MONTHLY MEETING – NOVEMBER 26, 2012

On Monday, November 26, 2012, the Town Board of the Town of Raymond held their monthly meeting. The meeting was called to order at 7:30 PM. The Pledge of Allegiance was recited. Roll call was taken as follows: Present were, Chairman Gary Kastenson; Supervisors, James Phillips, Paul Ryan, Stan Bugnacki and Tim Geszvain. Also present were, Town Clerk, Linda M. Terry; Town Treasurer Lee Marie Toll and Fire/Rescue Chief, Alan Babe.

Treasurer Toll read the Treasurer's Report as follows:

Community State Bank - General Checking Beginning Balance		**$4,780.04**	
Deposits:	21,687.43		
Transfers in:	252,801.61		
Interest Earned	4.88		
Miscellaneous Credits/Voided Checks Journal Entries debiting checking	-		
TOTAL DEPOSITS:		274,493.92	
Disbursements:	(243,925.80)		
Transfers out:	(30,000.00)		
Bank Charges & Miscellaneous Deductions Journal Entries crediting checking	(10.00)		
TOTAL DISBURSEMENTS:		(273,935.80)	
ENDING BALANCE:			**5,338.16**
JP Morgan Chase - Scan Account Checking			
Beginning Balance		**$189,811.14**	
Deposits: Transfers in: Interest Earned Miscellaneous Credits Journal Entries debiting checking TOTAL DEPOSITS:		-	
Disbursements:			
Transfers out: Bank Charges & Miscellaneous Deductions Journal Entries crediting checking	(188,000.00)		
TOTAL DISBURSEMENTS:		(188,000.00)	
ENDING BALANCE:			**$1,811.14**

OTHER ACCOUNTS:		
UNRESTRICTED		
Community State Bank - Money Market	30,920.19	
State LGIP Fund - Tax Investment	9,206.10	
TOTAL UNRESTRICTED SAVINGS		**40,126.29**
TOTAL UNRESTRICTED FUNDS		**47,275.59**
RESTRICTED		
Community State Bank - Bond Escrow	62,473.47	
Community State Bank Storm Water Utility	57,094.75	
Community State Bank Cemetery Fund	7,829.52	
State LGIP Funds - Bond Escrow	20,297.07	
State LGIP Funds - Cemetery	15,250.88	
State LGIP Funds - Equipment Reserve	32,093.94	
State LGIP Funds - Land Reserve	22,869.89	
State LGIP Funds - RJM LLC - Asphalt	32,464.04	
TOTAL RESTRICTED FUNDS		**250,373.56**
ALL TOWN BANK ACCOUNTS		**$ 297,649.15**

The Treasurer's report was **APPROVED AS READ ON A PHILLIPS/BUGNACKI MOTION. MOTION CARRIED 5-0.**

BILLS PAID FROM OCTOBER 22 – NOVEMBER 26, 2012: TOWN = $243,925.80; SWUD = 5809.71, WERE APPROVED ON A PHILLIPS/GESZVAIN MOTION. MOTION CARRIED 5-0.

MINUTES FROM PREVIOUS MEETINGS OF: OCTOBER 22, 2012; NOVEMBER 12 & NOVEMBER 19, 2012: WERE APPROVED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 5-0.

SET AGENDA:

There were some changes made to the agenda. 4(a) was moved to immediately following fire department business; 4(d) was moved to 3(d) and, due to the fact that Sgt. Mattke was not yet at the meeting, the Sheriff's report will be heard when he arrives.

SHERIFF'S REPORT:

Sgt. Mattke handed his report to the Town Board Members.
The Sheriff's Department spent 19 hours of billable time in the Town of Raymond.

PUBLIC COMMENT – Discussion of any matter raised by the Public:

NONE

1) **Fire Department Business:**
   a. **Update/Discussion/Decision regarding inaccessible driveways:**

Chief Babe reported that he had not received anything yet regarding a draft ordinance.

b. Communications / Announcements:

**Chief Babe gave the Board his October run report, along with other reports, including the payroll composite report.

**They are just about all set with the "firehouse" program. The firehouse report will be much more accurate.

Supervisor Ryan asked about the long response times on some of the incidents.

Chief Babe stated that the department must enter the figures that they get back from dispatch. As far as long response times – it could be because they are at a different location (incident/accident), and then, get dispatched to another location.

**Two hose testings failed; they are in the middle of getting those fixed right now.

**Town of Raymond Fire/Rescue Department and the Union Grove/Yorkville Department were asked to attend an award ceremony at the Seventh Day Adventist Church. The Town of Raymond received an award.

2) <u>Storm Water Utility District</u>:

a. Updates:

Supervisor Ryan reported that at the last SWUD meeting, Scott Brenton was appointed President of the Storm Water Utility District; and John Scott is the Secretary. Supervisor Ryan is now a Town Board liaison on the Committee.

Supervisor Phillips asked if there was anything else going to be done this year?

Supervisor Ryan stated that there will not be anything else done in the 2012 year.

3) <u>Plan Commission Business:</u>

a. Conditional Use: Martha Sanchez – 9713-W. 7 Mile Road; to Park One Dump Truck:

TABLED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 5-0. The Plan Commission will be going to the site to look things over before making a decision.

b. Proposed Certified Survey Map: Arnold Waldron, 11208-4-1/4 Mile Rd.:

APPROVED ON A RYAN/PHILLIPS MOTION. MOTION CARRIED 5-0.

c. Minor Land Division: Michele Nowacznski; parcel #012-04-21-13-029-000 on 43rd Street:

APPROVED ON A RYAN/PHILLIPS MOTION. MOTION CARRIED 5-0.

d. Lot Line Adjustment – Keith & Rika Fehl, 1273 Waukesha Road:

Supervisor Ryan stated that a lot line adjustment that is conforming, should not need to come before the Plan Commission or the Town Board.

