

OTTAWA TOWN BOARD

Meeting Minutes – September 14, 2015

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

The Town Chairman announced to all those present the fact that the Board intends to convene themselves in closed session at the end of the meeting, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, requiring a closed session under Section 9.85 (1) (c), Wisconsin Statutes. The Town Board will review the Town Clerk/Treasurer's wage and benefit structure.

Dousman Fire District's Chief Bowen was present. He handed out copies of his monthly report which broke down the calls for July 2015. He said that he is still working very hard on recruitment and retention. Since June 1 of this year, they have had 18 new applicants.

Chief Bowen described something that they have been working on. Some entities contract with paramedics to provide home health care, making EMS a part of the health care system.

Chief Bowen announced that the Dousman Fire District will host a pancake breakfast at the Dousman Firehouse, on Sunday, October 11th, from 8:00 AM until 12:00 noon.

Chairman Arrowood explained to the Board members that preliminarily, there is an approximate \$400,000.00 increase over last year's budget for the District. The residents of the Villages of Dousman and Summit may have to have a referendum to obtain authority from residents to increase their tax levy limit.

Chairman Arrowood received a letter from the Waukesha County Executive Paul Farrow, dated September 3, 2015. It said that recently several community leaders has approached him expressing interest in creating consolidated fire and EMS service areas within Waukesha County. He was writing to ascertain whether or not the Town of Ottawa was interested in participating in a discussion of the issues surrounding this topic. Additionally, Executive Farrow asked Chairman Arrowood to think about engaging a consultant to take a closer look at the options we may have for such a collaboration. He asked that our community be willing to commit \$1,000 to \$2,000 to help pay for the study.

Chairman Arrowood said that the Town did not want to go off on its own; anything we do goes through the Dousman Fire District.

Supervisor Jones added that we don't need to look at a County wide service- it doesn't work. We are managing our borders just fine. We won't get the resources, but we would have to pay.

Supervisor Goodchild made a motion to say that as a Board we are not interested unless the Dousman Fire District wants to be involved. The motion was seconded by Supervisor Rupp and carried.

Chief Bowen informed the Board that to meet the criteria of the grant that the District received for a new tender, the order has to be placed by October 14, 2015. The District's share of the cost will be approximately in the \$32,000 to \$35,000 range, and that will be included in the 2016 budget.

Supervisor Jones made a motion to approve the Treasurer's monthly activity report as submitted. His motion was seconded by Supervisor Rupp and carried.

A motion was made by Supervisor Rupp to accept the Building Inspector's monthly activity report as submitted. The motion was seconded by Supervisor Jones and carried.

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

A request for waivers and Preliminary CSM approval from Randy and Susan Walters, S36 W37980 Dolmar Park Rd., Dousman was the next item on the agenda. Planner Scherer prepared a memorandum for the Town Board members. She said that the Walters are attempting to adjust the lot line between two CSM parcels they own. The Plan Commission recommended approval of the Preliminary CSM to the Town Board subject to a number of conditions and waivers. Planner Scherer recommended the Town Board approve the Preliminary CSM and waivers. Supervisor Goodchild made a motion to approve the requests, in accordance with the conditions and recommendations made by the Ottawa Plan Commission, the Town Planner and the Town Engineer. The motion was seconded by Supervisor Jones and carried.

Planner Scherer prepared a memorandum for the Town Board regarding a Preliminary CSM and waivers for William Schultheis. It said that the Plan Commission recommended approval of the Preliminary CSM to the Town Board subject to a number of conditions and waivers, Planner Scherer recommended the Town Board similarly approve the Preliminary CSM and waivers.

Supervisor Goodchild made a motion to approve the Preliminary CSM and waivers for William Schultheis, W391S4560 CTH ZC, in accordance with the conditions and recommendations made by the Ottawa Plan Commission, the Town Planner and the Town Engineer. The motion was seconded by Supervisor Rupp and carried.

After the August Board meeting, Supervisor Goodchild spoke to the Town Engineer, and asked him to put together a cost estimate for the proposed dredging project at the Pretty Lake boat launch.

