



# MINUTES OF MONTHLY MEETING OF THE OMRO TOWN BOARD OF SUPERVISORS

**DATE:** December 19, 2022      **TIME:** 6:00 p.m.      **LOCATION:** Omro Town Hall, 4205 Rivermoor Rd.

## **Regular Meeting Call to Order**

The regular monthly meeting was called to order at 6:00 p.m. by Chairman Brian Noe. The Pledge of Allegiance was said in unison.

## **Attendance**

Chairman Brian Noe, Supervisors Mark Krings and Steve Disterhaft, Clerk Dana Woods, Deputy Clerk Brenda Pluchinsky, Treasurer Beth Jackson 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**

None.

## **Community Policing Discussion**

None.

## **Set Date and Time for the 2023 Nominating Caucus**

Nominating Caucus is required to be held between the dates of January 2, 2023 and January 21, 2023. Traditionally the Town has held the caucus on a Saturday at noon. Due to the possibility of unfavorable weather and the requirement that the meeting notice needs to be published 5 days ahead of time, it was determined the date of January 7, 2023 would work best.

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve the date and time of the Nominating Caucus to be January 7, 2023 at noon.

Motion carried on a 3-0 voice vote.

## **Resolution to Amend 2022 Annual Budget to Increase Funding for Town Road Maintenance**

This is the final budget resolution to reconcile the 2022 budget. To reconcile the budget, money needs to be added to a couple different categories; these funds are taken from surpluses in other categories. When this is required, it needs to be done with a budget resolution.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve Resolution 2022-12 to amend the 2022 Annual Budget for the Town of Omro.

Motion carried on a 3-0 voice vote.

## **Consider Increase of Deputy Clerk's Hourly Wage**

The new Deputy Clerk Brenda Pluchinsky has been working out well. Probationary period has ended. Clerk Woods submitted a proposal in the board packets to increase pay to \$17/hr starting with the January 2023 paycheck. The increase will take place without increasing the budget as hours worked will be more efficient now that a lot of training has been completed.

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve the increase of the deputy clerk's hourly pay as proposed by the clerk without increasing the budget.  
Motion carried on a 3-0 voice vote.

**Authorize Purchase of Badger Books Electronic Poll Book System from Paragon Development Systems**

Board was provided with information on the Badger Books previously. At that time the purchase was put on hold due to lack of funds in budget. The purchase of the Badger Books is tentatively worked into the Elections budget for 2023. Since it is a large purchase, Clerk Woods would like authorization from the board. City of Omro has been using them for 3 years. Clerk Woods feels the WEC will mandate them possibly in the future. This is a one-time purchase for now but there may be required upgrades in the future. The total cost of (4) units (allowing for growth in the town) quoted in August would be \$8,540.95 (\$6,168.00+\$2,372.95). The implementation of the Badger Books would greatly help with line disparity, remove the possibility of most human error and speed up the reconciliation of the election. Supervisor Disterhaft inquired on training. Clerk Woods is planning to attend training in January. Barb from the City of Omro does offer training as well. Poll workers will also need to be trained. Chairman Noe was asking about IT requirements. Clerk Woods is confident we are well equipped for any IT requirements. Chairman Noe pointed out that since Badger Books are a sole source provider we do need to publish the purchase for bids. Attorney Marone confirmed.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to authorize the purchase of the Badger Books.  
Motion carried on a 3-0 voice vote.

**Consider Adopting Alternative Claims Procedure Ordinance Under Wis Stats. 60.44(2) to Provide an Expedited Process for Paying Select Types of Bills**

Acceptance of this ordinance would reduce the amount of late fees incurred by the Town. Currently payables are issued only once a month (at board meetings). Most of the Town's vendors understand and work with the Town. The problem mainly lies with utilities. Clerk Woods pointed out that some late fees are minor, but the fees do add up. The ordinance will allow for payments to be made from the town treasury if the town clerk approves in writing the claim as a proper charge against the town treasury. A claim against the town is a proper charge against the town treasury if the clerk determines that all of the conditions set forth in the ordinance have been met:

Clerk Woods would still need to file with the Town Board a written list of the claims (bills).

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to Adopt Alternative Claims Procedure Ordinance.  
Motion carried on a 3-0 voice vote.

**Discuss Potential Audit of Town's 2022 Financial Records**

KerberRose will honor original proposal price for all 3 years. Original proposal was \$9,500/year but most of the hard work has been done for 2020 and 2021 and they charged \$16,000 for those two years. Clerk Woods feels it will be around \$8,000 for the year. If we are going to forgo it, we need to make that decision now and come up with an alternative plan. If we are going to move forward, we need to make the decision now so we can get on their schedule.

