

Official Town of East Troy Town Board Minutes
Regular Meeting
Monday, November 13, 2023

The meeting was called to order at 6:30 pm by Chairman Klarkowski. Supervisors Church, Reyes, Wales and Wucherer were in attendance. Clerk/Treasurer Buchanan, Deputy Clerk/Treasurer Loth, Attorney Mills, DPW Superintendent Scheel and approximately 20 residents/guests were present.

The Pledge of Allegiance was recited.

Clerk/Treasurer Buchanan affirmed that the meeting was posted in compliance with Open Meeting Law.

Motion by Supervisor Wucherer, seconded by Supervisor Reyes, to approve the agenda as amended. Motion passed unanimously.

Meeting Minute Approval

- Motion by Supervisor Church, seconded by Supervisor Reyes, to approve the minutes of the March 4, 2023 Special Town Board meeting as submitted. Motion passed unanimously.
- Motion by Supervisor Church, seconded by Supervisor Reyes, to approve the minutes of the October 9, 2023 Regular Town Board meeting as submitted. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Wales, to approve the minutes of the October 17, 2023 Special Town Board meeting as submitted. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Church, to approve the minutes of the October 24, 2023 Board of Review as submitted. Motion passed unanimously.
- Motion by Supervisor Wucherer to approve the October 4, 2023 minutes of the Planning Commission -- no second due to edits being discussed before a second could be made. These minutes will be presented to the Town Board in December for approval.

Treasurer's Report – Clerk/Treasurer Buchanan

- Motion by Supervisor Church, seconded by Supervisor Wales, to approve the October Treasurer's Report as submitted. Motion passed unanimously.
- Motion by Supervisor Church, seconded by Supervisor Reyes, to authorize Clerk/Treasurer Buchanan to renew the Landfill CD at the best possible rate. Motion passed unanimously.

Clerk's Report – Clerk/Treasurer Buchanan

- 1) Meetings in October – Agendas, postings, prep and Board info received and provided
- 2) September month end accounting and Treasurer's report
- 3) Prepare Municipal Court Checks to distribute September 2023 court payments
- 4) Renew SAM Entity Registration for the Town
- 5) Receipt and JE for Quarterly Transportation Aids
- 6) Calculate budget numbers for 2024 garbage charges – convey to Attorney Mills for resolution
- 7) Third Quarter Sales Tax – Filing & payment
- 8) Filed Affidavit of Board of Review Trainings for Supervisors Wales, Church & Wucherer
- 9) Budget Preparations – Compiling and Calculating numbers for 2024 Budget
- 10) Budget Workshops with Town Board and staff
- 11) Attend Walworth County Municipal Clerks meeting – 2024 Election topics
- 12) Attend Walworth County Annual Treasurer's meeting – preparing for 2023 -2024 Tax Collection Season

- 13) Board of Review Training and review of BOR procedures
- 14) Board of Review held on October 24, 2023
- 15) Met with Auditor regarding debt fund and administrating Shorewood Drive Special Assessment
- 16) Create Debt Fund account numbers in accounting software and reviewed with auditing team
- 17) Address 3rd Quarter Voter mailings – deactivate voters that have moved and mailed 30 day Notice Letters to those voters
- 18) Submit Annexation Review Questionnaire for WI Dept. of Administration for proposed annexation request after Town Board meeting
- 19) Enter budget figures into accounting software, Prepare and create all Budget Hearing documents and notices except Sanitary District # 3 which is completed by Jean, Posted notices 15 days prior per statute, Sent to East Troy Times for publication on November 10, 2023 and posted to website
- 20) Responded to questions and comments regarding 2024 budget
- 21) Prepare 2023 – 2024 Tax Collection/Town Information letter to be included with tax bills
- 22) Contacted John’s Disposal for 2024 Garbage & Recycling calendars and set 2024 E-cycle dates
- 23) Provided list of Poll Workers to both Walworth County Republican and Democratic parties
- 24) Resigned from Booth Lake Memorial Park Board
- 25) Regular Stuff 😊

