

**TOWN OF TROY
654 GLOVER ROAD**

REGULAR TOWN BOARD MEETING – January 12th, 2017

Chair, Dan Pearson convened the regular Town Board meeting on Thursday, January 12th, 2017 at 7:00pm. Supervisors Ray Knapp, Suzanne Van Mele, Jason Kjos and Jan Cuccia were present.

The following people signed the attendance sheet: Tom Jenkins, Mike Barnes and Theresa Barnes. Others were present that did not sign the attendance sheet.

Staff present: Rob Jones, Wendy Sander and Ron Roen. Attorney Gwen Kuchevar arrived later in the meeting.

APPROVE MINUTES – The December 8th, 2016 Regular Town Board meeting minutes were distributed to the board.

S. Van Mele moved to approve the minutes for the last Town Board meeting on December 8th. Seconded by J. Cuccia. Motion carried.

CITIZEN INPUT – Resident Ben Fochs, 680 County Road MM shared his concern of the width and location of the proposed bike and pedestrian path along County Road MM and with the intersection of Mann Lane, which is scheduled to be reconstructed by St. Croix County.

PARK BOARD REPORT – There was no December Park Board meeting.

PLAN COMMISSION REPORT – J. Cuccia reviewed the January Plan Commission minutes.

PARK RANGER REPORT, HUMANE OFFICER & SHERIFF REPORTS – Copies of the Park Ranger, Sheriff's and Humane Officer reports were distributed and reviewed by the board. R. Roen reviewed the Park Ranger activity.

REVIEW TOWN INSURANCE POLICY WITH RURAL INSURANCE – Insurance Agent Tom Jenkins reviewed the 2017 Business Owners and Workers Comp Policies.

J. Kjos moved to approve the Insurance Policy with Rural Mutual and the Town of Troy as presented tonight. Seconded by J. Cuccia. Roll call vote taken: R. Knapp – Yes; S. Van Mele – Yes; J. Kjos – Yes; D. Pearson – Yes and J. Cuccia - Yes. Motion carried.

Additional coverage item “Employee Dishonesty” will be reviewed at the February Town Board meeting to discuss increasing the amount of protection.

BUILDING INSPECTOR REPORT AND REVIEW OF SERVICES – Brian Wert presented his proposed inspection fee increases. Ray Knapp and Dan Pearson will review the current Building Inspector contract and proposed fee schedule and bring back a recommendation at a future meeting.

ZONING ADMINISTRATOR REPORT INCLUDING DISCUSSION ON CITATION PROCEDURE – Zoning Administrator Wendy Sander provided a written and oral report of recent activity.

Rob Jones began the citation procedure discussion by reviewing the current process: 1) Receive complaint, 2) Review publicly available information, 3) Send 1st warning letter, 4) Wait for property owner response, 5) Send a 2nd warning letter, 6) Wait for response or action from property owner, 7) Review complaint with Town staff and attorney, 8) Send a formal violation order, 9) Review status with the Town Board and consider citation forfeitures and legal action.

The Board was satisfied with this process. When a citation forfeiture is required, the amount would be established by the Town Board at a Town Board meeting. The Zoning Administrator would issue the citation(s).

CSM – MICHAEL AND THERESA BARNES, 193 SOUTH GLOVER ROAD – The applicant has submitted a CSM for the subdivision creating a 3.386 acre lot from a 39.9 acre parcel of land severed by South Glover Road. The remaining acreage will remain as unplatted land and right of way for South Glover Road. This parcel is within an Exclusive Agricultural District and may be subdivided following the terms of an approved Farm Plan or the one lot exception detailed in Chapter 135-8.D.(9).

S. Van Mele moved to accept this CSM for subdivision of Lot 1 from the 39.9 acre parcel and that on the Certified Survey Map that Lot 2 not be included in the Farm Plan note for the Barnes’ at 193 South Glover Road. Seconded by J. Cuccia. Motion carried.

DISCUSS AND CONSIDER JOINT MEETING TO BE HELD WITH THE PLAN COMMISSION TO REVIEW THE PROPOSED COMMERCIAL CORRIDOR AND FUTURE PLANNING – D. Pearson and R. Jones presented the idea of creating a Commercial Development Plan. This plan would define the Town’s goals and processes to facilitate the desired development along Highway 35.

Board consensus was to hold an informational meeting, inviting both the Town Board and Plan Commission, at 6:00pm on February 9th, 2017. Clerk/Treasurer J. Clark would send an email to the Plan Commission and Town Board members

DISCUSS AND CONSIDER PROCESS FOR DEVELOPING AND DISTRIBUTING A REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES – Attorney Gwen Kuchevar notified the Town that she would be reducing her workload, which included eliminating her municipal work. Attorney Kuchevar would assist the Town during the transition period.

J. Kjos and S. Van Mele will work together to create a Request for Proposal for Legal Services. They will provide a draft document and timeline at the February Town Board meeting.

