

## **OTTAWA TOWN BOARD**

### **Meeting Minutes – May 8, 2017**

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

Chairman Rupp recommended that Ben Wiedenman be appointed to a two-year term, as a Town Supervisor. Supervisor Casper made a motion to appoint Ben Wiedenman to a two-year term (term ending April 16, 2019) as a Supervisor on the Ottawa Town Board. His motion was seconded by Supervisor Jones and carried.

Chairman Rupp called for a brief recess so that Supervisor Wiedenman could take an Oath of Office.

Item #3 on the agenda was to appoint Brad Graham to the office of Town Supervisor. That will be done at a later date. Supervisor Jones made a motion to table this item until June. His motion was seconded by Supervisor Casper and carried.

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

Supervisor Casper made a motion to accept the Building Inspector's monthly activity report as presented. His motion was seconded by Supervisor Jones and carried.

Supervisor Jones made a motion to accept the Town Engineer's monthly update. His motion was seconded by Supervisor Casper and carried.

CEO Dan Magnuson, CFO Sherri Huff and Jeff Pease were in attendance representing Lad Lake. They presented their Annual Report. Mr. Magnuson said that they have between 60 and 70 kids at their location at all times. Lad Lake provides educational and residential services.

Supervisor Jones made a motion to accept Lad Lake's Annual Report as presented. His motion was seconded by Supervisor Casper and carried.

Chief Bowen from the Western Lakes Fire District had requested that the Town Board approve a Mutual Aid Box Alarm System Agreement (MABAS). The definition of MABAS as described in the agreement is as follows: A definite and prearranged plan whereby response and assistance is proved to a stricken unit by the aiding units in accordance with the system established and maintained by the MABAS Member Units. The Town Board approved a similar agreement in 2005. Because the District's name recently changed from Dousman Fire District to Western Lakes Fire District (WLFD), a new agreement was created. Chief Bowen said that all of the other municipalities in the WLFD have approved the agreement.

Supervisor Casper made a motion to accept the MABAS agreement, as was done in the past. His motion was seconded by Supervisor Jones and carried.

Supervisor Jones made a motion to table the approval of Resolution #5-17 to approve a \$200,000 Line of Credit for WLF. His motion was seconded by Supervisor Casper and carried.

Supervisor Casper made a motion to approve an amendment to the Town's Comprehensive Development Plan Map, reflecting the one acre parcel of land that was transferred/sold from Igl to St. Bruno's. The zoning will change from Prime Agricultural to Governmental and Institutional, and adopt Ordinance #5-17A – An ordinance to adopt a Comprehensive Development Plan Map amendment (St. Bruno's) (Recommended land use plan map for the Town of Ottawa – 2035) pursuant to Section 66.1001 of the Wis. Stats. The motion was seconded by Supervisor Jones and carried.

Supervisor Jones made a motion to adopt Ordinance #5-17B – An ordinance to create and establish a municipal court pursuant to Section 755.01(4) and Section 66.30 Wis. Stats. His motion was seconded by Supervisor Casper and carried.

Supervisor Jones made a motion to accept a Successor Agreement for the operation of the Lake Country Municipal Court. His motion was seconded by Supervisor Wiedenman and carried.

Town Planner Sandy Scherer had prepared a memorandum for the Board members regarding a request for Final CSM and additional waiver approval for Mike and Tracee Korek. It said that on May 1, 2017, the Ottawa Plan Commission reviewed a Final CSM request for the Korek's and additional waiver requests. After discussion, the Plan Commission recommended the Final CSM and the following additional waivers to the Town Board:

From the Planner's Report:

23. The surveyor is requesting the Town grant a waiver of the requirement to show the existing edge of (road) pavement elevations on the CSM due to the scale of the CSM.

From the Engineer's Report:

8. Per the Town of Ottawa Land Division Checklist the 100 year floodplain elevation and contour must be shown on the face of the map.

Comment: Since no base flood elevations have been determined, there is no elevation to be shown on the map, and this item can be waived. The FEMA contour is shown on the map and is noted as approximate.

