

## **OTTAWA TOWN BOARD**

### **Meeting Minutes – August 10, 2015**

Chairman Arrowood called the meeting of the Ottawa Town Board to order. Roll call attendance was taken, and Town Supervisors Goodchild, Casper and Rupp were present. Supervisor Jones was absent.

Supervisor Goodchild made a motion to accept the Treasurer's monthly activity report as presented. The motion was seconded by Supervisor Casper and carried.

The Building Inspector's monthly activity report was reviewed. Another three new home permits were issued during the month of July, making a total of nine new home permits issued in 2015. Supervisor Rupp made a motion to accept the Building Inspector's report as presented. The motion was seconded by Supervisor Casper and it carried.

Supervisor Goodchild made a motion to accept the Town Engineer's report for July as presented. The motion was seconded by Supervisor Rupp and carried.

Chief Bowen from the Dousman Fire District stopped in to update the Board members on recent activities. He said that they have been actively recruiting. They have picked up five new members, and have another five applications in hand. They lost five members recently for various reasons.

Chief Bowen spoke about mental health in the fire service. He understands how stressful the job can be. It is very important that the fire and EMS responders talk about what they responded to. He said that they have de-briefing sessions following some of their calls. He is working hard to see to it that members get help if needed. He gave the Board members information about an upcoming course being offered to Dousman and Oconomowoc fire fighters and EMS on 9/19/2015, titled "Fire/EMS Service Leadership Principles". He extended the invitation to any and all interested Board members.

Chief Bowen was happy to announce that the District was notified that they will receive a FEMA grant in the amount of \$250,000.00 that they will use to purchase a new tender. The District will have to pay 5% of the cost of the truck purchase. He applauded the efforts of former Chief Totzke and his team who completed the initial grant application. To order a new truck with the equipment they need would cost approximately \$275,000.00. This will all be considered in the 2016 budget.

The annual open house and pancake breakfast will be held on Sunday, October 11, 2015. They will conduct an open house at the Oconomowoc station next spring.

Chief Bowen said that shared services continues to go well.

Jeff Foat was present, requesting approval for his final CSM, and any further waivers. Discussion followed. Planner Scherer's report dated May 4, 2015, included a condition of approval as follows:

For a period of time, the horse barn/arena will be located on a lot without a principal residence. That issue must be addressed with the County PZD prior to the Town approving of the CSM. Planner Scherer's report dated August 3, 2015, contained the same language except that she removed the phrase "prior to the Town approving of the CSM". Attorney Macy told the Town Chairman that he thought the language should be retained in the sentence.

Planner Scherer had prepared a memorandum for the Town Board regarding the Foat CSM. It said that on August 3, 2015, the Town of Ottawa Plan Commission recommended approval of this CSM to the Town Board in accordance with the Town Planner's Report and Town Engineer's comments. She recommended that the Town Board likewise approve the final CSM.

Supervisor Goodchild made a motion to approve the final CSM for Jeff Foat, as recommended by the Ottawa Plan Commission and Town Planner. The motion was seconded by Supervisor Casper and carried.

Planner Scherer prepared a memorandum for the Town Board regarding a request for a waiver from Susan Walters. It said that on August 3, 2015, the Ottawa Plan Commission reviewed a request from the petitioners to waive the Conceptual review of a proposed CSM to adjust the lot line between two CSM parcels they own. The Plan Commission recommended approval of this waiver request to the Town Board.

The Plan Commission also requested that the petitioners have their surveyor prepare a plat of survey showing the stake out location of the proposed residence so the Town has that information when they review the CSM.

Additionally, the petitioners have been put on notice that, because of their decision to have the Conceptual review waived, there may be changes to the CSM required by the Town, or other issues raised, that will have to be addressed by the petitioners and/or their surveyor during the preliminary and final CSM review process that might have otherwise been addressed in the initial conceptual review stage. Planner Scherer recommended that the Town Board approve the Conceptual review waiver request.

Supervisor Goodchild made a motion to approve the Walter's Conceptual review waiver request, per the Plan Commission's and Town Planner's recommendation. The motion was seconded by Supervisor Rupp and carried.

Jim Siepmann was present with a final CSM approval and waiver request for the Igl Family Farm property. Planner Scherer prepared a memorandum for the Town Board members. Mr. Siepmann explained that the Igl's proposed to divide a 110 acre parcel into two lots; one ten-acre lot and a one hundred-acre lot.