DISCUSS AND CONSIDER COVE BOAT LAUNCH FEES AND UPDATE TOWN FEE SCHEDULE – J. Cuccia moved that we approve the Boat Launch fees of \$50 for residents and \$80 for non-residents which includes sales tax for the annual, and the daily to increase to \$6 for residents and \$8 for non-residents and again that would include the sales tax and that would be effective immediately. Seconded by J. Kjos. Motion carried.

DISCUSS AND CONSIDER EMPLOYEE HANDBOOK – R. Knapp, J. Cuccia and J. Clark reviewed the Draft Employee Handbook and highlighted key areas in the document and changes made to Appendix A, previously referred to as the Road Crew Contract. It was requested that each member of the Board review the document in whole and provide any comment in February.

This item will be included on the February Town Board agenda for review and possible approval.

BUILDING PERMITS –

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>PROJECT</u>
16-259	Chris Diebel	314 Lindsay Road	Addition
16-264	Gary Carlson	286 Cove Road	Electrical
16-266	Matt Hollister	530 Old Highway 35	Other
16-267	Tim Ryan	381 North Glover Road	HVAC
16-268	Creative Homes	44 Pine Ridge Terrace	New Home
16-269	Delta Construction	527 Olivia Court	New Home
16-270	Derrick Homes	381 Meadow Valley Trail	New Home

DRIVEWAY PERMITS –

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>
16-144	Creative Homes	44 Pine Ridge Terrace
16-145	Delta Construction	527 Olivia Court
16-146	Derrick Homes	381 Meadow Valley Trail

AMEND 2016 BUDGET – J. Cuccia moved to adopt the budget amendments as summarized in December 2016. Seconded by S. Van Mele. Roll call vote taken: R. Knapp – Yes; S. Van Mele – Yes; J. Kjos – Yes; D. Pearson – Yes and J. Cuccia - Yes. Motion carried.

CLERK/TREASURER REPORT - Copies of the bank account reconciliations, impact fee summary, legal and engineering, and 2016 budget summary reports were distributed and reviewed by the board. J. Clark informed the board that the credit card system has been put in place and has been used by residents. She also informed the board that there would be a Spring Primary Election on February 21st.

APPROVE BILLS – S. Van Mele moved to accept check #27621 through check #27685 plus the Elan bill for \$667.04 for a grand total of \$2,160,367.21. Seconded by J. Cuccia. Roll call vote taken: R. Knapp – Yes; S. Van Mele – Yes; J. Kjos – Yes; D. Pearson – Yes and J. Cuccia - Yes. Motion carried.

CORRESPONDENCE – Correspondence was reviewed by the board.

COMMITTEE REPORTS – J. Cuccia shared that Spring Newsletter articles are due on February 7th.

J. Kjos provided a Recycling Center update and update on a meeting held with City of Hudson officials regarding truck traffic on Tower Road.

D. Pearson provided information on Farmland Preservation and that he is working with representatives of the State on whether or not Troy could qualify under the State program.

MOVE INTO CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTES §19.85(1)(g) TO CONFER WITH THE TOWN’S LEGAL COUNSEL WHO WILL RENDER ORAL OR WRITTEN ADVICE CONCERNING STRATEGIES TO BE ADOPTED BY THE TOWN BOARD WITH RESPECT TO THE TOWN’S LEGAL ACTION AGAINST THE CITY OF RIVER FALLS CONTESTING THE CITY’S ANNEXATION OF NONCONTIGUOUS LAND IN MANN VALLEY AND THE CITY’S REZONING OF A PORTION OF THE ANNEXED AREA FROM EXCLUSIVE AG TO AN INDUSTRIAL ZONE –

J. Kjos moved to go into closed session pursuant to Wisconsin State Statutes §19.85(1)(g) to confer with the Town’s legal counsel who will render oral or written advice concerning strategies to be adopted by the Town Board with respect to the Town’s legal action against the City of River Falls contesting the City’s annexation of noncontiguous land in Mann Valley and the City’s rezoning of a portion of the annexed area from Exclusive Ag to an Industrial Zone. Seconded by J. Cuccia. Roll call vote taken: R. Knapp – Yes; S. Van Mele – Yes; J. Kjos – Yes; D. Pearson – Yes and J. Cuccia - Yes. Motion carried.

RECONVENE INTO OPEN SESSION TO TAKE ACTION ON CLOSED SESSION ITEMS, AS NECESSARY-

J. Cuccia moved to end closed session and go back into open session. Seconded by J. Kjos. Roll call vote taken: R. Knapp – Yes; S. Van Mele – Yes; J. Kjos – Yes; D. Pearson – Yes and J. Cucca - Yes. Motion carried.

No action taken.

J. Cuccia moved to adjourn. Seconded by J. Kjos. Motion carried.

The meeting adjourned at 11:00 pm.

These minutes were taken at a meeting of the Troy Town Board on the 12th day of December, 2016.

Jennifer Clark, Clerk/Treasurer

Dan Pearson, Town Chairman