

MARCH 26, 2012 – TOWN BOARD MEETING

On Monday, March 26, 2012, the Town Board of the Town of Raymond held their regular 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 Joseph Pohlhammer. Also present were, Town Clerk, Linda M. Terry; Town Treasurer, Lee Marie Toll; Town DPW, John Ertl; Town Engineer, Chris Stamborski; and Town Auditor, Julie Craig, from Gordon Maier and Associates.

Lee Marie Toll read the Treasurer's Report as follows:

Community State Bank - General Checking

| | | |
|---|--------------|---------------------|
| Beginning Balance | | \$154,572.64 |
| Deposits: | 41,687.87 | |
| Transfers in: | 38,564.12 | |
| Interest Earned | 54.04 | |
| Miscellaneous Credits | 611.94 | |
| Correcting Journal Entries made | | |
| TOTAL DEPOSITS: | | 80,917.97 |
| Disbursements: | (159,423.87) | |
| Transfers out: | (20,000.00) | |
| Bank Charges & Miscellaneous Deductions | (531.96) | |
| Correcting Journal Entries made | (4,985.02) | |
| TOTAL DISBURSEMENTS: | | (184,940.85) |
| ENDING BALANCE: | | 50,549.76 |

JP Morgan Chase - Depository Checking

| | | |
|---|---|---------------------|
| Beginning Balance | | \$262,758.43 |
| Deposits: | | |
| Transfers in: | | |
| Interest Earned | | |
| Miscellaneous Credits | - | |
| Correcting Journal Entries made | | |
| TOTAL DEPOSITS: | | - |
| Disbursements: | | |
| Transfers out: | - | |
| Bank Charges & Miscellaneous Deductions | | |
| Correcting Journal Entries made | | |
| TOTAL DISBURSEMENTS: | | - |
| ENDING BALANCE: | | \$262,758.43 |

OTHER ACCOUNTS:

UNRESTRICTED

| | | |
|-------------------------------------|-----------|-------------------|
| Community State Bank - Money Market | 40,392.22 | |
| State LGIP Fund - Tax Investment | 19,185.75 | |
| TOTAL UNRESTRICTED SAVINGS | | 19,185.75 |
| TOTAL UNRESTRICTED FUNDS | | 332,493.94 |

RESTRICTED

| | | |
|--|------------|----------------------|
| Community State Bank - Bond Escrow | 54,423.11 | |
| Community State Bank Storm Water Utility | 130,793.74 | |
| Community State Bank Cemetery Fund | 4,360.22 | |
| State LGIP Funds - Bond Escrow | 20,275.56 | |
| State LGIP Funds - Cemetery | 15,237.21 | |
| State LGIP Funds - Equipment Reserve | 32,059.94 | |
| State LGIP Funds - Land Reserve | 22,845.64 | |
| State LGIP Funds - RJM LLC - Asphalt | 32,429.62 | |
| TOTAL RESTRICTED FUNDS | | 312,425.04 |
| ALL TOWN BANK ACCOUNTS | | \$ 644,918.98 |

Please note: During the Treasurer's Report, Supervisor Pohlhammer left the Town Board table and moved to the audience – he did not vote on any of the Town Board items. No reason was given.

The Treasurer's Report was **APPROVED AS READ, ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 4-0.**

Bills paid from February 24 – March 23, in the amount of \$159,423.87 (Town), and \$10,889.61 (SWUD), were **APPROVED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 4-0.**

Treasurer Toll stated that these totals are checks written only – there was the sum of \$34,580.77 that was transferred from SWUD to Town General Account for reimbursement.

Minutes from previous meeting of 2/27/2012 were **APPROVED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 4-0.**

SET AGENDA:

The agenda item #4(e) will be moved to right under "Public Comment".

SHERIFF'S REPORT:

Sgt. Bill Mattke, from the Racine County Sheriff's Department gave his monthly report to the Town.

** He stated that there have been thefts from unlocked vehicles along Highway 36, and in Waterford. He reminded everyone to please lock your vehicles.

** Charges were filed for mailbox vandalism in the Town of Raymond, against three people.

** Norway, Union Grove and Rochester all have their own person for dog control.

** Supervisor Phillips thanked Sgt. Mattke for the work done by the Sheriff's Department in last week's accidents.

** Sgt. Mattke will be speaking with representatives of 7-Mile Fair regarding traffic during road construction.

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

Please be advised that per Wisconsin Act 123, the Town Board will receive information from the public for a two minute time period, with time extensions per the Chairperson's discretion, per person.

