

**Town of Ixonia
Minutes
December 12th, 2016**

1. Call to Order, Roll Call and Pledge of Allegiance

Chairman Goetsch called the monthly meeting of the Town of Ixonia to order at 7:00 p.m. Roll call was taken with the following in attendance: Chairman Perry Goetsch, Supervisor Brian Derge, Supervisor Carl Jaeger, Supervisor Jeff Taylor and Supervisor Peter Mark.

Also Present: Chief Dave Schilling, Deputy Chief Josh Nettesheim, Highway Superintendent Dennis Lillge, Utility Plant Manager Jeff Wegner, Deputy Clerk/Treasurer Jodi Jaeger and Clerk/Treasurer Nancy J. Zastrow.

2. Proof of Posting and Notice

Confirmation of posting and publication was given.

3. Approval of Minutes – November 14, 2016 and November 18, 2016

Supervisor Jaeger moved to approve the November 14th as corrected and November 18th minutes as presented. Supervisor Derge seconded the motion and carried unanimously.

4. Treasurer's Report

- a) Approve October & November 2016 Financial Report
- b) Update on Financials
- c) Presentation of Revenue and Expense Report for November 2016
- d) Update on Audit, Tax Collection and Credit Card

Supervisor Derge moved to approve the October and November financials as presented. Supervisor Jaeger seconded the motion and carried unanimously.

5. Jefferson County Sheriff's Department Report and/or Jefferson County Supervisor Report

Deputy Meyers was present and gave an update. He stated there have been multiple burglaries on the west side of the county and encourages people to lock their vehicles and homes.

6. Plan Commission:

- a) Discussion and Action regarding a request received from Clyde Kreutter III to create a 2.72 acre A-3 zone around the home and buildings at W1319 Pritchard Lane from part of PIN 012-0816-1641-000

Bill Gaugert addressed the board on behalf of the Kreutter's. He stated there is interest in the home and land separately. He also noted Jefferson County prefers 2 acre splits, this will be 2.47 with the right-of-way.

Chairman Goetsch noted the Plan Commission unanimously approved the request.

Supervisor Jaeger moved to approve the request received from Clyde Kreutter III to split the parcel and rezone. Supervisor Derge seconded the motion and carried unanimously.

7. Discussion and Possible Action regarding establishing a policy for refunds of overpayments to the Town.

Clerk/Treasurer Zastrow presented a policy on refunds for overpayments. Staff is presenting a recommendation that refunds of less than \$50 could be given in cash and that refunds of tax payments by mail less than \$5.00 would not be sent, but retained at the Town Hall and would be refunded in person. Discussion followed.

Supervisor Mark moved to approve the Refund Policy as presented. Supervisor Taylor seconded the motion and carried unanimously.

8. Discussion and Possible Action regarding dental insurance plan for Town Employees

Clerk/Treasurer Zastrow explained during the budget workshop the board agreed to supply employees with dental insurance. Paperwork was not turned into Employee Trust Fund in time to enroll with the health insurance dental

plan, so staff looked into other options. The proposal would be budget neutral if the town agrees to pay \$60 per month toward family and \$25 per month for single. Employees would pick up the remainder of the premium.

Supervisor Derge moved to approve Delta Dental insurance plan for Town Employees as long as it is budget neutral. Supervisor Jaeger seconded the motion and carried unanimously.

9. Discussion regarding Disability Insurance and/or creation of Sick Leave for Town Employees

Discussion was held on this benefit and it was determined that Supervisor Mark and Clerk/Treasurer Zastrow will work on this in conjunction with updates to the Employee Handbook.

No action was taken.

10. Discussion and Possible Action regarding Resolution 2016-05 Town of Ixonia Fee Schedule

Clerk/Treasurer Zastrow explained this resolution incorporates the fee changes approved during the 2017 budget process. The resolution is presented in the same manner as the budget except for the Right-of Way permits – an increase in that fee cannot be justified with the time it takes to complete the minimal paperwork.

Supervisor Taylor moved to approve Resolution 2016-05 Town of Ixonia fee schedule as presented. Supervisor Mark seconded the motion and carried unanimously.

11. Discussion and Possible Action regarding Operator License Application for – Carissa L. Fairman

Supervisor Jaeger moved to approve the Operator License for Carissa L. Fairman as presented. Supervisor Derge seconded the motion and carried unanimously.

12. Discussion and Possible Action regarding Ixonia Park and Recreation Department Exercise Program

This is the annual approval of the Park and Recreation Exercise program request. The board asked why this is coming to them and not the Park and Rec Committee. This will be investigated for next year whether the Town Board or the Park and Rec have jurisdiction over the program and its use of the Town Hall facilities.

Supervisor Mark moved to approve the Park and Recreation Exercise Program for 2017. Supervisor Derge seconded the motion and carried unanimously.

