

**TOWN OF KOSHKONONG  
BOARD MEETING MINUTES  
January 14, 2009**

Chairman Tim Griep called the meeting to order at 7:00pm and verified the proper postings had been made. In attendance: Supervisors Jim Brandenburg, Carol Clavey, John Debereiner and Jae Ames, Treasurer Judy Almquist and Clerk Kim Cheney. Cheney verified the postings had been made.

**Rural Fire Contract:**

- *Report from Chief Emrick.* Chief Emrick gave a detailed report of all paperwork submitted to the board as requested. He described the fire operations in the City of Fort Atkinson and the personnel involved and their duties. Chief Emrick explained the fire department budget based on a five year plan. Main portion of budget is operations. Town truck budget is shown as \$2000 for maintenance. \$16,000 capital outlay for equipment for 2009. This is low for this year as new equipment is scheduled for the next few years. Equipment was described and its uses and condition. Chief Emrick reported on vehicles that need some maintenance or may need future replacement. He explained maintenance and maintenance schedules on all equipment. Replacement of equipment is determined by several factors and state standards and recommendations. The Chief reviewed the equipment used in different response situations. Equipment replacement costs were reviewed. Clavey asked if any equipment from older equipment could be re-used. Chief reported this was not probable. Discussion concerning the brush truck and some maintenance issues that may come up. Chief Emrick also explained some optional equipment included for safety and efficiency. Brush truck is used by the city on a limited basis. Is used to pull the boat and ATV trailer, also used during the flooding. Incident percentages were reviewed. The Town accounts for 19-30% of all the fire calls based on averages for the last 5 years. Almquist/Ames questioned portion of fire calls that were on highway by-passes. Ames indicated speaking with the City Manager regarding the Town not being responsible for these calls even though they are in the Town's jurisdiction for contract purposes. Clavey agreed with Ames regarding this issue. Ames suggested averaging the call percentages for 7 years. Ames stated the expected aerial truck will be a large expense for the Town and replacing the brush truck will be difficult in our budget. No other questions/comments for Chief Emrick.
- *Discuss/Recommend action on Rural Fire Contract.* Contract just received by the Town and Board has not had a chance to review totally. Ames stated he has concerns regarding the by-pass call issues, each Town's call percentage averaged for the last 7 years, and new equipment. Discussion regarding the Town's equipment being used in mutual aid calls. Question from Clayton Friedel regarding the fire contract being based on equalized value. May want to consider. Ames/Debereiner motion to review fire call fee when the schedule is set, may want to consider an increase. No discussion, motion carried. Griep reported our contract amount is approximately 12% of fire department budget. Mr. Friedel also asked about hydrant rental. Ames/Clavey motion to table the fire contract until the board sets a date to discuss further. No discussion, motion carried. Ames suggested possibly consider using attorney to address some issues. Jim Varah questioned the updates to the 5 year purchase plan, suggested Town should get a copy each year to prepare. Griep set Thurs Jan 22 for meeting to discuss fire contract issues.

**Plan Commission:**

- *ARNOLD L. JAECKEL TRUST:* Request for an accessory land division in an A-1 zone, farm consolidation, utilizing entire tax parcel of 4.372 acres. Located at N2756 County Hwy N, Fort Atkinson, WI parcel #016-0614-3613-002. John Debereiner reported the Plan Comm approved this request to bring this parcel into compliance, no dissent. Almquist

reported this parcel was purchased separate however because was titled the same as adjoining parcel was put together as one parcel. Now need to do a split, as this was a county zoning issue. Griep/Brandenburg motion to approve as stated. No discussion, motion carried.

- *Plan Commission Report:* Debereiner reviewed the timeline and draft of the current preliminary land use plan. Griep suggested putting this item on the Agenda for the Jan 22<sup>nd</sup> meeting and then send comments/recommendations back to the Plan Comm by the Jan 28 meeting. Debereiner also reported the Plan Comm expressed concerns as to whether or not there was an ordinance that requires the town to sign off on csm's. Ordinance #7-27?? covers this issue and Debereiner will forward a copy to county zoning. Debereiner also reported on a recent variance by a resident not coming before the Plan comm. Or town board. County reported variance or conditional use request not required by statue.

Clavey/Griep motion to suspend and move to agenda item #8. No discussion motion carried.

#### **Park Committee:**

- *Park Committee Report.* Per Clavey some recent agenda items. Also talked about putting shrubs along house next to park. Clavey's opinion is to not plant shrubs. No further park issues.

#### **Public Works Committee:**

- *Progress Report on Fuel Tank.* Per report from Brandenburg this tank does not qualify as a flame shield tank. Need to wait until the law changes Feb 1<sup>st</sup> and per Landmark this will be approved then. Will pass inspection then and permit can be issued. Debereiner asked about affect on fuel contract. Town is still buying as needed from station now. Contract is still in place with Landmark and will hold until tank is ready. Price is locked-in per contract.
- *Set Closed Session Date to do Employee Reviews.* Monday Jan 26 7pm.
- *Review/Approve equipment needs and emergency repairs.* Griep reported on broken water pump at Town Hall. Obtained 3 cost estimates and had Duntley Water Works repair and replace at most reasonable and convenience. Brandenburg reported on repairs to Town trucks. Brakes on 98, pump on GMC, replaced with a better pump, hoses and shutoff valve. Works great now. Brandenburg reported blade needed for wing on 98. Has been repaired per Stoller. Griep reported new truck delivered on Christmas Eve and used immediately. Minor problems with sander and was fixed the next day. Stoller reported some minor problems with the markers and being looked into. Cheney reported on photocopier problems and computer monitor problems. Ames/Debereiner motion to have Clavey and Cheney investigate replacing photocopier and report back to meeting on Jan 22. Clavey also offered to donate an unused computer monitor to replace the one being used in the Town Hall. No discussion, motion carried. Ames reported being able to refurbish old sign brackets to be used with the new signs.

