

TOWN OF SCOTT, BROWN COUNTY, WISCONSIN  
MINUTES OF JUNE 14, 2011 TOWN BOARD MEETING

**1. Call To Order:** The June 14 2011 Monthly Town Board Meeting was called to order at 6:00 P.M. on Tuesday, June 14, 2011 in the Town Hall by Chairman Mike Van Lanen. Present were Chairman Mike Van Lanen, Supervisor Ken Jacobs, Supervisor Colleen Harris, Supervisor Jeffrey Zlatohlavek, Supervisor Cyril Van Laanen, Clerk/Treasurer John Roth, Economic Development Coordinator Dave Cerny, Town Constable Harvey Anderson, Town Engineer Scott Brosteau, Town Building Inspector Brett Jensen. Approximately seven residents were present.

**2. Affidavit of Posting:** The Affidavit of Posting indicating that the public notice of the Town Board Meeting was posted on June 9, 2011 was presented by the Clerk.

**MOTION KEN JACOBS/CY VAN LAANEN** to accept the Posting Affidavit. Vote: Aye-5. No-0. Carried.

**3. Approval of Prior Town Meeting Minutes:**

**A. Town Board Minutes:**

- **Town Board 5/10/2011:** The meeting minutes were presented for approval by the Town Board.

**MOTION JEFF ZLATOHLAVEK/KEN JACOBS** to approve the minutes from the Town Board meeting dated May 10, 2011 as submitted: Vote: Aye-5, No-0. Carried.

- **Town Board of Review 5/17/2011:** The meeting minutes were presented for approval by the Town Board.

**MOTION KEN JACOBS/CY VAN LAANEN** to approve the minutes from the Town Board of Review meeting dated May 17, 2011 as submitted: Vote: Aye-5, No-0. Carried.

- **Town Board 5/17/2011:** The meeting minutes were presented for approval by the Town Board.

**MOTION JEFF ZLATOHLAVEK/KEN JACOBS** to approve the minutes from the Town Board meeting dated May 17, 2011 as submitted: Vote: Aye-5, No-0. Carried.

- **B. Plan Commission Minutes 5/19/2011:** The meeting minutes were presented for approval by the Town Board.

**MOTION KEN JACOBS/JEFF ZLATOHLAVEK** to approve the minutes from the Plan Commission meeting dated May 19, 2011 as submitted: Vote: Aye-5, No-0. Carried.

- **C. Storm Water Management Advisory Committee: 5/11/2011:**

**MOTION JEFF ZLATOHLAVEK/CY VAN LAANEN** to approve the minutes from the Storm Water Management Advisory Committee meeting dated 5/11/2011 as presented. Vote: Aye-5, No-0. Carried.

**5. Public Input:**

**MOTION MIKE VAN LANEN/CY VAN LAANEN** to suspend the rules and open the meeting to public input. Vote: Aye-5, No-0. Carried.

- Ellen Segersin, 4720 Anapaula Court: asked about the status of the flooding in her area. Chairman Mike Van Lanen explained that the Town is looking at the issues and asked Town Engineer Scott Brosteau to explain. Brosteau stated that he, Supervisor Ken Jacobs and Building Inspector Brett Jensen did a site visit. There are two culverts (24" and 18") underneath the road. They were partially blocked and need to be cleaned out. The down-stream culvert is larger. The culvert sizes could be increased. Brosteau suggested that we wait and see how the existing culverts work once they are cleaned out. Segersin does not want to rebuild her old cottage until she sees what the Town is going to do. The Town will have culverts cleaned out & see what happens.
- Chris Charles, 4639 Point Comfort Road: asked for the status on the firearms restriction ordinance, when is this going to be voted on? Will the signs be large enough for violators to read? Cerny stated at least one month if the Town enacted now, or wait until the Codification project is completed. The Town recommended to act on the ordinance in July.

**MOTION JEFF ZLATOHLAVEK/KEN JACOBS** to return to the agenda. Vote: Aye-5, No-0. Carried.

**6. Specific matters for discussion and possible action by Town Board:**

**MOTION KEN JACOBS/MIKE VAN LANEN** to move agenda item 6M ("No Firearms Ordinance") to now. Vote: Aye-5, No-0. Carried.

