

OTTAWA TOWN BOARD
Meeting Minutes – October 8, 2018

On Monday, October 8, 2018, at 6:00 P.M., a public hearing was called to order by Chairman Rupp. The public hearing was conducted to consider an amendment to the Town's Land Division and Development Ordinance, as the Town of Ottawa intends to allow conveyance where lot line adjustments are made regarding outlots only and under strictly limited circumstances.

There was no one in the audience. There was no discussion. The public hearing was closed.

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

Chairman Rupp announced to all those present the fact that the Board intended to convene themselves in closed session to consider 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 pursuant to Section 19.85 (1)(c), Wisconsin Statutes. The Town Board will review the Town Clerk/Treasurer's wage and benefit structure.

Upon motion, duly made and seconded and acted upon by roll call vote of the majority of the members present, pursuant to Sec. 19.85 (1)(c), Wis. Statutes an Executive Session will take place.

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 wage and benefit structure.

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

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

The Engineer's report mentioned that the concrete pads in the Town Hall parking lot did not meet the specified strength that was specified in the bid for the 2018 road program. Tests indicated that they were slightly under the 6,000 psi specified strength at 28 days of cure time. Chairman Rupp said that Wolf Paving will increase their warranty on the concrete pads, from 1 to 2 years.

Supervisor Graham made a motion to accept the Engineer's monthly status report as submitted. His motion was seconded by Supervisor Jones and carried unanimously.

Supervisor Jones reported that he had researched electronic speed limit signs – how do they work, and how do they slow down traffic? He said that the signs make your brain take notice, and try to wake people up. He said that he thought one sign could be placed in the Moraine Meadows Subdivision, one could be placed on Pretty Lake Road, and one could be placed on Waterville Road. Supervisor Jones made a motion to consider purchasing 3 solar speed signs next year, and including \$10,000 in the 2019 budget for the purchase. There was no second, and the motion died.

A Resolution of the Town Board of the Town of Ottawa to vacate and discontinue an unnamed road was introduced to the Board. The Resolution is to declare that the public interest requires that the relevant portion of an Unnamed Road is to be vacated and discontinued. 66.1003(4)(b), Stats. After review – no action was taken. Supervisor Jones made a motion to place the resolution on file. His motion was seconded by Supervisor Graham and carried unanimously.

Supervisor Graham made a motion to schedule the public hearing on the above described resolution on December 10, 2018, at 6:00 P.M. His motion was seconded by Supervisor Jones and carried unanimously.

Supervisor Graham made a motion to schedule the Budget Workshop for Monday, October 22, 2018, at 6:00 P.M., at the Ottawa Town Hall. His motion was seconded by Supervisor Jones and carried unanimously.

The Town of Ottawa will host the Waukesha County Town's Association meeting on Wednesday October 24, 2018, at 7:00 P.M., at the Ottawa Town Hall.

Western Lakes Fire District's Chief Brad Bowen stopped in for his monthly update of activities. He invited the Board members to the District's Annual Pancake Breakfast and Open Houses on October 13th and 14th. He reported that the year to date call volume has increased by 14% throughout the District. He said that the district had a number of employees resign from their part-time positions with the district for a variety of reasons. The Fire Board is gathering information from other Fire Departments, municipalities, and the WLFD employees to bring forward a sustainable staffing proposal to the municipalities. He mentioned that the Fire District will be working with each of the municipalities on reviewing the draft Fire Code Ordinance.

Chief Bowen said that the WLFD used the RSA (Rapid Sequence Airway) protocol for the first time, and it resulted in a positive outcome for the patient.

Supervisor Graham made a motion to set the Town of Ottawa's Trick-or-Treat to Saturday, October 27, 2018, from 4:00 PM to 7:00 PM. These are the hours that the Village of Dousman will also be using. In the future, the Board suggested that Ottawa always go along with what the Village of Dousman does for truck-or-treating. Supervisor Jones seconded the motion, and it carried unanimously.

Chairman Rupp included information from 3 Engineering firms in the Town Board packets. Supervisor Jones asked her to get rates from Strand Engineering.

Michael Jones presented proposals to mow and trim Ottawa Park. Seeley Seasonal Services submitted a proposal to mow and trim Ottawa Park on a weekly basis at a cost of \$45.00 per man hour. Paula Hosch-Books submitted a 3-year proposal to cut and trim Ottawa Park, weekly, or as needed in varied growing conditions. She also submitted a 3-year proposal to cut and trim the Town Hall property and the Ottawa Cemetery every 7-10 days as needed in varied growing conditions. She quoted the same rates as she used in 2018.

Chairman Rupp received a letter from Linda Weber, a Town resident. She wrote in support of Paula Hosch-Books remaining as the groundkeeper for the Town of Ottawa. She has known and respected Paula for 35 years. Paula has been providing the Town with high quality service for 15+ years. A second letter was received from Mike Kilsdonk, who is the administrator for Ottawa Park. He recommended that the Town Board renew Paula's mowing contract for another 3 years. She has been doing an excellent job since she was hired 17 years ago. He devised a mowing plan with Paula that has been working very well. Paula also does a lot to give back to the Town of Ottawa; she maintains the maple tree in front of the Town Hall, she edges, provides mulch, trims branches, sprays and maintains the hosta plants along the sidewalk at the entrance to the Town Hall. All on her own time. Paula is an important asset to the Town of Ottawa.

Chairman Rupp remarked that Paula makes a special effort to make things work here, and there is risk with a new vendor.

Supervisor Graham made a motion to approve the 3-year contracts with Paula Hosch-Books to mow and trim Ottawa Park, the Town Hall yard, and Ottawa Cemetery. He said that the unknown was too great to hire another vendor. His motion was seconded by Supervisor Jones and carried unanimously.

Supervisor Jones reported that the well pump at the park was pulled. He was told that the pump is the problem. It is pumping at a rate of 180 GPM, but that figure should be higher. He suggested that we have the pump rebuilt, rather than replaced. It is something that will have to be considered for the 2019 budget.

Waukesha County Supervisor Chuck Wood was present with his monthly update.

Supervisor Graham made a motion to pay bills as presented, in addition to payments for L Geyman and M Klein's payroll and withholdings, Cardmember Services and We Energies. His motion was seconded by Supervisor Jones and carried unanimously.

Supervisor Graham made a motion to approve the minutes from the meeting held on September 11, 2018, as presented. His motion was seconded by Supervisor Jones and carried unanimously.

Supervisor Jones made a motion to approve the minutes from the meeting held on September 10, 2018, as presented. His motion was seconded by Supervisor Graham and carried unanimously.

Supervisor Graham made a motion to table the minutes from the meeting held on September 26, 2018, as neither he nor Supervisor Jones were present at the WLFM meeting on that date. His motion was seconded by Supervisor Jones and carried unanimously.

Chairman Rupp read the following: Upon motion, duly made and seconded and acted upon by roll call vote of the majority of the members present, pursuant to Sec. 19.85 (1)(c), Wis. Statutes an Executive Session will take place. 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 wage and benefit structure.

Supervisor Graham made a motion to convene in Closed Session. His motion was seconded by Supervisor Jones and carried unanimously.

Following the conclusion of the Executive Session, the Ottawa Town Board reconvened in Open Session. Supervisor Graham made a motion to increase the Clerk's wages from \$73,186 to \$74,577. His motion was seconded by Supervisor Jones, and carried unanimously.

Supervisor Jones made a motion to adjourn, seconded by Supervisor Graham, motion carried unanimously.

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