13. Discussion and Possible Action regarding setting guidelines for using Town Hall for meetings and possibly using lower level for meetings

Clerk/Treasurer Zastrow explained that with the lower level of the Town Hall being cleaned up of the office equipment it has opened up additional opportunities for organizations to utilize the Town Hall. Staff has asked the two 4-H organizations if they would be willing to use the lower level instead of the main Town Hall. Should the town have a rental agreement for people utilizing the hall other than town business to sign that would explain the expectations of using the facility. Discussion followed.

Cheryl Splinter from the Ixonia Victory 4-H Club addressed the board stating they are okay with using the lower level, but the County 4-H by-laws state that the meeting location needs to be handicap accessible. This is not a problem currently, but it could arise in the future. If this does become a need for this organization, the town will work with them at that time.

Staff was directed to bring a sample rental agreement to the next meeting for approval and implementation.

14. Fire Department:

a) Set date with Town Board and Fire Dept Truck Committee to discuss purchase of Brush Truck

Chief Schilling explained that the fire department has worked on a presentation regarding the need for a Brush Truck. The department would like to meet with the board to show this presentation. It was determined to meet on Thursday, January 5th @ 7:00 p.m. at the Fire Station.

b) Update on monthly report for Town of Ixonia, Town of Watertown and Town of Concord
Chief Schilling gave the monthly report for the department. He noted November was relatively quiet.

Supervisor Taylor asked about the new Fire Truck. It is anticipated for the middle to end of January delivery.

15. **Highway Department:**

a) Discussion and Possible Action regarding final bill for Payne & Dolan for road work in 2016
Highway Superintendent Lillge explained that the projects are generally finished with the sidewalk on Parkview being the last unfinished portion and it was just completed on Friday. Total project costs for 2016 is \$323,799.05 of which \$270,737.13 is Ixonia and the remainder comes from the Town of Concord. Engineering fees are included in these prices. He explained that the Town agreed to additional work than first proposed but Parkview, Ski Slide and Northside are all completed. There is still \$17,000 in retainage and will not be released until the Town Engineer recommends the release of the funds.

Supervisor Mark moved to approve the final bill for Payne & Dolan for road work in 2016 as presented. Supervisor Taylor seconded the motion and carried.

b) Discussion and Possible Action regarding final bill for Jefferson County Highway Dept for 2016 road work

Highway Superintendent Lillge explained the total cost for sealcoating was \$62,889.14 of which Highway Aid pays \$20,447.70 leaving a balance due of \$42,441.44. This is a little higher than anticipated because of Madison Avenue.

Supervisor Jaeger moved to approve the final bill for Jefferson County Highway Department in the amount of \$42,441.44. Supervisor Derge seconded the motion and carried.

c) Discussion on future road projects and infrastructure updates – ex: Town Hall roof, Fire Dept needs study, Engineering costs for road projects

Highway Superintendent Lillge explained that if the town is going to perform major projects staff and the board need to discuss this together. He is recommending setting a date in January with the Town Engineer to set up a time-line to move forward on the projects.

Supervisor Taylor stated we need to know what we want to do, the costs and get a base-line to work from.

Chairman Goetsch stated he feels this needs to be discussed at the Annual Town Meeting and agreed we could put together rough estimates but then bring it to the Annual Meeting for the public to give input.

Lillge said that the contractor who presented a bid for the roof a few years ago stated the bid is still good. This would need to go out for public bid.

Chief Schilling asked if a meeting with Oliver Construction could be held before the Annual Meeting. Supervisor Derge asked for the Fire Department to put together their long term equipment needs before looking at the building need to look at the whole department and long term needs.

A date will be set to discuss this in further detail. No action was taken.

d) Discussion on purchasing mower tractor for Highway Department

Highway Superintendent Lillge presented a quote to the board for a replacement mower. This quote does not include equipment for snow removal like originally proposed. Discussion followed, no action was taken.

Lillge also noted that in early 2016 the board authorized using up to \$90,000 from fund balance for road projects and to date it appears we did not need to use any of the fund balance amount because of the bids coming in at a lower than projected price.

16. Utility District:

a) Update on implementation of the SCADA system

Utility Plant Manager Wegner explained that the SCADA system is currently on hold. He indicated four out of the nine lift stations are on-line, but they are having problems with the remaining equipment and they should be back after the new year.

Wegner thanked the board for the opportunity to work as the Plant Manager. He is looking forward to this new challenge in his career.

17. Upcoming Meetings:

Town Board Meeting – January 9, 2017 @ 7:00 p.m.

Plan Commission – No meeting scheduled.

Recycling Committee Meeting – December 13, 2016 @ 1:00 pm

Park & Recreation – December 27th @ 7:00 pm

Ixonia Fire Dept. Officer's Meeting – December 21 @ 7:00 pm

Employee Christmas Party – Town Hall – December 20 @ 4:00 pm

18. Motion to Adjourn

Supervisor Derge moved to adjourn the December 12, 2016 Town Board meeting at approximately 7:55 p.m. Supervisor Jaeger seconded the motion and carried unanimously.

Respectfully submitted,

Nancy J. Zastrow
Town Clerk/Treasurer