

**TOWN OF TROY
654 GLOVER ROAD**

REGULAR TOWN BOARD MEETING – January 10, 2019.

Chairperson, Dan Pearson convened the regular Town Board meeting on Thursday, January 10th, 2019 at 6:00 p.m. Supervisors Suzanne Van Mele, Lowell Enerson, Cliff Jennings, and Jan Cuccia were present.

Staff present: Jill Berke, Rob Jones, and Patrick Bielfuss.

The following people signed the attendance sheet: Jim Freund, Jill Berke, and Wyatt Porter.

APPOINTMENT OF (INTERIM) CLERK/TREASURER- D. Pearson moved to appoint Nancy Korson as the interim Clerk/Treasurer until a new Clerk/Treasurer is appointed. Seconded by S. Van Mele. Motion carried.

PUBLIC COMMENT – D. Pearson called for public comment. No one spoke.

CONSENT AGENDA –

- a. Minutes from the December 13th, 2018 Town Board meeting
- b. Reports
 - i. Park Rangers, Humane Officer, Sheriff's Department
 - ii. Park Board
 - iii. Zoning Administrator
- c. Building/Driveway Permits

BUILDING PERMITS -

<u>PERMIT #</u>	<u>APPLICANT</u>	<u>ADDRESS</u>	<u>PROJECT</u>
18-239	Jim Walsh	150 Glenmont Road	New Home
18-242	Oevering Homes	215 Walnut Hill Way	New Home
18-243	Steven Evenson	797 Pine Ridge Terrace	Storage Shed
18-244	Mattis Persson	288 Salishan Drive	New Home
18-246	Daniel Hartung	260 Cove Road	Addition-Basement

DRIVEWAY PERMITS –

<u>PERMIT#</u>	<u>APPLICANT</u>	<u>ADDRESS</u>
18-124	Jim Walsh	150 Glenmont Road
18-125	Oevering Homes	215 Walnut Hill Way
18-126	Mattis Persson	288 Salishan Drive

S. Van Mele requested to pull the December 13th Town Board minutes from the consent agenda.

J. Cuccia moved to adopt the consent agenda items as presented with the exception of the December 13th Town Board minutes. Seconded by L. Enerson. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

The initial December 13th Town Board minutes were missing a second in one motion; this was corrected after reviewing audio of the meeting. The version in the Board books is correct. J. Cuccia moved to approve the December 13th Town Board minutes as were in the Town Board books tonight. Seconded by S. Van Mele. Motion carried.

CONSIDER APPROVAL OF BILLS – J. Cuccia would like to see a note describing who is being issued a check, as they are not always Town employees. The Town will need to get a new credit card in the new Clerk/Treasurer's name. C.

Jennings moved to approve disbursements from Citizens State Bank for the dates of December 14th, 2018 through January 10th, 2019 in the amount of \$2,361,256.41. Second by J. Cuccia. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

C. Jennings moved to approve the second disbursement from Citizens State Bank Impact Fees for the dates of October 12th, 2018 through January 10th, 2019 in the amount of \$37,236.00. Seconded by L. Enerson. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

DISCUSS AND CONSIDER GLOVER PARK BUILDING DESIGN PROPOSAL – Rob Jones and Patrick Bielfuss presented an overview of the grant awards and the next steps in the building process. Cedar would like to have a board working group or point person to help move things along and make decisions. There was substantial discussion on the bid and building processes. Park Board Chair Jill Berke noted that the Park Board will be looking at preliminary design options at the January 22nd Park Board meeting. L. Enerson moved that we proceed with the building as specified in the building summary that consists of a 24 x 60 foot restroom, community kitchen, and pavilion in Glover Park. The building will include the following: a men’s restroom with two sinks, one urinal, and two toilets; a women’s restroom with two sinks, and three toilets; a 10 x 24 foot community kitchen; and a 24 x 30 foot open-air pavilion. The building will be serviced by a new well (with investigation of utilizing the existing well on the property), a new private onsite water treatment system, i.e. septic system, and existing electrical service. The total estimated project costs are \$288,290.00. Cedar Corporation architectural and engineering services associated with this project include: architectural, structural, plumbing, mechanical, and electrical plans and specifications, field topo survey, bidding assistance, contractor submittal review, grant reimbursement administration, and coordination of each with appointed Town representatives. Cedar Corporation billing will be included as part of the reimbursable project costs and will be completed on a time and material basis for a total not to exceed \$22,000.00. Seconded by S. Van Mele. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

D. Pearson moved that J. Berke and L. Enerson be the committee during the contractor submittal review and approvals to make final decisions on items such as color, finish, surface materials, fixtures, etc. Seconded by C. Jennings. Motion carried.