They reviewed forwarded correspondence and emails, plan sketches, and DNR information, all related to the dredging project. They have formulated estimated construction costs for the anticipated work, and the related engineering estimate of costs. This includes plans and specifications, obtaining permits, public bidding, review and recommendation of award, and construction review. With this, we offer the following:

1. *Base Project construction – erosion control, dredge launch, dispose of material in adjacent field on Pretty Lake property, stripping, grading, and re-spreading topsoil over fill material, and seeding. Estimated construction cost only, with 20% contingency is \$31,765.*
2. *Base project engineering – field survey, design, drafting, DNR permits, specification and project manual, bidders questions, recommendation of award, and minimal construction review (8 hr.). Estimated cost of \$14,500.*
3. *Total estimated cost for base project is \$46,265**
4. *Alternate Project construction – complete all same work as listed in item one (1) above, except dispose of at a fill site, without dumping costs, nor stripping, topsoil, or reseeded. Estimated construction only, with 20% contingency is \$23,450.*
5. *Alternate project engineering – same as item two (2) above. Estimated cost is \$14,500.*
6. *Total estimated cost for alternate project is \$37,950***
7. *Please note that the DNR has not made their final decision on whether the proposed dredge material must be tested for hazardous contaminants. Their determination will be made during their review of the final permit application. We estimate testing and disposal of dredged material (if found contaminated) at a certified land fill to be between \$15,000 and \$25,000. We recommend researching these costs further only if the DNR permit requires testing and contaminants are found.*

In summary, the project costs are estimated to be between \$38,000 and \$46,500, depending on availability of a disposal site and DNR approvals.

**Assumptions include: use long reach backhoe, actual dredging completed in one day, no hazardous testing or disposal costs.*

***Assumptions include: use of long reach backhoe, actual dredging completed in one day, no hazardous testing or disposal costs, and a site reasonably close that does not require stripping and re-topsoiling and seeding. Normally difficult to find this type of disposal site. However, contractors we talked to suggested this.*

Supervisor Goodchild wondered if the Board should ask the Pretty Lake residents to cost share on the project. Supervisor Casper said that would not work because they are currently paying for repairs to the deep well. Chairman Arrowood said that he did not know how the Town could pay for it, when the Dousman Fire District's levy is increasing also. The entire Town needs and benefits from fire protection and EMS services. Supervisor Goodchild said that lake residents use the boat launch twice a year, and that projects do not always help everyone in Town.

Supervisor Jones asked if cost sharing could be done with lake residents through a special assessment. That might make it a little more palatable.

Supervisor Casper said that the Lake District has to dredge the lagoon at Pretty Lake. They will have to pay for that project also.

Supervisor Goodchild said that he did not want to borrow money to pay for the project. Now we have an estimate of costs. We did our due diligence. We will have to discuss this topic again at budget time.

Supervisor Jones made a motion to save all of this information, and bring it up again when the budget is being prepared. His motion was seconded by Supervisor Goodchild and carried.

The Town Clerk presented a Dissolution of Memorandum of Understanding Between Waukesha County and the Town of Ottawa for the Statewide Voter Registration System. She explained that the Town will no longer rely on Waukesha County to complete work in the SVRS. As of January 1, 2016, the Town will take care of everything internally.

Supervisor Jones made a motion to authorize the signing of the Dissolution of Memorandum of Understanding as presented. The motion was seconded by Supervisor Casper and carried.

Resolution 9-15 was presented for approval; a Resolution Supporting Agreements Between the Town of Ottawa and the Government Accountability Board regarding use of the Statewide Voter Registration System. In the resolution, the Town of Ottawa directs the Town Clerk to enter agreements stating the municipality's intention to follow the technology, security, maintenance, support and process guidelines developed by the Government Accountability Board relating to use of the Statewide Voter Registration System.

Supervisor Jones made a motion to adopt Resolution #9-15, a Resolution Supporting Agreements Between the Town of Ottawa and the Government Accountability Board regarding use of the Statewide Voter Registration System. His motion was seconded by Supervisor Rupp and carried.