Planner Scherer's memorandum to the Town Board said that the Plan Commission recommended approval of the Igl CSM in accordance with the Town Planner's Report and the Town Engineer's comments.

Supervisor Goodchild made a motion to approve the final CSM for the Igl Family Farm with the recommendation and waivers of the Plan Commission. Supervisor Rupp seconded the motion and it carried.

Jim Siepmann had to leave for another meeting, but asked Chairman Arrowood if he could make a public comment before he left. Chairman Arrowood agreed to it. Mr. Siepmann said that after last month's meeting, he went back to Waukesha County to ascertain whether or not hearing notifications were sent out to the Town residents with property in Farmland Zoning. He learned that the County had sent out hearing notifications to property owners affected by Farmland Zoning.

\*(After these minutes were approved by the Town Board, the Town Planner asked to include the following clarification: Mr. Siepmann's comment was in reference to an open house agricultural preservation meeting that occurred in April 2015, not in regard to the public hearing that took place at the County Administration Center on August 20<sup>th</sup>, which were the public hearings in question at the August 3<sup>rd</sup> Plan Commission meeting. While meeting notifications were sent to those individual property owners with land in Farmland Zoning for the April open house meeting (held in the Town of Oconomowoc), the August public hearing held at the Ottawa Town Hall and at the County were only noticed according to State Statutes, and that requires the two notices in the local paper (with no individual notification required in this case due to the volume of properties involved) as was discussed with the Plan Commission. The statement in the August Board minutes is misleading in that it states "hearing notifications" were sent out to property owners affected by Farmland Zoning. That simply was not the case as explained above. This is why the Town decided to send their own packet of information regarding the second August public hearing at the County to those individuals affected by farmland zoning in the Town of Ottawa. The difference being it was a meeting held in April in Oconomowoc for which notifications were sent, not for the public hearings in August at the Town and the County which is what was at question.)

The Board members received information from Mike Kilsdonk, the Ottawa Park Superintendent. It said that we currently have two turf conditions in different areas of the park, that mark Lurvey diagnosed with the UW Department of Plant Pathology Lab. One disease is summer patch, which we had before, and the other is necrotic ring spot. Both recommendations require core aeration to help keep thatch to a minimum to allow water and fertilizes to promote healthy rooting. If the Board were to allow the purchase of an aerator, Mike could start to treat the turf conditions.

Mike said that he got some information on a Toro aerator for the last Park Board meeting. The list price for the unit is \$10,888.00. Toro offers a municipal discount because we have used their sprinkler irrigation heads. We qualify for another discount through Reinders also. If the purchase is made before October 31, 2015, the price would come down to \$7,839.00. After October the price will be \$8,839.00. Supervisor Goodchild made a motion to purchase an aerator for Ottawa Park with a price not to exceed \$8,000.00. The motion was seconded by Supervisor Casper and carried.

Planner Scherer prepared a memorandum for the Town Board members regarding the Waukesha County Shoreland and Floodland Protection/Farmland Preservation Map and text amendments. It said that on August 3, 2015, the Town Plan Commission held a joint hearing with a staff representative of the Waukesha County Park and Planning Commission specifically in regard to farmland preservation amendments to the Waukesha County Shoreland and Floodland Protection Ordinance and Waukesha County Zoning Code zoning maps.

After a presentation by the Town Planner, comments from the Plan Commissioners and the audience, and discussion by the Plan Commission, the Plan Commission decided to forward a recommendation in favor of the Farmland Preservation zoning ordinance (text and) map amendments to the Waukesha County Park and Planning Commission with a recommendation that the County add a provision to the text amendments where the *single parcel farms* between 37 and 69.99 acres in size are allowed to divide the existing residence from the rest of the farmland (with as little as one acre of land), and that remnant farmland would then remain in agricultural use (only) in perpetuity. This would give the farmer an additional option to someday be able to divide his residence from the farmland and either keep farming it or allow someone else to farm it. Planner Scherer recommended that the Town Board forward a similar recommendation to Waukesha County regarding the farmland preservation (and text) amendments.

Supervisor Goodchild made a motion to approve map and text amendments to the Waukesha County Shoreland and Floodland Protection/Farmland Preservation Map and text amendments, per the Town of Ottawa Plan Commission recommendations and comments. Supervisor Rupp seconded the motion and it carried.