Public Comments

- Carla Giorgi, N8590 Stringers Bridge Road. She questioned the placement of the public comments on the agenda.
- Dan Cameron, W950 Shorewood Drive. He commended the town regarding what a nice lake Potter’s Lake is. He further wanted to make concerns known about Sanitary District #2 and its available capacity as new homes are added, as residents become full year residents and so forth, along with who pays for upgrades to the district.
- Jane Zeisler, W7945 Bell School Road. She would like to see the speed limit reduced to 35 mph now that the Rustic Road designation is approved.
- Ken Zess, W598 Bell School Road. He would like to see the speed limit reduced to 35 mph now that the Rustic Road designation is approved.
- Andrew Peterson, W706 Bell School Road. He would like to see the speed limit reduced to 35 mph now that the Rustic Road designation is approved. He also requested an agreement from Sanitary District #2 releasing him from liability for any sewer connection that does not service his property.
- Bob Rice, W884 Shorewood Drive. He expressed concerns regarding the Planning Commission approval of a rezone to a property adjacent to Shorewood Drive and the future connection of sewer laterals and the implications to the newly paved Shorewood Drive roadway itself.

Committee/Department Reports

Chairperson’s Report - Chairman Klarkowski

- He attended a meeting, along with Supervisor Church, for the Town Mukwonago, Villages of Mukwonago and East Troy, East Troy Community School District and Mukwonago Area School District representatives (Town of Vernon was invited but did not attend) regarding any potential for shared services.
- He had a telephone meeting/discussion with WI Senator Julian Bradley regarding LRB-3518-legislation as it relates to wakeboats and ballast boats on WI waters. Primary reason for the conversation was the provision in the law to strip local authorities from any input in the discussion.

Activity Report for Supervisor Church

- On November 2, 2023, Deputy Clerk Loth and I completed and submitted the subgrant for the .gov email domain. We also attempted to work on the Readiness Refueling grant. DPW Superintendent Scheel provided additional documents need for the completion and the state will inform us when the grant application becomes available for completion and submission.
- Chief Gorecki, Deputy Clerk Loth, Web Administrator Olson and I have created a Resident Awareness Program that will allow residents to notify the Police Department of such things as: Lock boxes, Home Security Cameras and Home Security Systems, Resident's Medical Concerns, and Animals in the residence. We are working to provide a form that residents can obtain from the Town's website to complete and return to the Town Police Department. This information will help First Responders to be better prepared to respond to emergency calls.
- On October 27, 2023, I, along with Supervisor Reyes, participated in the East Troy Railroad Museum Trick-or-Treat Fridays helping with their stop at the Jim Byrnes Memorial Park.

Media/IT (Public Relations Report) – Web Administrator Olson - monthly report provided

- YouTube and other social media outlets utilized by the Town continue to be successful and any “glitches” are addressed as soon as possible for resolution.

Department of Public Works – Superintendent Scheel – monthly report provided

- Wolf Paving finished the parking lot and the last of our road work with doing Stewart School Rd.
- Had the parking lot restriped to add more parking spaces due to the new Police Garage per the State of Wisconsin and new asphalt.
- Tanis Construction started on the new Police Garage and are moving along very well with it.
- Helped with setting up various things for the Trick or Treat Train. We had to redo the decorations one time do to someone tearing them down the night we put them up.
- Had a meeting with the company that is going to rehab the main sewer lift station.
- Had the sewer wet wells cleaned and inspected by Pat's sanitary.
- Had the main lift station calibrated per the contract with the Village of East Troy.
- Started and finished roadside mowing for the year.
- Started working on setting up the trucks for the winter; this has been a little costly.
- Had to go out and do some salting on October 31, 2023 for icy spots from snow.
- Had a new BIG sign made to help with the Boat Launch rules and regulations.
- Police Garage update: Concrete has been poured, construction materials are scheduled for delivery this week and the goal is to be weather tight before winter sets in.
- DPW Superintendent Scheel addressed a property on County Rd L joining Sanitary District #2 and the subsequent effects on Shorewood Drive. Chuck Decker, Sanitary District #2 manager, addressed the issues/concerns raised by residents.