DISCUSS AND CONSIDER 2019 TOWN ROAD PROJECTS –J. Cuccia moved the Town move forward with the 2019 road project of mill/overlay for Glenmont Road from Beach Road to the end terminus with an estimated cost of \$260,000.00 and additional amount up to \$30,000 for miscellaneous work of ditches, trees, and add to the culvert 950’ from the north end, Seconded by C. Jennings. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

Rob Jones explained that he should have boring results on Bjerstedt Lane at the February meeting. He also reviewed the Town capital improvements plan from 2014. The Town will confirm costs with the County.

DISCUSS AND CONSIDER SNOW REMOVAL CONTRACT – The bid process was discussed. Shovel and sanding/salting was clarified in the proposed contract with O’Malley Farms; clearing sidewalks at the Town Hall was included in their proposed rate. Wyatt Porter of P&K Lawn Care LLC had requested to bid on the contract; he said he did not receive the information. C. Jennings moved to adopt the O’Malley Farms bid of \$75 per site based on the contract before the Board this evening. Seconded by L. Enerson. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

DISCUSS AND CONSIDER LAWN MOWING CONTRACT – L. Enerson sent out bid requests to Lawn Barbers and P&K Lawns Services. Lawn Barbers was the lower bid of \$13,390. There was discussion on the bid process. L. Enerson moved we accept the contract with Lawn Barbers not to exceed \$13,390. C. Jennings seconded. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

DISCUSS AND CONSIDER 2019 MEMBERSHIP TO TOWN ADVOCACY COUNCIL OF THE WTA – L. Enerson moved that the Town pay the dues of \$1,311.00 for the Wisconsin Towns Association Town Advocacy Council. Seconded by S. Van Mele. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

DISCUSS AND CONSIDER TOWN FEE SCHEDULE – L. Enerson has heard from a few residents that they do not like to pay the \$50 fee to rent out the Glover Park pavilion. There was discussion on charging for residents versus non-residents. There was discussion on fees for event plans and tire recycling. The Town will work on figuring out a flat fee for Conditional Use Permits and Variances. J. Cuccia moved that the Town adopt the Town of Troy fee schedule as it is currently with the exception of adding in line item 27C Glover Park pavilion with a second category that says Troy resident cost is free plus \$50 damage deposit and Troy non-residents remain at the existing \$50 fee plus \$50 damage deposit. Seconded by S. Van Mele. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

DISCUSS AND CONSIDER RECOMMENDATION FROM HIRING COMMITTEE FOR APPOINTMENT OF TOWN CLERK/TREASURER – C. Jennings presented the Town Clerk job search and candidate overview. The recommendation is that the Town hires Gail Anderson. L. Enerson suggested adding to the job description that the Clerk/Treasurer train the Deputy to do the job also. L. Enerson moved that the Town appoint Gail Anderson to the position of appointed Clerk/Treasurer for the Town of Troy. This appointment is effective January 14, 2019. This appointment is contingent upon the signing of an employment contract to be finalized and signed by Gail and the Town Chair. This hourly employment includes the following provisions: 1) initial salary of \$23.07 per hour (for an average of 30 hours per week) without benefits or paid vacation; 2) an authorization for an average of 30 hours per week, unless advance authorization is given by the Town Chair/designee; 3) provisions for employment duration/termination-a probation period of 6 months; upon completion can be reviewed and include a possible wage increase with a week (30 hours) of paid time off; and 4) the Clerk/Treasurer job description. Seconded by C. Jennings. There was discussion on salary versus hourly. Roll call vote taken: L. Enerson-Yes; S. Van Mele-Yes; C. Jennings-Yes; D. Pearson-Yes; and J. Cuccia-Yes. Motion carried.

CLERK/TREASURER REPORT – Copies of the bank account reconciliations and legal and engineering summary reports were distributed and reviewed by the board. D. Pearson will look into bonding for fraud and/or theft.

CORRESPONDENCE –Garbage pick-up was discussed as a couple residents sent a letter to the Town questioning the cost. The WTA meeting schedule was reviewed.

COMMITTEE REPORTS – S. Van Mele presented the EMS report. The liquor license transfer to the City of Hudson was discussed. J. Cuccia reminded the Board that newsletter material is due February 5th. She will do article on grant awards, D. Pearson will put something together on the Farmland Preservation program. The Town is hosting the WTA meeting on January 24th at 6:30 p.m. J. Cuccia will take minutes and the Town will provide refreshments. The Town's updates to the Zoning Code is on the County agenda for Thursday, January 17th; S. Van Mele will attend the meeting.

ADJOURN – C. Jennings moved to adjourn. Seconded by J. Cuccia. Motion carried.

The meeting adjourned at 8:47 p.m.

These minutes were taken at a meeting
of the Troy Town Board on the
10th day of January, 2019.


Amanda Randall, Recording Secretary


Daniel Pearson, Town Chairperson