

OTTAWA TOWN BOARD

Meeting Minutes – April 8, 2019

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

Chairman Rupp congratulated both Ben Wiedenman and Jim Smukowski as they garnered the most votes at the April 4th election, and will both serve two-year terms on the Town Board.

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

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

Supervisor Graham made a motion to accept the Town Engineer's status report as presented. His motion was seconded by Supervisor Casper and carried unanimously.

Ken Ward was present from Ruekert and Mielke for a discussion. The current (March) proposal to replace culverts on Gramling Lane is 30% higher than the first proposal that was submitted. Ken presented an amended cost estimate that reflected an approximate \$23,000.00 cost reduction. The current issue is Craig Webster from the DNR saying that the culvert has to be navigable, meaning it has to have a 30' to 42" clearance above the water level. Right now it is unclear if the box culverts would need to be 4' X 5' or 5' X 5'. It all depends on what the DNR decides is acceptable.

Mr. Ward reiterated that the Town should have been able to make decisions during the project planning phase. That did not occur.

Mr. Ward discussed the length of the guardrail that will be used in conjunction with this project, as that will increase or decrease the cost of the project. Supervisor Jones remarked that as the speed limit was reduced to 25 MPH, and the Board is not aware of any serious incidents, and the drop-off is not sizeable in the area, it seems exorbitant to install three times as much guardrail than what is currently there. Supervisor Graham said that for safety reasons, he thought the guardrail should extend further than it currently does on the lead end.

Supervisor Casper said that he thinks in terms of patterns. There is no pattern of accidents occurring in the area where the project will take place. We don't have a public safety problem. He asked what the valued added was, if the length of the guardrail was extended, if there is no problem to begin with. He did not think the added cost was justified for what might or might not happen in the future. Supervisor Wiedenman agreed.

Supervisor Jones made a motion to direct the Engineering firm to request an alternate bid for the guardrail highlighted in orange on the plan, and associated energy absorbing terminals (EAT). Wait for the recommendation from Craig Webster to see if a 4' X 5' culvert is acceptable, or if

the culvert size will have to be 5' X 5'. Support Mr. Webster's suggestion, and move the bid forward and get it out. His motion was seconded by Supervisor Graham and carried unanimously.

Western Lakes Fire District Chief Brad Bowen stopped in with his monthly update on department activities. He said that in the month of March, they were back to an average amount of calls. He also said that he was working with the Fire Commission on the hiring process for the next full-time Assistant Chief for the District, to replace retired Assistant Chief Glenn Leidel. The District has received thirty applications for the position.

Howard Jeanson from Retroff and Jeanson, SC, was present to go over the 2018 audit that he prepared for the Town Board. He reported that the unassigned fund balance at the end of 2018 was \$537,402.00. He suggested that number could be reduced by transferring some of it to the road fund again. He would be comfortable with reducing the fund balance to \$300,000.00. He believes that there should be enough money in the fund balance to cover 25% of the budget.

Chief Bowen stuck around for a discussion regarding the fire inspection ordinance that the Western Lakes Fire District is proposing. He wanted to hear the thoughts of the Board members, and wondered if they had any questions regarding the draft language. A Board member commented that there is very little commercial activity in Town that would be affected by fire inspection fees. Chief Bowen reminded the Board that revenue generated through this ordinance was included as revenue in the 2019 budget.

The Town Clerk prepared a position statement regarding policy/procedures for resident complaints as follows:

"The Town of Ottawa does not respond to anonymous complaints. If you would like to make a complaint, we would like to know your name, address, telephone number, and what the complaint is regarding. You can call the Town Hall with that information, at (262) 965-3228, or you can email that information to mklein@townofottawa.com, and someone from the Town Board or Town staff will respond to you within one week."

Supervisor Graham made a motion to approve the statement, and post in on the Town's website. His motion was seconded by Supervisor Casper and carried unanimously.

Chairman Rupp said that she had spoken to Norm Hausser about removal of the recently abandoned unnamed road. Norm spoke to someone from Waukesha County who suggested that 2 loads of bank run be deposited on each end of the abandoned road, in addition to 2 "road closed" signs to be installed at each end.

Supervisor Casper made a motion to put bank run at each end of the unnamed road, to prevent people from using it, plus the installation of 2 signs at each end of the unnamed road. His motion was seconded by Supervisor Jones and carried unanimously.

Chairman Rupp said that President Nissen from the Village of Dousman asked her to cost-share a seal-coat application on Mill Pond Road. He said that they estimate that the Town's cost

would be \$88,000.00. Supervisor Jones asked how Mill Pond Road was rated on the PASER report. What is the condition of the road? Supervisor Graham asked which Town roads need attention more than Mill Pond Road.

Supervisor Graham made a motion to table this item, and place it on the May Town Board agenda, as more information is needed to make a decision. Supervisor Wiedenman seconded the motion and it carried unanimously.

Waukesha County Supervisor Chuck Wood stopped in and reported that he found out that the reduced 40 MPH speed limit on Highway 67, north of Highway 18, will remain in effect.

Under correspondence, Chairman Rupp said that one of the shutters on the north side of the town Hall was damaged, and should be replaced. She asked the Board members who would like to research it. Supervisor Wiedenman offered to take care of it. Supervisor Casper suggested that he reach out to Tom Marks, the Building Inspector, as he has a lot of interaction with contractors.

Chairman Rupp said that she would still like a Board member to be present on Saturday mornings, when garbage and recyclables are collected. People are still bringing in items that should not be accepted, and nothing is being done about it. In exchange, the Town is billed for additional trucks from John's Disposal to accommodate the extras items. If a Board member was present they could check for stickers, and turn away loads that should not be dropped off.

Supervisor Wiedenman said that he would like to replace Supervisor Casper as the Town's lake district liaison.

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

Supervisor Jones made a motion to approve the minutes as received for the meeting held on March 11, 2019. His motion was seconded by Supervisor Wiedenman and carried unanimously,

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

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