



## MINUTES OF MONTHLY MEETING OMRO TOWN BOARD OF SUPERVISORS

January 18, 2016

### 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 Charles Whittaker, Clerk, Beverly Searvogel, Treasurer, Paula Beulen and Attorney Marone were present.

### 3. Statement of Public Notice:

Notice of this meeting was posted at the Omro Town Hall, the entrance to the Landfill/Recycling Center on Wendt Road and County Road FF and at the tower site on County Road F and Liberty School Road. The Omro Herald and Oshkosh Northwestern were notified via email.

### 4. Public Input:

- Viola Schmick, 4511 Rivermoor Road—Addressed the board concerning the clerk position opening and asked that the board add a requirement to the job description that the new clerk be required to be at the town hall for at least 4 hours per week. She strongly suggest that this should be done for the sake of the Town of Omro residents.
- Hans Hatopp, 323 Ann Arbor Road, Ann Arbor, MI—Addressed the board concerning his son's property in the town and the action's the town is taking against him. He feels it is wrong for the board to be using the town attorney to represent itself when his son is a taxpayer in the town and should be able to be represented by the town attorney also. He feels that the way the item addressing his son's property is listed on the agenda is inaccurate as he is not running a business. He stated that no one is being injured and doesn't understand why the town is singling out his son's property and claiming it is a nuisance property in the town.

Chairman Noe stated that the town has been addressing the situation of necessary clean-up on his son's property for the past 9 months and there has not been very much cooperation at all. He has been given ample time to rectify the situation and has not done so.

**5. Community Policing Discussion:**

No officer appeared at this month's meeting.

**6. Approval of Minutes:**

- **MOTION:** Supervisor, Allen Knurr moved to approve the December 21<sup>st</sup>, 2015 Minutes. Supervisor, Charles Whittaker seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**7. Treasurer's Report:**

- **MOTION:** Supervisor, Charles Whittaker moved to approve the Treasurer's Report and the batch of tax refund checks. Supervisor, Allen Knurr seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**8. Payment of Invoices:**

- **MOTION:** Supervisor, Allen Knurr moved to approve payment of the invoices totaling \$67,541.76. Supervisor, Charles Whittaker seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**9. Upcoming workshops:**

None.

**10. Approval of revised CSM as requested by Larry Tice:**

a. CSM for Eric Hoffman, 895 Michigan St., parcel numbers 016-0440 and 016-0559, Lots 4 and 5.

- **MOTION:** Supervisor, Allen Knurr moved to approve the revised CSM for Eric Hoffman, 895 Michigan St., parcel numbers 016-0440 and 016-0559, Lots 4 and 5, to include two parkland dedication fees. Supervisor, Charles Whittaker seconded the motion.

Ayes – 3, Nays – 0, Motion carried

b. CSM for Eric Hoffman, 895 Michigan St., parcel numbers 016-0449, Lots 1, 2 and 3.

- **MOTION:** Supervisor, Allen Knurr moved to approve the revised CSM for Eric Hoffman, 895 Michigan St., parcel number 016-0449, Lots 1, 2 and 3, to include one parkland dedication fee. Supervisor, Charles Whittaker seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**11. Approval of proposed CSM for Excel Properties, parcel number 016-0449, East end of Valley Heights Road:**

There was no action taken on this as there are still some issues that need to be worked out first and a storm water plan needs to be completed. Jim Smith from Martenson & Eisele will grant an extension on this CSM.

**12. Discussion about amending fee schedule to create one culvert permit fee to allow fee to be collected at time of building permit issuance:**

The fee for culvert permits has not changed since November 2000. Marty Johnson, Town Building

Inspector, does not have any issues with collecting the culvert permit fee at the time of issuing the building permit.

- **MOTION:** Supervisor, Allen Knurr moved to approve the increase in the culvert permit fee to \$300 effective February 1, 2016. Supervisor, Charles Whittaker seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**13. Discussion of other fees to be adjusted in the Town's fee schedule:**

There was discussion about other fees that could be adjusted such as the site plan fee. It was determined that this will be reviewed after the subdivision ordinance is updated. There was also discussion about considering a combination fee for multiple items like CMS & Zoning changes at the same time.