Police Report – Police Chief Gorecki

- The October number of calls for service was 688 (14 motor vehicle accidents), bringing the year to date up to 7413.
- Motion by Supervisor Wales, seconded by Supervisor Church, to authorize Police Chief Gorecki to sign the Master Service Agreement with Lexipol for policy support in the amount of \$4,736.70. Motion passed unanimously.

ETAESD Report – Supervisor Church - monthly report provided –

- The ETAESD’s Fire & Rescue (ETFR) Department responded to:
 - 12 fire calls in September; 4/12 calls were in the Town. 52 total fire calls as of September 30, 2023
 - 88 EMS calls in September; 34/88 calls were in the Town. 822 total EMS calls as of September 30, 2023
- There were discussions held by the ETAESD Board of Trustees regarding an increase in the size of the ETAESD Board of Trustees to 6 commissioners along with amending the Voting procedures for the ETAESD Board. Motion by Supervisor Reyes, seconded by Chairman Klarkowski, to table a decision regarding the approval of the revised ETAESD Emergency Services Agreement. Motion passed 4/1; Supervisor Church voted nay.
- Motion by Supervisor Church, seconded by Supervisor Reyes, to authorize Chairman Klarkowski to send a letter to Walworth County Administrator Mark Luberta acknowledging the Town of East Troy’s continued support of the Walworth County EMS Study. Motion passed unanimously.

Park Committee Report – Supervisor Reyes

- The East Troy Electric Railroad Halloween Trick-or-Treat events have concluded for the season. She noted that the weather was not very cooperative this year with lots of rain.
- Next up, reviewing park playground equipment needs and requesting proposals from vendors.

Booth Lake Memorial Park – Supervisor Wales

- The park held A Fall Festival with games and food.
- Fall clean-up around the lake is complete but a very big job with all of the trees!
- There were numerous financial expenditures in 2023 due to the renovations and updates at the park. The expenditures should go down for 2024.
- The Park Board will be looking for a new board member to fill a vacant position.

Lake Beulah Management District – Rep. Greg Thomas

- The District is still waiting for the court’s final decision regarding the proposed development of the property at W1340 Beach Road.
- The Lake Beulah Management District appeal of the DNR approval of the Guthart dredging project was approved by the DNR and a Stay in Place order was issued by the DNR.
- Aquatic Plant harvesting tonnage was down in the summer of 2023. A required harvesting report will be submitted to the DNR per the State Permit.
- Lake sensors, monitoring the lake bottom, have been recovered and the data is being analyzed. This discussion led to a conversation about the effects of Wake Board boat wake and the damage caused in shallow water to the bottom of the Lake.

Recycling Committee Report – John Murphy – no report

Library Report – John Murphy for Kristina Murphy

- An updated volunteer policy was passed.
- The Nancy O’Connell memorial was discussed.
- Anna Harteau will be leading Friday Morning Storytime.
- The small Library Strategic Planning Cohort of community member volunteers is in place and meetings will begin in November 2023.

Planning Commission Report – Supervisor Wucherer

- Motion by Supervisor Wucherer, seconded by Supervisor Church, to approve the Planning Commission recommendation to approve a Rezone/CSM Request at W838 County Road L, PET1400007B, for Gunars & Ellie Valters, owners/applicants. Motion passed unanimously.
- Motion by Supervisor Wucherer, seconded by Supervisor Church, to approve the Planning Commission recommendation to approve an amendment to a Conditional Use at N8725 Army Lake Rd., PA348300001, for owner The Salvation Army and Kuney Architects, applicant. Motion passed unanimously.

Unfinished Business

- The Rustic Road Application was approved for the section of Bell School Road from the intersection of Bell School Road and State Highway 20 to Hillburn Mill Road and from that intersection to the intersection of Hillburn Mill Road and State Highway 20. A petition signed by all but two residents on the road to reduce the speed on Bell School Road was noted. Motion by Supervisor Reyes, seconded by Supervisor Church, to table a decision regarding a speed reduction until after the road is posted as a Rustic Road. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Wucherer, to approve Resolution 2023 – 9 -- Increasing Residential Snow Plowing Charge on Private Roads Plowed. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Wales, to approve Resolution 2023 – 10 Approving the 2024 Special Charge for Garbage and Refuse Collection. Motion passed unanimously.

