



## MINUTES OF MONTHLY MEETING OMRO TOWN BOARD OF SUPERVISORS

January 15, 2018

### **1. Call to Order:**

The meeting was called to order at 6:00 P.M. by Chairman, Brian Noe. The Pledge of Allegiance to the flag was given.

### **2. Roll Call:**

Chairman Brian Noe, Supervisors, Allen Knurr and David Friess, Treasurer Paula Beulen, Clerk Jessica Hargrave, Beth Jackson and Attorney, Karen Marone.

### **3. Statement of Public Notice:**

Notice of this meeting was posted at the Omro Town Hall and the Town website. The Omro Herald and Oshkosh Northwestern were notified via email.

### **4. Public Input:**

- None

### **5. Community Policing Discussion:**

- None

### **6. Approval of Minutes:**

- **December 11<sup>th</sup>, 2017**
- **December 18<sup>th</sup>, 2017**
- **December 19<sup>th</sup>, 2017**
- **MOTION:** Supervisor, Allen Knurr moved to approve the minutes for December 11, 2017, December 18, 2017, and December 19, 2017. Supervisor, David Friess seconded the motion.

Ayes – 3, Nays – 0, Motion carried

### **7. Treasurer's Report:**

- **Levy Discrepancies:** The discrepancy from 2015 is because we were levied by both the IRS and the State of Wisconsin. This wasn't an approved board expense so it didn't balance with the Treasurer's reports at the time. Even though the Clerk and Treasurer didn't balance the money was still owed to the IRS and State. The levy was for unpaid taxes from the three quarters in 2014 and two quarters in 2015. They also assessed late fees for all of those missed payments. The Treasurer has taken it off of her outstanding list.
- We were sent a letter from the IRS in 2017 stating we also had a discrepancy from what we paid in 2014 and what we filed for the year. They stated we had a discrepancy for the social security we paid that year. Jessica Hargrave, Clerk sent them what was paid in that 1<sup>st</sup> quarter of 2014, a copy of all the W-2's and a copy of the levies they had already assessed us. They responded back a few weeks ago that the discrepancy still existed and they would be updating their records. It sounds as though we will be sent an invoice for that discrepancy. The reason the taxes were not paid is because Beverly Servogel, former Clerk thought the taxes were being paid through QuickBooks but they were not.
- **MOTION:** Supervisor, David Friess moved to approve the Treasurer's report. Supervisor, Allen Knurr seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**8. Payment of Invoices:**

- **Motion:** Supervisor, Allen Knurr moved to approve the payment of invoices in the amount of \$55,621.83, payment of tax refunds in the amount of \$8,342.70 and payment of a check to Northeast Asphalt for the amount of the reimbursement from Winnebago County. Supervisor, David Friess seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**9. Upcoming Workshops and meetings – authorization to attend.**

- None

**10. Approval of Winnebago County Text Amendment to Chapter 23:**

- Our ordinances control what the Town does and the Town’s ordinances are more stringent than the counties.
- **Motion:** Supervisor, David Friess moved to approve the Winnebago County Text Amendment to Chapter 23. Supervisor, Allen Knurr seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**11. Approval of Updated Town of Omro Emergency Response Plan:**

- Change our name from Township to Town. Update contact information and phone numbers.
- **Motion:** Supervisor, Allen Knurr moved to approve the updated Town of Omro Emergency Response Plan. Supervisor, David Friess seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**12. Discuss and review proposed Request for Proposals for Town hall roof replacement:**

- Outline for requesting proposals. Request a proposal with the removal of shingles. Brian Noe, Chairman will get quotes for a metal standing seam roof.

**13. Discussion and direction to Town Attorney for creation of developer’s agreement for the next phase of development in Sand Hill Farms:**

- Sand Hill Farms has plans to final plat the entire remaining portion of the development, but they only want to build it out in phases. The developer wants to leave the part that does not have utilities and roads and contains wetlands until the end. The Town’s concern is if a final plat is approved and saleable lots are available the developer will recoup their funds and not complete the rest of the development.
- The Town will need a significant security to protect the Town. The Town will require a 50%/50% split of bond and escrow funds equaling 1.5 times the public improvements.
- Will address the placement of drainage to ensure it is done correctly.
- Paving timeline – 50% of lots sold or built or 24 months, whichever comes first in the construction season following the target time-frames.

**14. Discussion of how to proceed in creation of a municipal code for the Town of Omro:**

- Plans to create a municipal code outline to start adding all the ordinances as time is given. Reference that all ordinances remain in effect and are still enforceable.

**15. Reports:**

**Road Supervisor:**

- Not much plowing. County has been doing a little bit of tree work.
- Ice build-up in Harbor Village, was all cleaned up before it got really cold.

**Clerk:**

- None

**Plan Commission:**

- Algoma Sanitary District report.
- Written report as given to the board stands including the Park Committee.

**Town Attorney:**

- Lakeside Bait – WI Dept of Revenue request taken care of.
- Rick Tritt – adding another credit to his bankruptcy list.

**Town Supervisor:**

- Supervisor, David Friess asked if Skype or Facetime is allowed for a Town meeting in case one of the board members is sick. As of right now, this option is not approved yet per Karen Marone, Town Attorney.
- Supervisor, David Friess reported on the Unit Meeting and stated that East Central has a new way to monitor roads for a traffic study.

**Town Chairman:**

- None

**16. Items to be placed on next meeting agenda.**

- None

**17. Adjourn:**

- **MOTION:** Supervisor, David Friess moved to adjourn at 7:07 p.m. Supervisor, Allen Knurr seconded the motion.

Ayes – 3, Nays – 0, Motion carried

Approved: \_\_\_\_\_, 2018.

Paula Beulen, Clerk  
Town of Omro