

TOWN OF SCOTT, BROWN COUNTY, WISCONSIN
MINUTES OF MONTHLY TOWN BOARD MEETING (0804)
MAY 13, 2008 6:00 P.M.

1. Call To Order

The May 2008 Monthly Town Board Meeting was called to order at 6:00 P.M. on Tuesday, May 13, 2008 in the Town Hall by Chairman Mike Van Lanen. Present were Chairman Van Lanen, Supervisors Cyril Van Laanen, Kenneth Jacobs, Thomas DePas and Jeff Zlatohlavek, Clerk/Treasurer Don Gibson, Economic Development Coordinator Dave Cerny and Constable Terry Valitchka

2. Affidavit of Posting

The Affidavit of Posting was presented by the Clerk .Motion by C. Van Laanen, second by Jacobs to approve and file the Affidavit of Posting. Vote: Aye-5, No-0. Carried.

3. Approval of Minutes of Previous Meetings.

A. Minutes of April Town Board Meeting. Motion by Jacobs, second by Zlatohlavek to approve and file the minutes as distributed. Vote: Aye-5, No-0. Carried.

B. Minutes of April Plan Commission Meeting. Minutes had not been distributed. Dave Cerny read the minutes of the April Plan Commission Meeting. Motion by M.

Van Lanen, second by C. Van Laanen to approve the minutes as read. Vote: Aye-5, No-0. Carried.

4. Audit Report Review.

Virginia Hinz- Auditor from Schenck and Associates was present to review the 2007 Audit Report. An Audit was required when the Clerk nd Treasurer positions were combined. The last audit was done in 1983. Overall the reports presented by the Town of Scott Financial Reports represent the financial condition of the Town. No outages were noted and procedures are adequate. The following areas for improvement were identified:

- A. A modified accrual accounting system should be implemented
- B. Year end fund balances should be higher equal to 10-20% of spending.
- C. Full cost of rubbish and recycling collection/disposal should be a Special Charge.
- D, All fixed assets should be in the accounting system.

Audit reports were presented to all Town Board members. Motion by C. Van Laanen, second by Zlatohlavek

to approve the Audit Report as presented. Vote: Aye-5, No-0. Carried.

5. Public Input

Motion by M. Van Lanen, second by Jacobs to suspend the rules and allow for public input. Vote: Aye-5, No-0. Carried.

Dan Bertrand reported that he had attended the monthly meeting of the Brown County Plan Commission and that grant funds are available for Brownfield rehabilitation.

Motion by C. Van Laanen, second by Jacobs to return to the agenda. Vote: Aye-5, No-0. Carried.

6 Communications by Engineer, Clerk/Treasurer and Economic Development Coordinator

Clerk. Building permits are less than last year. Building permit fees are being reviewed and will be presented at the next meeting. Board of Review is May 28 at 4:00 P.M., Water Utility surveyed operations and found 5 leaks. Court trial with LET IT BE UNLIMITED is postponed to September. Concerns expressed by Historical Society about activities at Red Banks site.

Engineer. Concerns about status of roads in Scotland Meadows Subdivision are being resolved. Hickory Nut road has new legal description and a relocation order is required. Complaints have been received about landscaping of shoulders on Hackberry Court.

Economic Development Coordinator. Request for a Conditional Use Permit for Rick Gorbette has been approved by Plan Commission. Proposed additions to zoning ordinance for old small lots and reduced setbacks as allowed in old ordinances are being reviewed.

7. Matters for Discussion and Action

A. Picnic License for Holy Cross. Application for a two day picnic license for June 28 and 29 for Holy Congregation was reviewed. Motion by Jacobs, second by C. Van Laanen to approve the application and issue the license. Vote: Aye-5, No-0. Carried.

B. Yard Waste Disposal Site Operator. The current operator will not be available after June 1, 2008. Applicants for the position should contact the Town Hall. Hours are Wednesday 2-7 P.M., Saturday 10 A.M. to 4P.M. and Sunday 10A.M. to 2 P.M.

C. Liquor License Applications. Applications for liquor licenses have been received from the following. Legal notice will be published and licenses approved in June.

