

**M403 ELM STREET
TOWN BOARD MINUTES
April 11, 2016 7:00 PM**

The meeting was called to order at 7:00 p.m. by Chairperson Carolyn Opitz.

The Pledge of Allegiance was recited.

Roll Call: Debbie Derfus, Carolyn Opitz, Gary Franz and Joe Burger present. Dave Swenson – absent.

Visitors: Representatives from contractors regarding Road Bid submissions.

Comments from Audience: Paul Mancl mentioned the recent snow and what he believes is the use of too much salt on the roadway. Gary Franz discussed the same. Chairman Opitz stated she will follow up with the Patrolman.

Approval of Minutes:

Joe/Debbie moved to approve the minutes of the March 14, 2016 meeting for discussion. Debbie asked for a correction to the minutes to include Ordinance 67.6 on a future agenda, not just for discussion. Joe/Debbie amended the motion to approve the minutes of the March 14, 2016 minutes as corrected. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Reports:

Plan Commission – John Bujalski explained that the upcoming agenda item for Kelly Bohman CSM is on the agenda due to an error with the surveyor not recording correctly with the county. The County has asked the Board to reconsider the CSM again to Establish Lot #1, no other changes. John further discussed a presentation for the Annual meeting regarding the Capital Improvement Plan (CIP) which will include revenue and expenses and a discussion of Mann Road.

Fire Department – *Number of calls to date: EMS Calls – None, Fire Calls - 1 shed fire, 1 mutual aid with Stratford*
New Applicants to Department – The department has two new members. Kim Kilty for the EMS group and Bill Gillaspie have joined. The department held their annual voting day brat fry. The accountability system has been implemented and is working well. The department will be training on driving, so you will be seeing the rigs out and about. We will also be sending a few members up to Stratford for the certified EVOC class. EMS Update: The feasibility study is complete. Dr. Mickel is looking it over at this time.

Library – No report.

Debbie/Joe moved to go to New Business Open Bids for Calcium Chloride & Road Material Bids to accommodate the contractors in attendance. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Open Bids for Calcium Chloride & Road Materials – Carolyn asked Debbie to record the bids as read. There were no bids submitted for Calcium Chloride. Road Material bids included Earth Inc, 5/8" – 3/4" base course, as needed, delivered and spread anywhere in the township for \$7.09 per ton. Paul Bugar Trucking, Inc 5/8" base course for \$7.12 per ton and 3/4" No. 2 aggregate base course for \$7.12 per ton. Ladick Road Materials, Inc will supply and deliver any amount of screened decomposed granite anywhere in the town for \$9.45 per cubic yard. Lakes Asphalt Maintenance submitted a bid for crack sealing and cleaning at \$1.20 per pound.

Joe/Debbie moved to table further discussion/decisions on bids until Road Supervisor has an opportunity to review. The Town will then notify bidders. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Supervisors: Carolyn Opitz – garbage, ordinances, newsletter – Nothing to report. Carolyn mentioned Gary did a good job with the newsletter.

Dave Swenson – Highway – No report, Dave absent.

Debra Derfus – Buildings & Grounds, Website – Debbie advised Ronnie will have the pavilion open by the first of May. Discussion regarding leaving the pavilion unlocked took place. The pavilion will be left open on a trial basis and if issues occur it will be locked.

Joe Burger – IOH Permits – Town Hall Maintenance – Joe reported the permit process is in place but that he’s had no contact thus far.

Gary Franz – Newsletter – Town Hall Maintenance – No report.

Clerk – Approval of Checks and Financial Report - Financial Report for the Month of March 2016

The beginning cash on hand was \$793,757.80. Total receipts were \$8,011.99. Total disbursements were \$60,828.55. Ending balance of all accounts totaled \$740,941.24.

Approval of Checks – The check register from March 15th through April 11th total disbursements is \$90,982.91 and is comprised of checks 14086 – 14143 including electronic check 86.

Joe/Debbie moved to accept the financial report and checks as presented. Rod Bauer brought up an invoice related to a recent shed fire and asked the Board for direction as to whether this cost would come out of the Fire Department budget or billed for services. Joe suggested the Fire Department put together and present to the Board a fee schedule.

Roll Call: Debbie, Carolyn, Gary, Joe –Ayes. Motion carried.

Treasurer – Financial Report

CHECKING ACCOUNT BALANCE, BANK	18,295.39
LESS OUTSTANDING CHECKS	(8,970.12)
PLUS OUTSTANDING DEPOSITS	-
RECONCILED CHECKING ACCOUNT BALANCE	<u>9,325.27</u>
TAX SAVINGS ACCOUNT	589,154.00
FIRE DEPT EQUIPMENT CD (3/12/16)	20,120.17
PUBLIC WORKS REPLACEMENT APPARATUS CD (1/18/2016)	80,263.41
PARK FUND SAVINGS ACCOUNT	8,950.06
VOLUNTEER FIREFIGHTERS FUND SAVINGS ACCOUNT	33,128.33
ENDING BALANCE, ALL ACCOUNTS	<u><u>740,941.24</u></u>

Citizens State Bank of Loyal Loan (2002 Fire Truck)	<u><u>113,392.76</u></u>
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Debbie/Gary moved to approve the Treasurer’s report with bad dates. Debbie asked when the payment was made to the bank for the fire truck; that payment is scheduled for June. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Unfinished Business – Approve/Disapprove Clerk’s Office Equipment – Discussion included internet speed/access, printers, computers and software; what is currently available in the treasurer & clerk offices as well as the fire department. Joe/Debbie moved to approve the purchase of computers/printers/software/copier needed with a not to exceed budget of \$2,000. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

New Business – Approve/Disapprove Marshfield Area Pet Shelter (MAPS) Service Agreement Stray Cat Housing – Gus Wenzel updated the Board on the current situation with stray cats in the township. Recently he’s picked up 25 cats with a couple still at large. Some cats were taken in by MAPS for adoption, some were spayed/neutered and returned or relocated. Unless addressed, Gus believes this situation will continue to worsen. Carolyn read the agreement submitted, including the cost per cat to be \$50 and an expiration of December 2016. Joe/Debbie moved to approve the agreement with MAPS for stray cat housing and revisit at the end of the year. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Call for Bids for LRIP Road Project – Item tabled until May Board Meeting.

Approve/Disapprove Kelly Bohman CSM – Debbie/Gary moved to approve the Kelly Bohman CSM as previously approved. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes.

Approve/Disapprove Task Order with MSA for 2016 CIP Update – Carolyn explained Dave Krugler from MSA met with the Plan Commission and prepared a task order to update the 2016 CIP. Debbie/Joe approved the task order for CIP Updates, cost not to exceed \$3,000. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Approve/Disapprove Task Order with MSA for Subdivision Checklist – Carolyn explained Dave Krugler from MSA met with the Plan Commission and prepared a task order to complete the subdivision checklist. Debbie/Gary moved to approve the task order for the subdivision checklist, cost not to exceed \$2,150. Roll Call: Debbie, Carolyn, Gary, Joe – All Ayes. Motion carried.

Gary Franz moved to adjourn the meeting at 8:26pm. Debbie Derfus second. All in favor. Motion carried.

Respectfully submitted,

Patti Rahn