J & J Construction prepared a quote to make repairs to the exterior of the Town Hall. It included the removal and replacement of fascia and soffit as necessary, paint all wood soffits, fascia's, window and door trim, and to remove and replace the overhang at the Building Inspector's entrance. The total estimate for materials and labor is \$13,906.60. The Board members went outside to take a look at the building for a clearer understanding of what the proposal included. Supervisor Goodchild asked Chairman Arrowood to meet with Jim Smukowski from J & J Construction and Tom Marks, the Building Inspector, to make sure that Chairman Arrowood is satisfied with the job specs. The proposal will have to be revised to include the word "replace" in the fourth bullet point of the proposal.

Supervisor Goodchild made a motion to approve a proposal from J & J Construction to perform work on the exterior of the Ottawa Town Hall, at a cost not to exceed \$14,000.00, with the condition that Chairman Arrowood meet with Tom Marks, and a representative from J & J Construction, to review the contract specs. Also, all material removed must also be replaced. Supervisor Rupp seconded the motion and it carried.

The proposed Pretty Lake boat ramp and launch dredge project was discussed. Supervisor Goodchild spoke with Ruckert and Mielke regarding an estimate to obtain the permit, complete plans, and bid the project. Their estimate range of costs is \$15,500.00 to \$22,500.00. Supervisor Casper said that as the permit application is almost complete, and some of the other preliminary

work is already done, he thought that the work could be done for less than Ruekert & Mielke's proposal.

Supervisor Goodchild said that he is nervous for the Town to be on the hook for anything that goes wrong if they did the work on their own. They are without expertise.

Supervisor Casper said that the deep well at Pretty Lake is not working. It will cost approximately \$35,000.00 to rectify the situation.

Supervisor Goodchild asked how much we want to spend on this thing. We've got to do everything correctly so that the Town does not get sued by the DNR.

He added that at this point, he cannot sit down with Ruekert & Mielke and ask them to take a look at what we've already done and not have to pay for it. He could say here is where we are, this is what we need, and get us a number to budget, and have Ruekert & Mielke's blanket of protection and expertise.

Chairman Arrowood asked about how many Ottawa residents really use that boat launch? He added that this whole thing has just gotten out of hand.

Supervisor Casper suggested that the Town will have this problem for a very long time. Although the initial DNR application is very involved, subsequent dredging permit applications should be easier. He added that the lagoon at Pretty Lake needs to be dredged again. Maybe both projects could be done at the same time. Pretty Lake residents would pay for the lagoon dredge.

At the July 13, 2015 Town Board meeting, action was taken (Motion: Casper/Jones) to approve the purchase of a Polaris 570 UTV and to trade in the old Polaris 6-wheeler (for \$1,200.00), with a cost not to exceed \$8,000.00. Chairman Arrowood explained that subsequently, it was decided that the old Polaris would be used for work in the cemetery and not traded in. Supervisor Goodchild made a motion to approve the use of the old Polaris 6 wheeler at the Ottawa Cemetery rather than trading it in on the purchase of a new Polaris 570 UTV. The motion was seconded by supervisor Rupp and carried.

There was no correspondence.

Under announcements, the Town Clerk explained that she had recently been trained to work in SVRS (Statewide Voter Registration System), and will ask the Board to sign a resolution in September, dissolving the MOU with Waukesha County that will expire on December 31, 2015.

Supervisor Rupp would like to schedule a closed session meeting to discuss the Town Clerk/Treasurer's performance, pay and benefits prior to approval of the 2016 budget.

Supervisor Rupp made a motion to approve the minutes from the public hearing held on July 13, 2015 as submitted. The motion was seconded by Supervisor Casper and carried.

Supervisor Rupp made a motion to approve the minutes from the Town Board meeting held on July 13, 2015 as presented. The motion was seconded by Supervisor Casper and carried.

Supervisor Rupp made a motion to pay the bills as listed in addition to payroll and associated checks for L Geyman and M Klein, poll workers, the Town credit card and payment for the Polaris ATV purchase per the approval of the Town Chairman. The motion was seconded by Supervisor Casper and carried.

Supervisor Casper made a motion to adjourn. His motion was seconded by Supervisor Rupp and carried.

Respectfully submitted, Melissa M. Klein, WCMC, Clerk/Treasurer, Town of Ottawa.