



# MINUTES OF MONTHLY MEETING OMRO TOWN BOARD

**DATE:** December 18, 2023      **TIME:** 6:00 p.m.      **LOCATION:** Omro Town Hall, 4205 Rivermoor Rd.

## Regular Meeting Called to Order

The regular town board meeting was called to order by Chairman Brian Noe at 6:01 p.m. The Pledge of Allegiance was said in unison.

## Attendance

Chairman Brian Noe, Supervisors Mark Krings and Steve Disterhaft, Clerk Dana Woods, Treasurer Brenda Pluchinsky and Attorney Karen Marone were present.

## Statement of Public Notice

Notice of this meeting was posted at the following locations: Omro Town Hall, 4205 Rivermoor Road; Garbage & Recycling Drop-Off Center, Wendt Road & County Road FF; and near the Corner of Liberty School Rd & County Road F. Notice was also posted on the Town of Omro website and emailed to the Omro Herald and the Oshkosh Northwestern.

## Public Comment

Resident Tom Tuschl - Wondering if the CSM for Silverthorn puts an end to the cemetery purchase. Nobody on the board could say for sure and Christopher Shea was not present to speak about it.

## Community Policing Discussion with Sheriff’s Department Representative

Deputy Hebert was present for any questions or comments from the room. Reported they are seeing a lot of crashes, as well as break-ins of vehicles, especially in Town of Algoma and Town of Black Wolf. Perpetrator seems to be people on bikes. Rarely smashes windows; reminded everyone to lock your doors.

## Certified Survey Map for CBCBF Properties, LLC Affecting Parcels 016-0476, 016-0476-01 and 016-0473

Planning Commission recommended approval and that the proposed split met the requirements. Official copy was delivered, and the taxes are paid as of today.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve the CSM as presented. Motion carried on a 3-0 voice vote.

## Certified Survey Map for Phyllis Silverthorn and Christopher Shea Affecting Parcels 016-0191, 016-0191-01 and 016-0191-02

Planning Commission recommended approval and that the proposed split met the requirements. Official copy was not delivered yet and the property taxes had not yet been paid. Will need both for signatures.

**MOTION** by Supervisor Disterhaft, second by Chairman Noe to approve the CSM as presented. Motion carried on a 2-0 voice vote, with Supervisor Krings abstaining.

**Resolution to Amend 2023 Annual Budget**

Only adjustments needed to clean up year-end financials and keep expenses within budget are to add \$10,000 to Public Safety to account for the donation received that the anonymous donor wanted to go toward fire protection.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve Budget Resolution 2023-4. Motion carried on a 3-0 voice vote.

**Consider Audit of Town's 2023 Financial Records**

KerberRose provided an estimated cost for the 2023 audit, and it included a 38% increase. Clerk Woods reached out to other towns in Winnebago County to see who is having an external audit done, who they are using and what they are paying. Results were provided in board meeting packets. Audit is not mandated by statute since we have separate clerk and treasurer positions. Audit also does not necessarily need to be done immediately. Can always be done later. Doing right away in the beginning of the year helps because we have their report to use in the Annual Report. But in the past, the clerk and the treasurer provided the information for the Annual Report in April.

Consensus was that the \$12,500 could be better used elsewhere in the town's budget. Town board is comfortable with current status of accounting procedures, and has no concerns with current staff, but discussed plans for increased internal oversight (by the town board) of accounting functions in place of external audit. Staff will work on compiling a list of items to inspect – including online bank report access at anytime – and model that list from what the professional auditors requested each year.

**Discuss Possible Uses for 2024 IDB Funding**

Finally had the 2023 funding approved last week. Will be disbursed soon.

The IDB committee seems to realize they need to look at the requirements and how towns qualify or don't. Slightly more in the fund this time; about \$300 for Town of Omro. Chairman Noe shared he thinks we should apply for it to continue the Hwy 21 study and possibly put together a developer's handbook.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to authorize town's application to retain 2024 IDB funding.

Motion carried on a 3-0 vice vote.

**Consider City of Omro's Request for Town's Allocation of IDB Funding.**

No longer necessary due to decision on previous agenda item.

**Consider Contract Renewal with V Jay Potratz LLC for 2023-2024 Snow Removal**

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve renewal of snow removal agreement with V Jay Potratz for the 2023-24 season.

Motion carried on a 3-0 voice vote.