JEAN BABE:

Stated that she would like a flashing stop sign on 7-Mile Road and 76th Street. That is a very bad intersection and someone is going to get killed there. Last year when she brought it up, it was stated that the sign would cost the Town about \$2000.00. Can't the Town find that amount somewhere in the budget for this sign?

She is also concerned about the over-growth of brush/trees at that corner.

Chairman Kastenson stated that we would check into this matter again.

SHARON KORPONAI:

Stated that the Town will be losing Countryside next year regarding dog pick-up. What are we going to be doing about this?

Chairman Kastenson stated that it is on the Plan Commission agenda this evening.

1) Fire Department Business:

- a. **Discussion/Decision regarding Conceal Carry Law:**
- b. **Update on Dry Hydrant in Stone Creek Crossing / Chief Babe:**
- c. **Discussion/Decision regarding repairs for Engine 422:**
- d. **Communications / Announcements:**

Due to the fact that Chief Babe was not present for the meeting, all Fire/Rescue Business was TABLED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 4-0.

2) Storm Water Utility District:

Supervisor Ryan reported that, due to the weather, the Storm Water Utility District gave the contractor a 90-day extension.

3) Plan Commission Business:

a. **Variance: Jane Hartley/Jennifer Geske: 460 W. 124th Street, for oversized building:**
APPROVE PLAN COMMISSION'S RECOMMENDATION FOR APPROVAL, ON A RYAN/BUGNACKI MOTION. MOTION CARRIED 4-0.

b. Discussion/Decision regarding Ordinance Modification for Certified Survey Map Submittal Fees:

Mr. Gary Boldt stated that the Plan Commission took no action on this matter.

Mr. Scott Brenton, from the Plan Commission, stated that pursuant to our Ordinances, people must submit a \$1000.00 deposit when doing any land division. This money is used, in the event the property owner doesn't reimburse the Town for Engineering Fees that may be associated with their review. If there is no review done, or, when the Engineer lets the Treasurer know, the bond is given back to the property owner.

c. Animal Ordinance for Wildlife and Cats – Feral Cats and Dogs: Discussion and possible decision regarding drafting an ordinance regarding Wildlife, Cats; Feral Cats and Dogs:

Mr. Boldt reported that the Plan Commission tabled this matter. He has recently spoken to Bob Grove, and he will be getting information and replying to Mr. Boldt.

Supervisor Phillips stated that it is his understanding that the Town is responsible for whatever we are requiring people to license.

Supervisor Ryan feels that the Town shouldn't do anything more than what we have to by law.

TABLED ON A PHILLIPS/RYAN MOTION. MOTION CARRIED 4-0.

4) Town Business:

a. Letter of Credit for Stone Creek Crossing:

Mr. Bukovich was present for the meeting. He stated that the development has had the four signs that are missing, put in, but now, they have been stolen. Can the bank supply the signs and have the Town's DPW install them, and then, can we have our letter of credit released?

APPROVE RELEASING THE LETTER OF CREDIT AFTER THE SIGNS ARE DELIVERED TO THE TOWN, MADE ON A RYAN/PHILLIPS MOTION. MOTION CARRIED 4-0.

b. Discussion/Decision regarding 2011 Audit/Julie Craig:

Julie Craig, from Gordon Maier & Associates, gave the Board members a break-down of the 2011 audit. She said that there were excess revenues in the amount of approximately \$10,000.00, which was due to attorney fees that were reimbursed by Waste Management.

She answered some of the Board Members' questions regarding future tipping fee checks from Waste Management. A motion would need to be made to "restrict" Waste Management checks for future paving projects.

She also stated that a Motion will need to be made to Amend the Budget for Lottery Credit.

These will need to be future agenda items.

She had some concerns, and those were placed in the Management Letter that she submitted.

**A debit card policy will need to be drafted

**Outstanding checks will need to be taken care of

**Other staff will need to help with deposits for timeliness

**A policy for Uncollected Personal Property Taxes, will need to be drafted

Supervisor Ryan stated that, due to the fact that the Town now has a check scanner, checks should be deposited quicker.

Ms. Craig also stated that she will be helping set up different FICA accounts for each department.

APPROVE THE 2011 AUDIT, MADE ON A PHILLIPS/Ryan MOTION. MOTION CARRIED 4-0.

c. Discussion/Decision regarding catch basin on 68th Street:

TABLED ON A PHILLIPS/Ryan MOTION. MOTION CARRIED 4-0.

d. Discussion/Decision regarding Ordinance #2012-01 – An Ordinance to Extend Town Officer Terms in Response to Election Law Changes:

APPROVED ON A PHILLIPS/Ryan MOTION. MOTION CARRIED 4-0.

e. Discussion/Decision on 6-1/2 Mile Road to be the Paving Project for 2012:

Mr. Stamborski stated that he sent the Board a memo dated March 6th regarding 6-1/2 mile road. He used last year's numbers, and it ended up being under \$200,000.00 per mile to reconstruct, including 20% under-cutting.