Class A Licenses

Bayland Shell–Jerry Weid Agent

57 BP–Kurt Boulanger Agent

Class B Licenses

S&S Bar–Steve Eriean

Club Chalet Inc.–Sara Melotte Agent

Victoria’s of Green Bay–Crescencio Victoria-Agent

The Settlement–Charles Bouche

Royal Scot Golf Course-LTJ Limited-Larry Rand Agent

Jamalovan-The Bluff-Mary Lou Van Deusen

D. Operator Licenses. Applications for Operator Licenses have been received from the following:

Wayne Clark	–Bayland Shell
Marcus Rand	Royal Scot Golf Course
Webster W. Winn	Royal Scot Golf course
Joy Rand	Royal Scot Golf course
Thomas M. Nichols	Royal Scot Golf Course
Merikay E. Heim	Royal Scot Golf course
Lynn Wetli	Club Chalet
Carol Wojcik	The Settlement
Chris Baenen	The Settlement

Motion by Jacobs, second by C. Van Laanen to approve the Operator License applications. Vote: aye-5, No-0. Carried

E. Hickory Nut Road Resolution and Order to Proceed. The final location for Hickory Nut Road reconstruction is not in the same location as the original petition. The Town Board will act on a Resolution on May 27, 2008 at 6:00 P.M. ordering the road with the new legal description. That will be followed with a meeting with property owners and a final order to proceed.

F. Debra Ann Drive Paving. Construction of the east end of Debra Ann Drive is nearing completion. When it is paved there will be an unpaved portion of the road between the new road and the paved old road.. The town will pave the area between the two paved sections at an estimated cost of \$5,000.

G. 2008 Road Work Plans. Spending to date is higher than budgeted due to snow removal costs. Approximately \$85,000 is available to pay for Debra Ann Drive paving, the Town’s portion of Hickory Nut Road. and final completion of Bay Settlement Road. Discussion followed on options and concerns with Scott Tower Drive. Town Board will meet at the conclusion of the Board of Review on May 27, 2008 to discuss road maintenance plans.

H. Security System for Offices. Two quotes have been received at approximately \$900. Further review of the quotes will be done before next meeting.

I. Hold Harmless and Indemnification Agreement with Bayshore Sanitary District. The agreement with Bayshore Sanitary District will allow the Town of Scott to begin billing for Bayshore Sanitary District before the final audits are complete. Motion by DePas, second by M. Van Lanen to approve the agreement and implement the billing system.

J. Bayshore Sanitary District Commissioner Vacancy. Jason Horkman has resigned from the elected position of Bayshore Sanitary District Commission effective Monday May 5, 2008. Wis. Stats. indicate that the Town Board will appoint someone to fill the vacancy. Applications will be accepted until the June Town Board Meeting.

K. Use of Right of Way Request by Time Warner. Time Warner has requested permission to install electronic and fiber optic cable in the Right of Way in the area south of the 2800 block of Bay Settlement Road and West of SH 57. Motion by DePas, second by M. Van Lanen to approve the application provided that installation plans are approved by Town Staff prior to construction. Vote: Aye-5, No-0. Carried.

L. Water Utility District Commissioner. Al Herrman has resigned from his position as Commissioner of the Water Utility District.. Applications will be taken until the June 2008 Town Board meeting.

M. Ordinance 2008-05-01 thru 04. Motion by DePas, second by Zlatohlavek to table actions on the ordinances until they are in the proper form. Vote: Aye-5, No-0. Carried.

8. Communications from Town Board members and Committees

A. Bay Shore Sanitary District Audit Status. Audits have completed the 2005 audit and report is being finalized. Some documents from 2006 and minutes from 2007 are still missing. Information on the status of the audit will be provided to Paul Umentum.

B. Water Tower LOGO. Painting will start in June or July. Funds for the LOGO are in the bank.

C. Water Runoff Issues–Wayne Federspiel. Complained about water runoff from State DOT property through Town of Scott Property. Referred to DOT.

D. Memorial Plaque–Antique Ballot. Leland Baenen provided a framed plaque of a pre-1900 ballot as a memorial to be displayed in the Town Hall.

E. Complaint Concerning Water Commissioners. Water on Algoma Road was turned off without proper notification of residents.

F. Sandpiper Storm Water Complaint. Complaints about storm water standing too long have been received. Water leak has been fixed. Seeding and fertilizing will be done soon.

G. Road Maintenance. Discussion followed on ROW maintenance and drainage

9. Clerk/Treasurer Report.

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April 7, 2008 Balance on Hand is \$221,318.53. Receipts of \$133,840.19 and Disbursements of \$51,911.15 were reported by the Clerk. Motion by C. Van Laanen, Second by Zlatohlavek to approve the Clerk/Treasurer report and approve the receipts and disbursements.

10. Adjourn

Motion to adjourn by C. Van Laanen, second by M. van Lanen. Vote: Aye-5, No-0. Carried. Meeting adjourned at 7:45 P.M.

Donald L. Gibson, Clerk