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to authorize Kerber Rose to audit the Town of Omro 2022 financial records.

Motion carried on a 3-0 voice vote.

**REPORTS:**

**Road Supervisor's Report:**

- Box culvert on Bradley was replaced as previously discussed. Good call to get it done now before the price of materials increased. Will need to be paved next year.
- Only one major plowing event so far this year. Went well with the exception of some upset about the gravel roads not plowed. Unfortunately, with the present conditions, plowing would have resulted in damage to the roads.

**Clerk's Report:**

- **Communications:**
  - Winnebago County Solid Waste sent us the rates for 2023 and the 2023 Holiday calendar. Calendar will be posted online.
  - Dump WILL be open on the 24<sup>th</sup> and 31<sup>st</sup> per Tom Tuschl.
  - Town received three more donations to help funding toward next year’s anniversary celebration. Darrell Thoma \$50; Thomas Krueger \$25; Milk Source \$500.
  
- **Open Records Requests:**
  - Trevor Damkot from Alpine Insulation Requesting “Building Permit Reports from November.” Clerk Woods again emailed him the monthly report provide by the town’s building inspector, Marty Johnson.
  - September 29 request from Eric Wagner that was still pending as of last month’s meeting while the clerk waited for him to come and retrieve the records is now closed. Mr. Wagner came to the town hall on December 9<sup>th</sup> and was given the meeting recordings he requested on a flash drive.

**Planning Commission:**

- Recapped the discussion with DOT and got to go through evaluating survey results determining what the next action items should be so the first phase of the corridor study can be wrapped up. Will take some time to compile the information to determine what yet needs to be done. There is a good chance there will be no meeting in January.

**Attorney’s Report:**

- Attorney Marone wanted to let everyone know that Rural Mutual Insurance agent, Andy Ballard, has passed away. He had done good things for the town, and he will be missed.

**Supervisors’ Report:**

- Supervisor Krings stated it has been pretty snowy in the parks lately so not much going on.
- Tom Tuschl inquired about snowmobiles in the parks, ruining trails for snowshoers and skiers. Tom stated he didn’t know which park but saw a note maybe in the Friends of Priske Park. Supervisor Krings stated he thought there was a rule that said no snowmobiles in the parks. He will check out the park and verify if there is a posted sign. Chairman Noe stated if there is no posted sign we may want to post a temporary one.

**Chairman’s Report:**

- Chairman Noe stated there was little activity on subdivisions under construction lately due to the weather. Hoping they will be working to get the easement work done over winter. Will not let them build until it is finished.

**Meeting Minutes**

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve the November 21, 2022 town board minutes with the suggested revisions.

Motion carried on a 3-0 voice vote.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve the November 21, 2022 Public Hearing minutes, and accept and recognize the minutes of the Special Meeting of the Electors.

Motion carried on a 3-0 voice vote.

**Treasurer’s Report**

Treasurer Jackson presented her written report.

Tax season is here! Treasurer Jackson will be accepting tax payments in person at the Town Hall as follows:

- Friday, December 23<sup>rd</sup> from 3:00 p.m. - 6:00 p.m.
- Saturday, December 31<sup>st</sup> from 8:00 a.m.- 11:00 a.m.

Treasurer Jackson stated if the weather is bad, (sever winter storm predicted for the 23<sup>rd</sup>) she may not make it in. Other options are to mail in payment or drop the payment in the drop box at the Town Hall. Any complaints about the school taxes due to increase of referendum amount collected should be referred directly to the school. Clerk Woods will forward attachment from Amanda at the Omro School District to the supervisors.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve November 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 \$23,971.01.

Motion carried on a 3-0 voice vote.

**Upcoming Meetings or Workshops**

The next WTA Unit Meeting is January 5<sup>th</sup>, 2023 at the Town of Winneconne.

**Agenda Items for Next Meeting**

None mentioned.

**Closed Session**

**MOTION** by Supervisor Krings second by Supervisor Disterhaft to enter into closed session at 6:53 p.m., pursuant to Wis. Stats. Sec. 19.85 (1)(g), 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 Ross/Wagner Litigation.

Motion carried on a 3-0 roll call vote.

**Adjourn**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to adjourn the meeting from closed session at 7:19p.m.

Motion carried on a 3-0 roll call vote.

Submitted by Brenda Pluchinsky, Town Deputy Clerk

Approved by Town Board January 16, 2023