



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

**DATE:** September 26, 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, and Treasurer Beth Jackson were present. Attorney Karen Marone was excused.

## **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 present at this time.

## **Certified Survey Map for James Gollinick**

Chairman Noe shared the CSM was being requested to add portion of land to existing parcel to allow for a building expansion. No parkland dedication fees would apply due since no new lots are being created. No zoning change required. Planning Commission recommended approval. Board members had no questions to pose to the applicant.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve Certified Survey Map for James Gollinick affecting Parcels 016-0352-01 & 016-0352.

Motion carried on a 3-0 voice vote.

## **Approve Joint Powers Agreement with Winnebago County**

Annual agreement that allowed the County Sheriff's Dept to enforce ordinances in the town.

**MOTION** by Supervisor Disterhaft, second by Supervisor Krings to approve renewal of Joint Powers Agreement with Winnebago County.

Motion carried on a 3-0 voice vote.

## **Approve Town of Omro Election Contingency Plan**

Chairman Noe explained that he and Clerk Woods met with the Fire Department to request use of the fire station to use as a backup location. Algoma Sanitary District also are willing to have it. Clerk explained the need for an Election Contingency Plan. Hadn't found one on file for the town yet.

Supervisor Disterhaft asked a question about moving the voting machine if necessary. Clerk Woods explained the process.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to accept the Election Contingency Plan as presented.

Motion carried on a 3-0 voice vote.

### **Ordinance Codification Project Update**

Down to two remaining items; hope to get an ordinance for the board to adopt soon.

### **Authorize Town Clerk to Apply for Election Security Subgrant**

Clerk Woods explained the opportunity to get up to \$1,200 to use to offset the cost of managed IT services.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to authorize the clerk to submit application for the Election Security Subgrant.

Motion carried on a 3-0 voice vote.

### **Update on Properties Given Notice of Violation to Town of Omro Public Nuisance Ordinance and Amended Ordinance No. 1997-1**

Supervisor Krings mentioned he'd noticed the property on FF has been mowed and kept in good shape other than in back where some junk remains. Looks much better than it did. Don't know if the back part will change a lot, front is kept up.

Property on F has not changed much. Wasn't sure if town attorney sent another letter in the last couple months or not. Chairman Noe said he would check with Karen because it seemed like the town would be looking to take legal action on that one if nothing has been done.

### **Update on Refuse in Yard of Property on Heise Road**

Chairman Noe commented that refuse is gone, down to a brush pile now. Supervisor Krings affirmed and said they continue to work on it. Much better than what it was. If it gets worse, will have it brought back to agenda again.

### **Discuss Possible Discontinuation of Town's Tax Collection Savings Account**

Treasurer Jackson explained we currently have five accounts. Explained the use of each and how we'd prefer to have the direct deposits go directly to the tax checking account. Board members asked about the loss of interest earned and if there was any benefit to keeping it. Item was tabled for now. Treasurer Jackson will get more information and try to find out what the interest difference would be.

### **Approve Operator License Application**

Clerk Woods confirmed the application is in order and background check warranted approval.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve Operator License Application for Michael O'Connell

Motion carried on a 3-0 voice vote.

### **Appoint Additional Election Inspectors to the remainder of the 2022-23 Term**

Clerk Woods explained that we have a large roster, but based on availability for each, adding a few more would be beneficial. These individuals have expressed interest since the time of Election Inspector appointments last fall.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to appoint Tamar Mathwig, Marlana Ross, Deborah Neveau and Karrine Spiller as Town of Omro Election Inspectors for the remainder of the 2022-23 term.

Motion carried on a 3-0 voice vote.

## **REPORTS:**

### **Road Supervisor's Report:**

- Haven't done much besides fill a few potholes and culvert setting. Budget won't allow much else to happen.
- Couple places that have dead ash trees but will likely wait until next year.
- Have some projects that will be put off to next budget cycle.