#### **Enbridge**

- *Discuss/Recommend Action on Road Repair Offer.* Griep reported speaking with attorney, he would like an update as to our decisions from this meeting. Offer from Enbridge to repair roads at a total of \$169,173.37, does not mention the \$40,000 received from escrow. Ames suggested recording roads/repairs being compensated for in the formal minutes. Ed McCullough in attendance and suggested Town take greater care next time Enbridge wants to use Town roads again. Ames/Griep motion to accept Enbridge offer of \$169,173.37 and incorporate details into the formal minutes for road damages. No further discussion, motion carried. The formal offer from Enbridge will be included with the permanent minutes on file

### **Drainage Obstruction on property owned by Ron Luebke**

- *Discuss/Recommend Action on drainage obstruction on Luebke property.* Griep reported speaking to attorney regarding our course of action. Attorney states no time limit. Must first determine if claim is just. Would have to view site with engineer and determine if just then plan of action to correct. Griep asked if Town retains an engineer. Ames suggested Vierbecher of Madison as they are familiar with our ordinances etc., have used Rod Zubella in the past. Ames suggested getting an idea of the cost involved. Griep/Clavey motion for the Chairman to get three cost estimates from Vierbicher Eng. Firm, RSV and Yaggi in Jefferson. No discussion, motion carried. Luebke's in attendance. Griep explained our current course of action. Once an engineer has reviewed there will be a public meeting to discuss.

Griep/Clavey motion to return to agenda item 3. No discussion, motion carried.

### **Hausz Brothers, Inc. Blasting/Mining Permit**

- *Discuss/Approve Renewal of Blasting/Mining Permit for 2009.* Don Hausz in attendance. Mr. Hausz reported no complaints or issues. Ames/Clavey motion to approve request based on receipt of a proper letter of credit from bank. No discussion, motion carried.

Griep/Debereiner motion to move back to agenda item #5. No discussion, motion carried.

### **Andrea Schulz, CPA For Year-End Accounting Work**

- *Discuss/Approve Andrea Schulz to do year-end accounting.* Ames/Clavey motion to approve Andrea Schulz to do the year-end accounting. No discussion, motion carried.

### **Humane Society Contract**

- *Discuss/Approve 2009 Contract.* Budget amount has been approved, however details have not been approved. Ames suggested approving contract but not extra charges for trip and boarding. Ames/Brandenburg motion to approve contract for the yearly cost but not including trip and boarding charges for animals other than cats and dogs. Contract should be amended before Town signs. No further discussion, motion carried.

### **Cemetery Concerns:**

- *Discuss/Approve fees charged for recent burial.* \$330 charged for grave opening/closing, \$50 fee to Mr. McIntyre for his assistance and \$100 for perpetual care. Eagle Exc. was recommended to do opening/closing. Per Debereiner he does quite a few in the area. Griep/Brandenburg motion to approve the recent burial charges of totaling \$480. These charges only pertain to this burial. No further discussion, motion approved.
- *Discuss/Recommend Action for forming Cemetery Board.* Griep suggested creating a 3 member cemetery board at this time. One chairman, 2 supervisors to oversee general operations and administrative items, to be put together in the next few months. Almquist questioned if this would be a paid committee. Clavey has offered to volunteer her time, at no charge. Griep/Ames motion to create a cemetery board comprised of one town board member and 2 citizens from the Town, non-paid at this time. No further discussion, motion carried.

### **Clerk and Treasurer's Contract:**

- *Set Date for Closed Session to Develop Clerk and Treasurer's Contracts to be effective April 1, 2009, and salary increase for Chief Inspector Poll Workers.* Will review contracts at the Jan 26<sup>th</sup> meeting. Griep has been working on a draft and will have it for the board to review prior to the meeting. Current wages for Chief Inspector is same as poll workers at \$7 per hour. Almquist suggested \$10 per hour for Chief Inspector. Griep/Brandenburg

motion to set salary for Chief Inspector poll worker at \$10 per hour. No discussion, motion carried.

**Minutes/Treasurer's Report:**

- *Discuss/Recommend Action regarding photocopier & computer screen problems.* earlier
- *Minutes – November 25 and December 10.* Griep/Clavey motion to Nov 25 approved as corrected. Carried. Dec. 10 Clavey/Griep motion to approve as corrected. Carried.
- *Treasurer's Report – Place December report on file.* Almquist reviewed Griep/clavey motion to approve...carried.

**Public Comment, Report Meetings Attended:** Stoller reported flag for cemetery donated by Mr. Hugh McMahon. Also donated jack. Stoller/Kutz constructed a covering over salt/sand bay for residents to use. Ames suggested Stoller/Kutz try to monitor salt/sand being taken by residents. Brandenburg reported state inspection of new salt shed scheduled for week of Jan 19. Resident Ed McCullough asked about changing plowing schedule as some smaller roads not being plowed until much later. Brandenburg reported some discussion as to hiring some part-time help to get plowing done sooner. McCullough also suggested putting up snow fences. Resident Jim Varah asked about sanding on Homestead. Brandenburg checking into getting more salt.

**Bills:** Chairman Griep read the bills. Clavey/Griep motion to approve bills including check to Marion Kutz for tax bill help, fire bill and check to Mr. McIntyre for his help with the recent burial.

**Adjournment:** Griep/Clavey motion to adjourn at 11pm, no discussion, motion carried.

**Kim Cheney  
Town Clerk**