Planner Scherer recommended that the Town Board similarly approve the Final CSM and the additional waiver requests noted above.

Supervisor Jones made a motion to approve the Final CSM and additional waivers for Mike and Tracee Korek, per the Plan Commission and Town Planner's recommendations. His motion was seconded by Supervisor Casper and carried.

Town Planner Sandy Scherer had prepared a memorandum for the Board members regarding a request for Final CSM and additional waiver approval for Mike and Kerry Hart. It said that on May 1, 2017, the Ottawa Plan Commission reviewed a Final CSM request for the Hart's and additional waiver requests. After discussion, the Plan Commission recommended the Final CSM and the following additional waivers to the Town Board:

From the Planner's Report:

21. The surveyor is requesting the Town grant a waiver of the requirement to show the existing edge of (road) pavement elevations on the CSM due to the scale of the CSM.

From the Engineer's Report:

8. Per the Town of Ottawa Land Division Checklist the 100 year floodplain elevation and contour must be shown on the face of the map.

Comment: Since no base flood elevations has been determined, there is no elevation to be shown on the map, and this item can be waived. The FEMA contour is shown on the map and is noted as approximate.

Planner Scherer recommended that the Town Board similarly approve the Final CSM and the additional waiver requests noted above.

Supervisor Casper made a motion to approve the Final CSM and additional waivers for Mike and Kerry Hart, per the Plan Commission and Town Planner's recommendations. His motion was seconded by Supervisor Wiedenman and carried.

Western Lakes Fire District's Chief Bowen stopped by for his monthly update. He said that they are averaging 10-15 calls per day. The auditor says that 2016 was a good year. They recently had their 2% fire dues audit, and that went well. All of the ambulances passed inspections. Four new people were hired. He then briefly discussed the 2017 capital funding request.

Supervisor Jones made a motion to re-appoint Norm Hausser to a 3-year term on the Ottawa Plan Commission. His motion was seconded by Supervisor Wiedenman and carried.

The Board members discussed the order of names on the emergency call list with Waukesha County Dispatch. It was decided that during regular business hours, dispatch should call the Town Hall. After business hours they should call Chairman Rupp first. If she is not available, they should reach out to Supervisor Wiedenman, and if that doesn't work, they should call Supervisor Casper.

The Town Clerk proposed that the Town Hall close early on Friday afternoons during the summer months. It is so very slow during that time. Also, she said that she has never received any sort of comp time during her employment with the Town. Supervisor Jones made a motion to change Town Hall office to include the fact that the Town Hall will close at 1:00 P.M. from May – August. Supervisor Casper added that if any complaints are received, the Board will look for a pattern, and not a single incident. Supervisor Wiedenman seconded the motion and it carried.

The Town Clerk received an email from the Town of Eagle Clerk, saying that they had received a petition from the Eagle residents who live on Piper and Ulrickson Roads. The petition asked that the Town of Eagle reduce the speed limits on those two roads from 45 MPH to 35 MPH. The Town of Eagle Chairman asked for the Ottawa Town Board's support of their request to reduce the speed limit on those two roads.

Supervisor Casper made a motion, saying that the Ottawa Town Board is willing to support Eagle's efforts at speed limit reduction on Piper Road (Ulrickson Road is not located in the Town of Ottawa), as long as the Town of Eagle is responsible to legally make the change. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Jones made a motion to allow the Deputy Clerk/Treasurer, Lori Geyman, to attend the Clerk's Institute in July. His motion was seconded by Supervisor Wiedenman and carried.

Planner Scherer would like the Park Board's input while the County is in the process of amending their park and Open Space Plan.

County Board Supervisor Chuck Wood stopped in.

Supervisor Jones made a motion to approve the minutes from the meeting held on April 10, 2017, as read. His motion was seconded by Supervisor Wiedenman and carried.

Supervisor Casper made a motion to pay bills as listed, in addition to payroll and associated withholding checks for L Geyman, M Klein, Ben Wiedenman and Brad Graham and payments to John's Disposal, We Energies and Cardmember Services when the invoices arrive. His motion was seconded by Supervisor Jones and carried.

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

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