A letter was received from the Town Attorney dated September 3, 2015. It said that the Metropolitan Milwaukee Fair Housing Council (MMFHC) had filed a complaint against Waukesha County with the US Department of Housing and Urban Development (HUD) in 2011. HUD is now pushing Waukesha County and MMFHC to settle their dispute. Attorney Macy requested authorization to attend the discussions with counsel for Waukesha County on our behalf, and divide his time among all of their clients that agree to participate.

Supervisor Jones made a motion saying that the Town of Ottawa did not support his request for authorization to bill us for his attendance at the discussions. The motion was seconded by Supervisor Casper and carried.

Chairman Arrowood explained that the Piper Road paving project that the Town undertook with the Town of Eagle has been completed. He estimated that the Town of Ottawa's portion should be approximately \$108,499.00. If the invoice arrives for the Town's portion of the project before the next meeting, Chairman Arrowood would like to be able to pay them. Supervisor Casper made a motion to authorize Chairman Arrowood to pay the Town's portion of the project in accordance with the contract. The motion was seconded by Supervisor Rupp and carried.

Under correspondence, a letter was received from the Wisconsin Town's Association announcing an increase in dues.

There were no announcements.

Under public comment, Supervisor Rupp asked about making repairs to the Parry Springs tank. She was told that nothing can be done because the DNR is looking into it, and will decide if it can continue to operate.

Supervisor Rupp made a motion to approve the minutes from the meeting held on August 10, 2015. The motion was seconded by Supervisor Casper and carried.

Supervisor Rupp made a motion to pay bills as listed, in addition to payroll and withholding tax checks for L Geyman and M Klein, poll workers, and payment for the Piper Road project. The motion was seconded by Supervisor Casper and carried.

Chairman Arrowood read the following into the record: Upon motion pursuant to Sec. 19.85 (1)(c), Wis. Stats, duly made and seconded and acted upon by roll call vote of the majority of the members present, an Executive Session will take place, which will be attended by the Town Board, to review the Town Clerk/Treasurer wage and benefit structure. At the conclusion of the Executive Session, the Town Board will reconvene in Open Session to take action on the matters that were discussed in closed session, regarding the Town Clerk/Treasurer's benefit structure.

**MINUTES OF EXECUTIVE SESSION
OTTAWA TOWN BOARD
DOUSMAN, WISCONSIN
SEPTEMBER 14, 2015**

Minutes of the Executive Session of the Ottawa Town Board, Dousman, WI. held on Monday, September 14, 2015.

Meeting called to order by Chairman Arrowood at 9:15 P.M., at the Ottawa Town Hall meeting room, located at W360S3337 Hwy. 67, Dousman, WI.

Members present: Chairman Arrowood and Supervisors Goodchild, Casper, Rupp
and Jones

Members absent: None

The Town Chairman announced at the start of the meeting that the Town Board would convene themselves in closed session at the end of the meeting, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, requiring a closed session under Section 9.85 (1)(c), Wisconsin Statutes. The Town Board will review the Town Clerk/Treasurer's wage and benefit structure.

A motion was made by Supervisor Jones, and seconded by Supervisor Goodchild to convene in closed session pursuant to Section 9.85 (1)(c), Wisconsin Statutes. A motion was made by Supervisor Jones, and seconded by Supervisor Goodchild to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, requiring a closed session under Section 19.85 (1)(c), Wisconsin Statutes.

A roll call vote was taken on the motion.

The following members voted yes: Chairman Arrowood and Supervisors Jones,
Goodchild, Casper and Rupp

The following members voted no: None

A motion was made by Supervisor Jones, and seconded by Supervisor Goodchild, to end the closed session. The motion carried.

A motion was made by Supervisor Jones, and seconded by Supervisor Goodchild, to adjourn. Motion carried unanimously. Meeting adjourned at 9:47 P.M.

Submitted by: Supervisor Rupp

The Town Board reconvened in open session. No action was taken. Supervisor Casper made a motion to adjourn. The motion was seconded by Supervisor Jones and carried.

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