**Approve Revisions to 2024 Town of Omro Meetings Calendar**

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve the 2024 Meetings Calendar with revisions to February town board meeting (12<sup>th</sup>), July PC meeting (9<sup>th</sup>), and October town board meeting (10<sup>th</sup>).

Motion carried on a 3-0 voice vote.

**Approve Wisconsin Elections Commission Badger Books Memorandum of Understanding**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve signing of the WEC Badger Books Memorandum of Understanding.

Motion carried on a 3-0 voice vote.

**Consider Moving Contingency and Restricted Use Funds to Certificate of Deposit**

Treasurer Pluchinsky presented the terms of the CD offered by Fortifi.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to move \$100,000 from Contingency Fund and \$100,000 from Private Roads account into CDs at best possible interest rates available; and keep account signers same as they are for checking accounts.

Motion carried on a 3-0 voice vote.

**Appoint Town of Omro Election Inspectors to 2024-2025 Term**

List of nominees was presented in board packets.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to appoint Election Inspectors for the 2024-25 term, to include Barb Stanek, Bob Slavik, Cheryl Gardner, Deb Larson, Deb Neveau, DonnaMarie Hassenfus, Gretchen Schilder, Kathryn Beck, Krista Benesh, Laurel Coombs, Luann Devos, Marlena Ross, Nancy Case, Rich Kern, Sarak Kirsch, Steve Lewallen, Tamar Mathwig and Tom Tuschl.

Motion carried on a 3-0 voice vote.

**Consider Operator License Applications – Jill Legas and Christine Wolff**

Clerk Woods indicated both were qualified to approve.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve Operator Licenses for Jill Legas and Christine Wolff.

Motion carried on 3-0 voice vote.

**Road Supervisor’s Report:**

- Not much to report.
- Hasn’t snowed much yet.

**Clerk’s Report:**

**Correspondence:**

- Winnebago County Solid Waste Department Shared their Holiday Schedule - Clerk Woods posted it on the town’s website.

**Open Records Requests:**

- November 28, City of Omro Clerk Barb Van Clake requested any “meeting minutes or documents in reference to parcel 016-045401 owned by Soper Properties LLC. Particularly in reference for zoning changes or uses requested in recent years.” Some clarification emails back and forth regarding the time frame, and ultimately she sent everything we had on the subject from 2010 to present.

- December 4, WisGOP Election Integrity requested a list of election inspectors appointed to the 2024-25 term. Clerk Woods responded indicated this record does not exist yet and the town does not accept pre-emptive requests for records to be created in the future. She also let them know they are welcome to submit a new request after December 18.

**Planning Commission:**

- Dealt with CSMs on tonight's agenda

**Attorney's Report:**

- None at this time.

**Supervisors' Report**

- Supervisor Disterhaft asked for an update on getting the Speed-Spy unit to track speeds in the neighborhoods discussed earlier this fall. Chairman Noe will follow up.

**Chairman's Report:**

- Still needs to talk to ASA about working through final punch list.
- Likely not much to accomplish now until spring.

**Meeting Minutes**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve the November 20, 2023 town board minutes as presented.

Motion carried on a 3-0 voice vote.

**Treasurer's Report**

Treasurer Pluchinsky presented her report reflecting balances of:

- Tax Checking: \$1,886.35
- Private Roads: \$118,748.15
- Parkland Dedication: \$3,936.65
- General Fund: \$193,264.64
- Cans for Park \$9,147.76

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve the November 2023 Treasurer's report as presented.

Motion carried on a 3-0 voice vote.

**Accounts Payable**

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve accounts payable in the amount of \$40,118.42.

Motion carried on a 3-0 voice vote.

**Upcoming Meetings or Workshops**

WTA Unit meeting is January 4 at Town of Clayton.

WTA District Meeting information shared in WTA magazine. Still plenty of time to register.

**Agenda Items for Next Meeting**

None mentioned.

**Closed Session**

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to have the Town Board may convene into closed session, pursuant to Wis. Stats. Sec. 19.85 (1)(e), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, related to potential town property annexation at 7:04 p.m.

Motion approved on a 3-0 roll call vote.

**Adjourn**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to adjourn the meeting from closed session at 7:34 p.m.

Motion carried on a 3-0 roll call vote.

Submitted by Dana Woods, Town Clerk

Approved by Town Board January 15, 2024