Chairman Kastenson asked if there is a culvert under the bridge?

Mr. Ertl stated that the section between 51st Street and 43rd Street needs to be done, just ½ mile. 6-1/2 mile road will be being used as a detour and that is not good. We also have other places that need major patching.

Chairman Kastenson asked that Mr. Ertl and Mr. Stamborski get together before the next board meeting.

TABLE THIS MATTER, MADE ON A RYAN/PHILLIPS MOTION. MOTION CARRIED 4-0.

Supervisor Phillips stated that there are a lot of roads in the Town that need repair. He asked if Mr. Ertl was still considering fixing some of the other roads this year? It might be more cost effective to do the whole stretch of 6-1/2 Mile Road. We need to maybe do overlays on some of the roads to protect the roads that we have.

Mr. Ertl stated that the Town does not have enough money to go all the way to 27th Street.

f. Discussion/Decision regarding Summer Help for DPW:

Chairman Kastenson stated that we will need to put a dollar amount in the ad.

Supervisor Phillips stated that if we want qualified people, we need to pay someone what they are worth.

Supervisor Bugnacki suggested starting out at \$10.00.

Mr. Ertl suggested \$12.00.

AUTHORIZE MR. ERTL TO HIRE A PART-TIME DPW HELPER AT \$12.00 AN HOUR, TO WORK NOT MORE THAN 500 HOURS THIS SUMMER, MADE ON A PHILLIPS/BUGNACKI MOTION. MOTION CARRIED 3-1, WITH SUPERVISOR RYAN OPPOSING.

g. Discussion/Decision regarding Repairs at the Town Hall – Front Sidewalk and Roof:

Mr. Ertl reported that he received two quotes for the cement work. One was for \$1600.00 and one for \$2000.00. The DPW will be taking out the existing cement and the stone wall.

Supervisor Phillips asked about the roof?

Mr. Ertl stated this will need to be a budgeted item.

Supervisor Phillips stated that we will need to keep the roof maintained.

THE ROOF MATTER WILL BE ON THE NEXT TOWN BOARD AGENDA.

h. Discussion/Decision regarding Crosswalk across 7-Mile Road; and the West Frontage Road:
Seven Mile Fair will maintain it.

**APPROVED BASED ON LEGAL COUNSEL'S RECOMMENDATION, MADE ON A
PHILLIPS/BUGNACKI MOTION. MOTION CARRIED 4-0.**

i. Discussion/Decision regarding directing the Town Attorney to draft a proposed ordinance regarding Town Board Supervisor Conduct, Attendance of Town Meetings, Compensation, Discipline and Grounds for Application to Circuit Court for Removal:

Supervisor Phillips stated that we need to take a look at drafting something for a Town Board member that doesn't attend meetings. We need to have recourse for the Town's people. This has nothing to do with what has happened to the past – we need to move forward. Board members need to be held accountable for their actions.

Supervisor Bugnacki said that what happened in the past should stay in the past – we do not need this now.

Supervisor Phillips said that we are spending a lot of money – if the Town's people are paying someone \$300.00 a month, that person should be here.

Supervisor Ryan said that there was an instance earlier this year when the Town Board meeting had to be cancelled because of the lack of a quorum. That ended up costing the Town money.

Supervisor Bugnacki stated that once a person takes on a responsibility to be a Board member, they should attend meetings; however, he doesn't feel it necessary to have the attorney draft an ordinance.

Supervisor Phillips feels that it is the Board's responsibility to do this.

**AUTHORIZE TOWN ATTORNEY TO ADDRESS THE ISSUE, MADE ON A PHILLIPS/Ryan
MOTION. MOTION CARRIED 3-0, WITH SUPERVISOR BUGNACKI OPPOSING.**

5) Communications and Announcements:

Supervisor Bugnacki stated that the Town should be getting a check in the near future from Waste Management from the expansion.

The Board was given information from the Village of Union Grove regarding the Racine County Health Department Contract. They will be looking into this.

**AT 9:00 PM, THE MEETING WAS ADJOURNED ON A PHILLIPS/Ryan MOTION. MOTION
CARRIED 4-0.**

Respectfully submitted,

**Linda M. Terry
Town Clerk
Town of Raymond**