It was stated that this was placed on the Plan Commission and Town Board agendas because of deed restrictions that were previously placed on the property.

Supervisor Phillips stated that whoever buys the property needs to know that they cannot build a home on the one parcel. He feels that someone will need to deal with this matter further down the road.

APPROVE LOT LINE ADJUSTMENT, MADE ON A RYAN/GESZVAIN MOTION. MOTION CARRIED 5-0.

e. Soil Disturbance Completion: Tim Yenter, 7 Mile Road & Highway 45:

Mr. Yenter was present for the meeting. He stated that he will spread out the topsoil that is at the site, and then will seed with winter wheat and spread either hay or straw over the top of it.

Chairman Kastenson asked if excavation will be needed around the culvert? He believes that Mr. Yenter will need matting around the culvert. He also doesn't feel that winter wheat will come up. He said that Mr. Yenter needs something that will hold the banks of the ditch so that all the dirt doesn't fill the culvert. He doesn't want the Town of Raymond DPW employees to be at the site in Spring cleaning out the culvert.

Mr. Yenter said that the culvert was gravel lined. He also said that he would be seeding the ground; then raking it in, and then, reseeding again. He also stated that he would use the matting that Chairman Kastenson suggested.

Chairman Kastenson has no problem with Mr. Yenter being allowed to do the excavating and have the matting in place by December 17th.

Supervisor Phillips would prefer that it be done by December 10th; this will allow the Town Board members to go to the site to look at it before they meet again on December 17th.

TABLE THIS MATTER TO ALLOW MR. YENTER TO DO THE NECESSARY WORK TO THE SITE – WHEN HE IS DONE WITH THE WORK (BY DECEMBER 10TH), HE WILL CALL THE TOWN HALL AND THE TOWN CLERK WILL PASS THE INFORMATION ON TO THE BOARD MEMBERS – THIS ITEM WILL BE ON THE DECEMBER 17TH AGENDA FOR ACTION, MADE ON A GESZVAIN/BUGNACKI MOTION. MOTION CARRIED 5-0.

f. Parking Lot Addition: Michael Berg for Merz Aesthetics-4133 Courtney Rd.:

Chairman Kastenson stated that Merz put in a catch basin to alleviate one situation; however, that has caused a different situation.

TABLE THIS MATTER TO ALLOW MERZ TO FIX THE PROBLEMS, MADE ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 5-0.

4) <u>Town Business:</u>

a. Presentation regarding Town banking proposal:

Mr. Neil Buchanan, Vice-President of Commercial Banking, was present for the meeting. He stated that he had spoken with the Town Treasurer regarding the following matters:

*The Town is not being charged for any charge cards – there is no annual fee paid by the Town of Raymond;

*Debit card vs Credit card – they are equally protected. Unfortunately, the debit card is linked right to the checking account. As of this afternoon, the Town's debit card has been cancelled;

*Community State Bank does have a courier that would pick up tax money whenever necessary. The charge is $12.60 per trip;

*Regarding remote deposit (check scanner). He is trying to get this in place by the next 2013 tax season.

*Transaction Account Guarantee will possibly go away at the end of the year. He will advise on that matter as he gets more information. If it does in fact stop, he would suggest that the money over and above the insured amount, be transferred to the LGIP accounts for security.

Supervisor Ryan asked if the Treasurer or the Clerk are bonded?

Treasurer Toll stated that the Town Treasurer is bonded.

b. Discussion/Decision regarding Wisconsin Humane Society: (previously tabled):

TABLE UNTIL THE TOWN RECEIVED ADDITIONAL INFORMATION, MADE ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 5-0.

c. Discussion/Decision regarding Fire Chief Position:

It was stated that the Town received one application – that application was from the existing Fire/Rescue Chief, Alan Babe.

APPROVE ALAN BABE AS THE TOWN'S FIRE/RESCUE CHIEF FOR A TERM OF THREE YEARS, MADE ON A PHILLIPS/GESZVAIN MOTION. MOTION CARRIED 5-0.

d. Discussion/Decision regarding Affidavit of Correction and Possibly Closing Sales to Old Part of Oak Grove Cemetery:

Mr. Bailey stated that he probed the area that he was instructed to. He found no existing crypts in those areas.

He would suggest not selling any additional lots in the old section of Oak Grove Cemetery. He can get the paperwork together for the Affidavit of Correction. He is also willing to meet with Chairman Kastenson and the one gentleman that may need to swap out some graves in the old portion of the cemetery.

MOTION TO APPROVE THE SUBMISSION OF THE AFFIDAVIT OF CORRECTION CLOSING THE OLD PORTION OF OAK GROVE CEMETERY, MADE ON A RYAN/PHILLIPS MOTION. MOTION CARRIED 5-0.

e. **Set Date for December, 2012, Town Board Meeting:**

The December Board Meeting will be December 17, 2012.

MOTION TO HAVE THE DECEMBER BOARD MEETING ON MONDAY, DECEMBER 17, 2012, AT 7:30 PM, MADE ON A PHILLIPS/GESZVAIN MOTION. MOTION CARRIED 5-0.

6. **Communications and Announcements:**

Supervisor Bugnacki stated that he would like the Town to order one copy of the Plan Commission Handbook – 2012 for the sum of $15.00, from the Wisconsin Town's Association.

The Town Board members felt this was a good idea.

At 8:50 PM, the meeting was ADJOURNED ON A PHILLIPS/GESZVAIN MOTION. MOTION CARRIED 5-0.

Respectfully submitted,

Linda M. Terry
Town Clerk