated that the Town is entitled to appoint a representative to the Village Safety Committee as part of the fire protection agreement with the Village of Saukville Fire Department. He also stated the representative will report to the Town Board as necessary and is not appointed as a decision maker for the Town. Kevin Kimmes introduced Amy Cottrell as his nominee to the Village of Saukville Safety Committee. Amy Cottrell introduced herself as a real estate agent living in the Town for 19 years. Curt Rutkowski made a motion to appoint Amy Cottrell to the Safety Committee and pay her the per diem rate for meetings, Mike Denzien seconded. Motion passed unanimously.

1. **Discussion/possible action: ARPA Funds.**

Kevin Kimmes reported that Shannon Small from CLA is helping the Town with reporting requirements and if the Town Board decides to use some of the funds for hazard pay, that will need to be decided tonight. He also stated that hazard pay is listed as a top priority for the funds. Gloria Arredondo presented four scenarios: $1.00 per hour; $2.00 per hour; 10% payment and 20% payment. Curt Rutkowski recommended scenario three as one in the middle and recognizing the contribution of Town workers during the pandemic. Mike Denzien and Rita Pavlik agree that scenario three is appropriate. Curt Rutkowski made a motion to approve option three, a 10% hazard pay for the period from March 2020 through the second quarter of 2021, Mike Denzien seconded. Motion passed unanimously.

1. **Town Reports:**
   1. **Chairman’s Report.**

Kevin Kimmes reported monthly staff meetings are held via Teams, so there is no travel. Also, alternative routes will be used by carriers to avoid violating rate limits during the roundabout construction.

* 1. **Supervisor’s Report.**

**Curt Rutkowski reported pot hole work continues with Forever Green, including repairs to River Park Road.**

* 1. **Planner/Engineer Report.**

Ron Dalton sat in on a WISDOT meeting regarding repaving State Road 33. He also reported there will be a 60 day construction period for the roundabout on Hwy 33 and Hwy I after Juy4th. Curt Rutkowski stated braking signs can only be posted at the municipal borders, not at the location where they are needed.

* 1. **Town Attorney Report.**

No report.

* 1. **Office Report.**

The Clerk reported the election on April 5th had 322 ballots cast. She also stated there are numerous reports due such as recycling, CT, tax exempt and ARPA. The liquor licenses have started coming in and work continues on updating the zoning map.

* 1. **Monthly Treasurer’s Report.**

Mike Denzien made a motion to approve the Treasurer’s Balance Sheet and the Clerk’s Budget Report with claims of $52,709.85, Curt Rutkowski seconded. Motion passed unanimously.

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

Darryl Habeck asked about the job description for the alternate Plan Commission members. Kevin Kimmes stated the Town Attorney did not believe it was necessary.

Deb Golec asked if the fire protection budget included funding for personnel. Kevin Kimmes stated the contract included partial funding for paramedics and going forward the contract would be formula based. Mike Denzien stated negotiations will be required for the 2024 fire protection contract.

Yuri Kutny expressed concerns over increased traffic on Cold Springs road during the roundabout construction and asked if the speed could be reduced on the road. Kevin Kimmes stated the Town would need to conduct a speed study and he will ask the sheriff to increase patrols on the road during construction.

1. **Adjournment.**

Curt Rutkowski made a motion to adjourn, Mike Denzien seconded. Meeting adjourned at 8:30pm.

**Raquel Engelke, Clerk Town of Saukville**