

July 20<sup>th</sup> 2022

The Town of Saratoga Town Board met at 6:00 pm in the Town Board Room. Chairman Carrell called the meeting to order. All board members were present. The meeting was officially noticed on July 15<sup>th</sup> 2022.

The Pledge of Allegiance was recited.

Chairman Carrell cited §17.25 regarding the appointment of a Town Supervisor. Carrell stated after the review of 4 candidates, her recommendation was to appoint Roger Wilcox as the new Town Supervisor. Chase Brockman submitted his resume nominating himself for the position. Clerk Heidi Kawleski also nominated Chase Brockman for the Town Supervisor position. Mr. Wilcox was given the opportunity to share information on why he felt he would be a great addition to the Town Board. Billie-Jo Kester asked why Mr. Brockman wasn't considered for the position since he has expressed interest multiple times. Leichtnam stated Madame Chairman per your recommendation I make a motion to appoint Roger Wilcox to the Town's vacant Supervisor seat. Kretschmer seconded it. Roll call was taken: Kawleski-nay, Kretschmer-aye, Carrell-aye, McDonald-nay, Leichtnam-aye. 3 yes, 2 no. Appointment confirmed with Roger Wilcox as the new Town Board Supervisor fulfilling the remaining term until April 2024.

Roger Wilcox read and signed the Oath of Office.

No Public Comment at this time.

Kimberly Stimic is running for Wood County Clerk of Circuit Court. She introduced herself and shared a little about the Clerk of Courts Position.

Brandon Burroughs asked the board what steps that would like him to take next regarding a resident that has defaulted \$5300 for nuisance violations. He has worked with this resident in the past to develop a clean-up plan, and things are not moving forward. Brandon has spoken with the Town's Attorney and he suggested to pursue this in Court. The board supports any action that Brandon needs to take to get this taken care of. The town is down to only 5 unlicensed dogs.

Building Inspector and Zoning Administrator were absent.

Rick Nowicki from Alliant Energy provided that Wood County Solar Project Update. The project is going very well. They have energized the first circuit in the field, and getting closer to putting power on the grid. The silt fencing is almost all removed and the grass is coming in very nice. Staff on site is being reduced. Chairman Carell asked if they would like for us to keep the speed limit reduced to 35. Mr. Nowicki stated he was ok with it going back to 45. Leichtnam inquired about viewing platforms on Rangeline. Mr. Nowicki stated there is a viewing area by the Eastside turnout close to the gate, but wasn't aware of any platform. McDonald stated that the platform wasn't in place because Alliant had concerns about the liability. If a viewing platform is wanted, this would be the Town's responsibility.

Road Oversight Manager Passineau stated that Monday, the road crew will start working on the dip repairs. It should take about 6-7 days to complete. It was requested if needed, could they reach out to Wayne Coon for assistance. Passineau would reach out to him if this deems necessary. The gravel will need to settle and the dips will be paved this fall. The chip seal on Young Street/Church Ave should start the 2<sup>nd</sup> week of August with paving to follow in the fall. David Drive and Rosewood is being done by different contractor and Doug wasn't able to touch base on approximate start date. Lexus Lane should have gravel starting on Monday or Tuesday, then it will be pulverized, shaped and paved. The 1<sup>st</sup> cut of mowing is complete within the town. The road crew is working on cutting vegetation that is blocking stop ahead and stop signs. Leichtnam was concerned about the debris and rocks along Blue Ridge and Rangeline. Passineau will check on this.

Kasten Kester stated things were coming along smoothly for the Road Crew. Carrell stated that she is hearing many compliments on the mowing that was done. Sarajane Snyder asked about the trees overgrown on County Road Z. This is a County Road, therefore the County would need to be contacted.

Krestschmer gave the SPARKS meeting update. The next meeting will be August 15<sup>th</sup> at 6:00 pm. They meet every 3<sup>rd</sup> Monday of the month, however the September meeting will be on September 26<sup>th</sup> at 6:00 pm. A survey was recently added to the Town's website asking for community input regarding Outdoor Planning and Recreation. This survey will be available until September 11. The survey is located at <https://www.surveymonkey.com/r/saratoga-orp>.

McDonald gave the Plan Commission update. They have Chapters 2-3 reviewed. They revised Chapter 4-5 and will review them at the next meeting. They are continuing to work on updating the Comprehensive Plan.