**14. Discuss request to explore potential for Town tax payments to be accepted at local bank in City of Omro:**

Town Treasurer, Paula Beulen stated that the town's bank, 1<sup>st</sup> National in Berlin, would not be agreeable to doing this. After discussion, it was determined that there really isn't much of a need for this right now. It can maybe be reviewed again in the future.

**15. Review and approval of updated "Pre-Development Agreement" to be used as a template, and authorization to allow designated Town officials to enter into these agreements without full board action:**

The board reviewed the template of the Pre-Development Agreement that would be used for all new future developments. It is a boilerplate document that would be used to protect the town's interest.

- **MOTION:** Supervisor, Charles Whittaker moved to approve the use of the Pre-Development Agreement for all future developments. Supervisor, Allen Knurr seconded the motion.

Ayes – 3, Nays – 0, Motion carried

**16. Discuss recruitment process to be used for filling Town Clerk position:**

An employment advertisement will be placed in the Omro Herald and the Oshkosh Northwestern, in addition to the WMCA website and Indeed.com with a deadline of February 12<sup>th</sup> to receive applications. The applications will be reviewed after the February Town Board meeting and interviews would be scheduled for the following Tuesday and Thursday.

**17. Consider changing meeting date for February Board meeting:**

The February Board meeting will be changed from February 15<sup>th</sup> to February 18<sup>th</sup> due to the February Primary Election. The March Board meeting will be changed to Tuesday, March 22<sup>nd</sup>.

**18. Approval of working with another UWO student intern for Town project:**

The town board approved working with another UWO intern for a future town mapping project.

**19. Appoint audit committee:**

Chris Musha and Jamie White are willing to serve again this year. Another individual is needed to complete the committee. This item will be added to next month's agenda.

**20. Update on action taken regarding complaint received about unlicensed vehicles and vehicle repair business located at 2511 County Road FF:**

There was nothing further to discuss on this matter.

**21. Update on action taken on nuisance property located at 5636 Reighmoor Road:**

Mr. Killilea still has not removed a few of the stumps and the vehicle yet. They will be removed in spring when it's possible.

**22. Update on action taken regarding unlicensed vehicles and public nuisance located at 4509 and 4515 County Rd F:**

Attorney Lim will contact Attorney Marone this week to set up an appointment to view the property possibly by the end of the week.

**23. Update on action taken on clean-up of property on Hwy 21 East of City of Omro:**

Chairman Noe talked to the fire chief and they are using it for training purposes. Part of the shed has already been removed.

**24. Reports:**

**Road Supervisor:**

- a. Doug Gunz reported that there was a car parked on Springbrook Road and it prevented the county from being able to plow the road without striking the car. He received a report that West Reighmoor was very icy so he had the county salt the road.

**Clerk:**

- b. No report.

**Parks Committee:**

- c. No report.

**Plan Commission Chair:**

- d. No report.

**Town Supervisor:**

- e. No report.

**Town Chairman:**

- f. Chairman Noe reported that he spoke with the high school about the park sign. The instructor

just needs the plans for it. He also reported that the agreement with ASA was signed on January 18<sup>th</sup> so the bond will not be needed for security.

**25. Communications:**

A letter was received from Winnebago County about the tipping fees and commodity surplus for 2016.

**26. Town Hall Maintenance Needs:**

The carpet replacement in the office will be postponed until the new clerk is hired.

**27. Items to be placed on next meeting agenda:**

No suggestions were made.

**28. Closed session:**

- **MOTION:** Supervisor, Allen Knurr moved to convene into closed session, 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 likely to become involved. Supervisor, Charles Whittaker seconded the motion. Roll call vote taken: Noe - Aye; Knurr – Aye; Whittaker – Aye. Motion carried.

**29. Open session:**

- **MOTION:** Supervisor, Charles Whittaker moved to allow the Town Board to reconvene into open session to take action upon matters discussed in closed session. Second by Supervisor, Allen Knurr. Roll call vote taken: Noe – Aye; Knurr – Aye; Whittaker – Aye. Motion carried.

**30. Adjourn:**

- **MOTION:** Supervisor, Charles Whittaker moved to adjourn at 8:06 p.m. Supervisor, Allen Knurr seconded the motion. Ayes – 3, Nays – 0, Motion carried

Approved: \_\_\_\_\_, 2016.

Beverly A. Searvogel, Clerk  
Town of Omro