- **M. No Firearms Ordinance:** Discussion: this has been discussed in previous meetings. Cerny presented the ordinance and explained his research in putting the ordinance together. There are numerous places where the Town is having problems with hunters and firearms on Town property. Cerny discussed "cased" verses "uncased" firearms. Cerny also stated concerns with having our ordinance consistent with the County laws, City of Green Bay laws, and the State "concealed carry" law. Cerny read the proposed wording of the potential Ordinance. This would be restrictive on Town-owned property, not "right-of-way". The Town will need to be able to enforcement this ordinance. The Lloyd Street access is Town-owned. Volks Landing is a right-of-way. Public Hearing to be held on July 6 at 6pm.

**A. Alcohol Beverage License original application:** 2011-2012 Original Alcohol Beverage License application (Winefan, LLC), Dennis Fenrick, agent (old Griften's off of 3597 Bay Settlement Rd).

Thorough background checks were done on Dennis Fenrick and Lisa Fenrick. Nothing was found. They are looking to open mid-late July.

**MOTION KEN JACOBS/MIKE VAN LANEN** to approve/issue the following 2011-2012 Class B Beer and Class C Wine alcohol beverage license: (Winefan, LLC), Dennis Fenrick, agent (old Griften's off of 3597 Bay Settlement Rd, Sarah Restaurant). Vote: Aye-5, No-0. Carried.

**B. Operator License Applications:** the following applications were received, and background checks were satisfactorily completed:

Brandon Schwake	57 BP	Terri Clark	Oak Ridge
Dan Lieburn	The Bluff	Gloria Noel	Road Trip Bayland Shell
Carol Melville	57 BP	Ashley McCabe	Road Trip Bayland Shell
Terry Quatsoe	57 BP	Shauna Hendricks	Road Trip Bayland Shell
Kerri Tuschel	57 BP	Kowa Yang	Road Trip Bayland Shell
Mary Martin	57 BP	Susan Lorraine	Road Trip Bayland Shell
Ann Baenen	57 BP		

**MOTION MIKE VAN LANEN/CY VAN LAANEN** to approve and issue the following Operator license applications:

Brandon Schwake	57 BP	Terri Clark	Oak Ridge
Dan Lieburn	The Bluff	Gloria Noel	Road Trip Bayland Shell
Carol Melville	57 BP	Ashley McCabe	Road Trip Bayland Shell
Terry Quatsoe	57 BP	Shauna Hendricks	Road Trip Bayland Shell
Kerri Tuschel	57 BP	Kowa Yang	Road Trip Bayland Shell
Mary Martin	57 BP	Susan Lorraine	Road Trip
Ann Baenen	57 BP		

Vote: Aye-5, No-0. Carried.

**C. Bay Settlement Road paving/parking:** Supervisor Ken Jacobs stated that something does need to be done on this road, as least cold mix patching of holes and along the edges and wedging. Chairman Van Lanen stated that maybe it is time to look at re-doing the road. Discussion of the road improvements should be planned and engineered and how long it would take before the entire road could be reconstructed. The Town Board stated that this part should be done like the old part that was done in 2007. This road will be looked at when the Town does the PASER road tour. The Town should hold a special planning meeting to address the future design and reconstruction.

**D. Champeau Road traffic issue:** Cars are speeding on this area. There is not much the Town can do, unless we shoot radar.

**E. Drainage/storm water issues in the vicinity of Renier Rd:** Town Engineer Scott Brosteau provided an update in regard to this issue and gave a history of the area. Supervisor Jacobs, Martin Holden and Brett Jensen did a site visit also. Brosteau provided photo-printouts of the area. Brosteau stated that we may have to get some of the property owner's cooperation in regard to this (because of DNR regulations).

**MOTION MIKE VAN LANEN/KEN JACOBS** to direct Town Engineer Scott Brosteau to discuss with the property owners in regard to the needed improvements to fix the drainage in the vicinity of Renier Road. Vote: Aye-5, No-0. Carried.

**F. Agreement with Joski in regard to Bertrand Lane:** Town Engineer Scott Brosteau provided an update in regard to this issue. Chairman Van Lanen read the agreement.

**MOTION KEN JACOBS/MIKE VAN LANEN** to suspend the rules and open the meeting to public input. Vote: Aye-5, No-0. Carried.