### **Clerk's Report:**

- **Communications:**
  - Winnebago County Health Department has scheduled their Covid-19 Vaccine Clinics to take place at the Omro Town Hall. They will be here on November 15 and December 20 from 11am to 1pm both days
- **Open Records Requests:**
  - August 30 – Trevor Damkot from Alpine Insulation Requesting “Building Permit Reports for the Town of Omro from the past four months.” The town’s building inspector Marty Johnson updates the annual permit log and provides the updated version each month, so this was readily available. Clerk provided the responsive records within the same day the request was made.
  - September 14 – Rachel Vogel from American Transparency Requesting “An electronic file of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021,” stating that “Each employee record should contain the year of compensation, first name, middle initial, last name, hire date, base salary amount, bonus amount, overtime amount, gross annual wages and position title.” The request went on to state, “*Per Wisconsin’s Open Records Law, we are willing to accept any available document you are able to provide that contains minimum requirements of employee names and 2021 gross wages.*” Clerk generated a pdf of a full Payroll Summary Report for the year 2021 and emailed it back to her. This request was fulfilled within 8 business days.
- **Elections:**
  - Next election is the General Election on November 8. Those with a valid absentee request on file by September 22 had their absentee ballots mailed out that day. As of today, have sent out 121 Absentee Ballots. In-person absentee voting will be between October 25 and November 4, either during our open hours or by special appointment. Please note that, like the previous two elections, absentee ballots CANNOT be placed in the drop box; they need to be either sent through the mail or handed directly to the clerk. By law, ballots placed in the drop box cannot be counted.
  - Court Case ruling results in temporary injunction on WEC guidance regarding missing absentee witness address. As clerks we want to do whatever we can to make sure that everyone’s vote counts. Clerk stressed to all in the room to share that all highlighted areas on the absentee ballot certificate envelopes need to be completed in order for a ballot to be counted.
- **Deputy Clerk Position:**

- Have hired Brenda Pluchinsky as Deputy Clerk. She will be mainly working on Wednesday mornings during the slower seasons, but right now is NOT a slow season with the election coming up. She has 18 hours of mandatory elections training she's been working through in these first weeks and will I'm sure she will be a great asset to the clerk's office.

**Planning Commission:**

- Gollinick CSM dealt with earlier tonight.
- Wagner Site Review has a number of revisions that will need to be made and will be coming back.
- HWY 21 corridor study. Chairman Now and PC Chairman Roskom met with school district administrator and will hopefully be meeting with DOT soon.

**Attorney's Report:**

Not present.

**Supervisors' Report:**

Supervisor Krings submitted a report on park maintenance he and Phil Ertmer have been doing this season. Hours were tracked for informational purposes so the town can have a good understanding of the work involved, should it be contracted out. He further commented that S/W Park gets used by some. Priske doesn't seem to get hardly any use. Good to know what it takes to maintain what we have before we consider adding more to maintain.

**Chairman's Report:**

Trying to get the two pending subdivisions to completion with regard to stormwater requirements.  
Ormand Beach - Developer says he's going to drain the pond to get that dredged out.  
Sandhill Farms - Told them they need to get everything done before building anything more.

**Meeting Minutes**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve meeting minutes from regular board meeting on August 15, 2022

Motion carried on a 3-0 voice vote.

**Treasurer's Report**

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to approve 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 \$39,516.97.

Motion carried on a 3-0 voice vote.

**Upcoming Meetings or Workshops**

Fall Workshops happening now; Treasurer Jackson, Clerk Woods, Deputy Clerk Pluchinsky are participating.  
Town Law Conference will be Friday; Chairman Noe participating.  
WTA Annual Conference coming soon. Nobody from the town has registered as of today.  
Unit Meeting coming up in Winchester.

**Consider Resident Request to Begin Fundraising for Potential 175<sup>th</sup> Anniversary Celebration**

Moved this item to the end in case any of the residents who asked about it arrived late. Since the publication of the history book, it came to the attention of some that the town will have a milestone anniversary soon, would

like to have a celebration, but a nice event will require funding. Some residents have asked the board to consider allowing some funding in the 2023 budget to help but also feel a fundraising effort will be necessary. Will start by asking vendors, and also send a letter with the annual tax bills to let them know about the celebration coming up in case any private residents would like to contribute or have a business that would like to.

**MOTION** by Supervisor Krings, second by Supervisor Disterhaft to authorize fundraising for a potential 175<sup>th</sup> anniversary celebration.

Motion carried on a 3-0 voice vote.

**Agenda Items for Next Meeting**

None mentioned.

**Adjourn**

**MOTION** by Supervisor Disterhaft second by Supervisor Krings to adjourn the meeting at 6:48 p.m.

Motion carried on a 3-0 voice vote.

Submitted by Dana Woods, Town Clerk

Approved by Town Board October 17, 2022