New Business

- Motion by Supervisor Reyes, seconded by Supervisor Wales, to approve Sanitary District #3 Clerk Loth's request for an 8% rate increase for Sanitary District #3 in 2024. Motion passed unanimously.
- Motion by Supervisor Church, seconded by Supervisor Reyes, to approve rescheduling January 8th Town Board meeting to January 15, 2024. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Church, to approve the 2024 Groundwater Consulting Service Proposal with Mead & Hunt for \$15,380. Motion passed unanimously.
- Motion by Supervisor Wales, seconded by Supervisor Wucherer, to authorize Attorney Mills to draft resolution to approve increase of Planning Commission stipend. Motion passed unanimously.
- Discussion on recruiting and appointing additional Planning Commission alternates. The recruitment process will begin and part of that process will be a posting on the Town website.
- Motion by Supervisor Reyes, seconded by Supervisor Church, to authorize Attorney Mills to draft resolution to appoint Election Inspectors for 2024- 2025 term and to increase hourly pay. Motion passed unanimously.

- Motion by Supervisor Reyes, seconded by Supervisor Church, to increase fees that Town charges for DPW and Administrative Services for Special Assessment Letters and Street Opening Permits. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Church, to create a Town Hall Meeting Room post meeting checklist and to charge a refundable deposit for groups wishing to use the Town Hall. Motion passed unanimously.
- A decision to appoint a representative to fill a vacancy on Booth Lake Memorial Park Board was tabled until December. This position will be part of the same recruitment process as noted for additional Planning Commission Commissioners.

Attorney’s Report – Attorney Mills

- Motion by Supervisor Reyes, seconded by Supervisor Church, to waive the second reading of Ordinance 2023-5 – Noise Ordinance. Motion passed unanimously. Motion by Supervisor Church, seconded by Chairman Klarkowski, to approve Ordinance 2023-5 – Noise Ordinance. Motion failed 5/0. Discussion took place and the ordinance will be reviewed at the December Town Board Meeting.
- Motion by Supervisor Wales, seconded by Supervisor Church, to waive the second reading of Ordinance 2023- 6 -- Regulation of Portable Containers. Motion passed unanimously. Motion by Supervisor Wales, seconded by Supervisor Reyes, to table a decision regarding Ordinance 2023- 6 -- Regulation of Portable Containers. Motion passed unanimously.
- Motion by Supervisor Wales, seconded by Supervisor Reyes, to waive the second reading of Ordinance 2023 -7 – Intoxicated Boating. Motion passed unanimously. Motion by Supervisor Reyes, seconded by Supervisor Church, to approve Ordinance 2023 -7 – Intoxicated Boating. Motion passed unanimously.
- Motion by Supervisor Church, seconded by Supervisor Wucherer, to waive the second reading of Ordinance 2023 - 8 – Adding ATV and UTV to definition of vehicle. Motion passed unanimously. Motion by Supervisor Church, seconded by Supervisor Wales, to approve Ordinance 2023 - 8 – Adding ATV and UTV to definition of vehicle. Motion passed unanimously.

Licenses and Special Event Permits – no submissions

Special and Pending Meetings

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| • November 22, 23 & 24 | All Day | Town Hall Closed for Thanksgiving |
| • December 6 & 20 | 6:30 pm | Planning Commission |
| • December 11, 2023 | 6:30 pm | Town Board Meeting |
| • December 25 & 26, 2023 | All Day | Town Hall Closed for Christmas |
| • January 1, 2024 | All Day | Town Hall Closed for New Year’s Day |

Review Bills for Payment

Motion by Supervisor Wales, seconded by Chairman Klarkowski, to adjourn at 9:49 pm. Motion passed unanimously.

Respectfully Submitted by Jean Loth, Deputy Clerk/Treasurer