Mike Tillman, father-in-law to the owners of 4980 Bertrand Lane, spoke on behalf of the owner property and asked how this affects the property owners in the area. Brosteau explained that the existing road had insufficient ROW and this agreement would fill in the space to complete the proper ROW. This agreement will give the Town the needed right-of-way for a cul-de-sac. Discussion/ explanation on future pavement

**MOTION MIKE VAN LANEN/KEN JACOBS** to return to the agenda. Vote: Aye-5, No-0. Carried.

**MOTION MIKE VAN LANEN/COLLEEN HARRIS** to approve the agreement with Joski in regard to Bertrand Lane (see signed agreement). Vote: Aye-4, No-1. Carried.

**G. Contract for Mead & Hunt engineering for drainage issues on Edgewater Beach Rd:**

Chairman Mike Van Lanen and Brosteau explained what they will be doing. This is in the area from Volks Landing to Swan Road for an additional cost of \$1300; for a total cost of \$3450 for the entire length of the Edgewater Beach Road study.

**MOTION MIKE VAN LANEN/KEN JACOBS** to approve the contract with Mead & Hunt Engineering for drainage issues on Edgewater Beach Rd from Volks Landing to Swan Road for \$1300 as proposed (see proposal). Vote: Aye-5, No-0. Carried. Brosteau will have this completed by the next Board meeting.

**H. Appointment for Road Commissioner, Weed Commissioner, Scott Sanitary District:**

**MOTION MIKE VAN LANEN/JEFF ZLATOHLAVEK** to appoint KEN JACOBS as the Town of Scott Road Commissioner. Vote: Aye-4, No-0. Ken Jacobs abstains. Carried.

**MOTION MIKE VAN LANEN/JEFF ZLATOHLAVEK** to appoint Building Inspector Brett Jensen as the Town of Scott Weed Commissioner. Vote: Aye-5, No-0. Carried.

**MOTION MIKE VAN LANEN/KEN JACOBS** to appoint Jeff Zlatohlavek to the Scott Sanitary District for a six year term. Vote: Aye-4, No-0. Jeff abstains. Carried.

**I. Speed Limit issues/ Hiring Brown County to shoot radar/issue citations:** Supervisor Jeff Zlatohlavek has completed a sign inventory including the speed limit signs. Discussion of qualifications/legal speed limits. There are some inconsistencies throughout the Town. Some additional signs will need to be installed. Jeff also completed the entire sign inventory. He did a great job.

**MOTION MIKE VAN LANEN/COLLEEN HARRIS** to accept the inventory of speed limit signs as posted and presented with the exception of the 15 MPH on Anapaula Lane). Vote: Aye-5, No-0. It is now legal for the Town to hire Brown County as needed. The list will be sent to the Sheriff Department.

**J. Road Paser tour:** This report needs to be completed every two years. Tuesday August 16 at 2:30.

**K. Additional Compensation for Storm Water Admin. Duties:** Town of Scott Storm Water Management Advisory Committee member Martin Holden puts in a significant number of hours inside and outside of the Town Hall in regard to his duties. He is asking for additional compensation for these hours. The Storm Water Management Advisory Committee already approved this request.

**MOTION COLLEEN HARRIS/MIKE VAN LANEN** to approve the additional \$125 per month compensation for the Storm Water Management Advisory Committee administration duties. Discussion: Chairman Van Lanen stated that he knows that Marty Holden does a lot for the Storm Water Committee, that he is available to do these duties during the day. A question was asked about the Scott Water Utility District administrative responsibilities versus Storm Water Advisory Committee? Vote: Aye-3, No-1, Abstain: 1. Carried.

**L. Garbage/Recycling curbside pickup contract:** The five-year contract with Veolia ends October 1, 2011. If we do not give them a 90 day notice, it automatically renews for three years. The Town needs to officially inform Veolia of its intentions at least 90 days before October 1, 2011 if the Town is going to do RFP's. Roth read the letter. The revised letter will be sent.

**N. Other Road/drainage/ditching issues:**

- **Reiner Road:** Discussed earlier in the meeting.
- **Wequiock Road:** bumps/road need to be fixed. This will be looked at when we do the PASER tour.
- **Lloyd Street:** The County has not done anything yet. Brosteau will talk to the County.
- **Greenwood/Beaumier:** The County has not done anything yet. Brosteau will talk to the County.