Heidi Kawleski gave the Clerk's report. She submitted her resignation effective August 15<sup>th</sup>. She also stated that the following items were requested to be on the agenda for this meeting and after correspondence with Chairman Carrell were not included; the Road Oversight Manager's position definition of duties, the stop sign policy (not ready yet), and the Business Ordinance which was not prepared for a meeting yet. She also stated that the Grand Rapids Fire Contract is up this year and the Town of Saratoga will need to meet with them to update this.

Billie Jo Kester gave the Treasurer's report. 5 dog citations were given. The Town audit paperwork is prepared and available for viewing.

Board Informational Announcements:

Kretschmer received a mailing reflecting that things are moving forward with Solar Project #2.

Carrell stated that she received feedback from a future potential town resident looking at properties along Nepco. He shared with her that boat traffic would be beneficial. Carrell shared information on SPARKS with him.

The Town Board, along with Town residents in the audience expressed gratitude to Heidi Kawleski for her years of service and dedication to the town. She will be missed greatly.

Leichtnam provided updates from the County Level regarding the expansion of broadband. This passed 19/0. \$11 million will be used for fiber optic cable, towers and any additional equipment needed to make this connection happen. Bug Tussel will be the service provider for South Wood County, Frontier will be the service provider for North Wood County. It is estimated that this project will take roughly 10 years to complete.

Kretschmer made a motion to approve the July 6<sup>th</sup> minutes with corrections. Leichtnam seconded it. All in favor. Motion passed unanimously.

June 1, 2022 minutes did not need to be amended. The June 15<sup>th</sup> minutes will be amended at the next meeting.

Information was provided to the board to amend the Town Zoning ordinance specifically for the Suburban Residential (RS-1) and Rural Residential (RR-1). These changes are not ready to be approved today. McDonald wanted to communicate to the board the items that were being added/changed. They are looking at making specifications to the size and number of additional buildings on a property. McDonald explained if someone wants to have a building larger than the specified size, they would be able to reach out to the Plan Commission to approve or deny the request. Lorelei Fuerher asked if a public hearing is needed for these changes. The proposed changes will be reviewed at the August 17<sup>th</sup> meeting.

Discussion took place regarding the Town's role with Historic Point Basse/Wakely. This is a nonprofit organization in the area. They are in need of new volunteers and financial help keep going forward. They are not intending to give up control of the property, nor does the Town want to take over control. With the Town's Comprehensive Outdoor Plan, this could possibly open up more grant opportunities. Chairman Carrell read an email from a member of Historic Point Basse/Wakely and they felt very hopeful after the town sharing information on a grant opportunity that they could apply for. SaraJane Snyder expressed the need to have bathrooms there, separate from Wakely. Supervisor Wilcox will reach out to Consolidated Water and Power to see what resources they might be aware of for options located close to the river.

There was a request by a Town Resident to have an outside audit of the town books done. Supervisor Carrell read an email from the Town's Association regarding an outside firm completing an audit of the town books. The email stated, this is done more often when you have a combined Clerk/Treasurer position. This can cost anywhere from \$4,000-\$10,000. The board reviews the bills written out each meeting. Heidi Kawleski and Billie Jo Kester explained that every month the clerk and treasurer balance each other, along with Billie-Jo reconciling with the bank continuously. The Clerk also submits the Annual Financial report to the Town at the Annual meeting in April and submits the Form C to the state in May. Each report accounts for all of the money coming in and going out of the Town for the previous year. Twice a year, a full audit is done by the board. The bi-annual materials were prepared and available to review at the meeting. The audience had mixed feelings about paying an outside firm to do an audit of the Town books. Several residents stated that was unnecessary since the records always match up and have many checks and balances. Dave Carrell stated that every business should have the external audit completed regardless because it's the responsible thing to do. Kester and Kawleski stated that if the Town decides to have an external audit done, to also have the Financial Report, Form C, and F65 forms for the town. Kretschmer made a motion to look at an audit of the town books and turn in the financial report, F65, and Form C in April/May. Leichtnam seconded it. SaraJane Snyder stated they could probably look at the methods on ways to prepare an audit, as an advisory but not necessarily an audit, since the books are coming out. Kretschmer made a motion to amend her previous motion to get quotes for professional accounting services for audit and fill out the financial report, form C, and F65 report. Leichtnam seconded it. All in favor. Motion passed unanimously.