**7. Communications by Clerk, Engineer and Economic Development Coordinator (no action):**

**A. Clerk/Treasurer Roth:** In addition to the regular day-to-day activities:

- Seismograph has been repaired and is back in the Town Hall. Blasting will probably not resume until at least July.
- Workers Comp. Scott Water Audit
- Fireworks trailer issue/Conditional Use BP issued
- Open Book/Board of Review duties
- Zoning Board of Appeals Public Hearing/ mailing
- Road Maintenance form and publication
- Workhorse Conversion – Storm Water, Scott Water, Town
- Alcohol Beverage Licenses
- Garbage/recycling contract very rough draft of an RFP
- Basten Letter composed and delivered
- Scotland Meadows billed for snow removal on private roads
- Health Insurance being set up
- Three grass letters sent in May (Metzler, Buckeye, Agaimate: Finnel ended up cutting all three)
- Recall election in July Hansen
- Name plates ordered and installed.

**B. Cerny (Economic Development Administrator):**

- Cell Tower Public Hearing is now scheduled for July 6 at 6pm
- Working with Clerk in regard to codification
- Park Commission (Park Plan). A public information meeting will be scheduled later

**C. Brosteau (Engineer):**

- Sent a letter to Ed Tordeur in regard to the ditch on Van Egeren.
- The Town now has a Storm Water agreement with Nimmers in regard to their mini-warehouse condos. If Nimmers do not implement their Storm Water Plan, the Town can do it and charge a special charge. Brosteau explained the letter.

**D. Building Inspector (Jensen):** As of May 2011 the inspection department has issued 12 permits. Four permits issued for decks, three for garages one house razing two electrical one barn and one culvert. The department is revising the permit fees for the board to review and also mission statement. The department has been working on a membership for Diggers Hotline. The department has been working with the clerk addressing weed and grass complaints. The process has started with refilling the permits. The process includes each file to be label and identified for each site. The department has completed a contractor inspection responsibility form for the board to review. Currently the department is working with the other staff regarding issues with storm water, grass and zoning etc. The department attended the Plan Commission Meeting on Thursday May 19, 2011. This is regarding the proposed cell phone site at the corner of VanLanen Road and HWY 57. The department implemented a time sheet for hours worked. Currently the Department is working with the clerk to get a new desk for the office and other required office supplies as needed. The department will be working on a draft job description for the Building inspector. The Department will be working with the clerk on a HRD policy for the board to review.

**9. Reports from Town Officers/Committees/Commissions:**

- A. Chairman Van Lanen: 16 trees from the Packers have been planted. Lot of grass complaints. Building permits issues are being worked out.
- B. Supervisor Van Laanen: nothing to report.
- C. Supervisor Jacobs: The County will be doing the ditch cutting soon. Someone dumped 40-60 tires in the ditch. Street signs being replaced, there has been some street sign vandalism. Received a grass cutting complaint on a property on Champion Rd. Zlatohlavek and Jacobs have been in over 10 hours in installing street signs, we are about 1/2 done.
- D. Supervisor Harris: nothing to report.
- E. Supervisor Zlatohlavek: Asked if the Town Board was going to do a Quarry tour? The Board decided not to do it since it was done last near. Installing street signs with Ken.

**10. Treasurer’s and Clerk’s Financial reports:**

Ending balances for June 14, 2011 are as follows:

Baylake Checking:	13,278.84
Baylake Money Market:	259,151.27
Nicolet Bank RE Tax	346,580.39
Total:	619,010.50

Regular May Vouchers #EFT 05-01, EFT 05-02 and #2188-2231 **totaled \$ 75,440.65** and receipts (including interest and Special Charges/Del.Util) in the amount of **\$15,234.54**. Roth summarized the receipts & the expenses.

**MOTION KEN JACOBS/CY VAN LAANEN** to approve the Clerk’s and Treasurer’s reports and to pay the bills (May Vouchers #EFT 05-01, EFT 05-02 and #2188-2231) in the amount totaling \$75,440.65. Vote: Aye-5, No-0. Carried.

**11. Discussion and action on specific Town Board Agenda for next meeting:**

- **June 21 7:00pm New Franken Storm Water Sewer District**
- **June 22 6:00pm Storm Water Management Advisory Committee**
- **July 6 6:00pm Two Public Hearings**
- **July 19 All Day Recall Election WARD 5 ONLY**

**12. Meetings/Adjournment:**

**MOTION MIKE VAN LANEN/KEN JACOBS** to adjourn Vote: Aye-5, No-0. Carried. Meeting Adjourned at 7:55 P.M.

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John Roth, Clerk/Treasurer