The SPARKS committee met regarding the Outdoor Comprehensive Plan. They have established a survey and they will learn the results of the survey on September 26<sup>th</sup>. The results will be compiled to determine that goals and objectives. Kretschmer stated that they will be specific on the final recommendations as they work on future grants for the town.

The Wood County Bike and Pedestrian Trail signs have been placed by the Road Crew. McDonald was going to check the arrows because some signs were not aligning correctly.

The Road Crew was given notice that they will need to perform onsite work at Nepco Lake Public Access parking lot once the permits are received. Either the SPARKS committee or Chairman Carrell will provide the road crew with the current plan.

Discussion took place for the amount and approval of money for use in 2022 and 2023 for Nepco Lake Public Access project. Kretschmer was wanting to make sure that the allocated money will be able to be released when needed for the Nepco Lake Public Access. The SPARKS committee applied for a \$30,000 CEED grant. They received \$20,000 for the year 2022.

Billie-Jo Kester stated that the Town Board will need to reach out to Rob Sigler at the Nekoosa Bank. They are willing to use their own securities for collateral in order to keep the Town's money with them.

Kretschmer has been in contact with engineering companies and design facilities for the Nepco Lake Public access location. Some quotes were over \$25,000. She also made contact with landscape companies. Schallow's Nursery out of Marshfield had a quote for \$4050 just for the design.

Leichtnam made a motion to " earmark" \$4050 for the design of the Nepco Lake Public Access Area to Schallow's Nursery of Marshfield. McDonald seconded it. Motion passed unanimously.

Leichtnam made a motion to earmark \$25,950 for the 2022 calendar year for work on the Nepco Lake Public Access area. McDonald seconded it. Motion passed unanimously.

The \$4050 and the \$25,950 is the Town's portion of money that was referenced in the CEED grant.

Kretschmer made a motion to earmark \$30,000 in 2023 for the Nepco Lake Public Access property. Wilcox seconded it. Motion passed unanimously.

Kretschmer made a motion to approve Ordinance No. 7-20-22A Regulating the Installation and Maintenance of Address Tiles in the Town of Saratoga. Leichtnam seconded it. Motion passed unanimously.

McDonald made a motion to approve ordinance amendment to Ordinance No. 7-20-22B relating to issuance of citations for violations of Town ordinances. Leichtnam seconded it. Motion passed unanimously.

Leichtnam verbally spoke with Dan Cook. He is interested in becoming a Board of Adjustment member. Lisa Klein has not confirmed or denied her interest on fulfilling another term. Carrell made a motion to appoint Dan Cook as Board of Adjustment member for the seat vacated by Lisa Klein. Leichtnam seconded it. Motion passed unanimously. The Town is still looking for 2 members to be alternates for the Board of Adjustment.

Leichtnam made a motion to create and put in operation immediately a "Personnel and Finance" committee made up of 3 members, a chair, vice-chair & secretary who are elected, hired, or contracted town officials to be determined and approved by the Town Board with assistance from the Road Oversight Manager. This is to be a standing committee meeting as needed or, at a minimum, quarterly. It's duties to be: periodic evaluation of town employees and keeping of employment files, recommendations on construction of the annual budget, considerations such as searching out grant monies, setting contingency amounts, use of outside funding sources like MFL & ARPA dollars, placement of money markets, the need for referendums or special meeting for large projects and such similar duties related to "personnel and finance" matters. This committee is to be advisory to the Town Board and subject to re-appointment in the odd -numbered years immediately after the spring election with written/oral reports to be delivered to the Town Board after each Personnel and Finance committee meeting. McDonald seconded it. Motion passed unanimously.

McDonald made a motion to approve Operator's License for Chauncy Wilson, Sabrina Saylor, and Lynn Winters. Leichtnam seconded it. Motion passed unanimously.

Leichtnam made a motion to pay bills. McDonald Seconded it. Motion passed unanimously.

The next Town Board meeting will be held Wednesday August 3, 2022 at 6:00 pm.

Leichtnam made a motion to adjourn. McDonald seconded it. Motion passed unanimously. Meeting adjourned at 9:35 pm.