

## MINUTES

**TOWN OF YORKVILLE  
TOWN BOARD  
TOWN BOARD ROOM  
UNION GROVE MUNICIPAL CENTER  
MONDAY, MARCH 24, 2014**

### Call to Order

Town Board Chair Peter Hansen called the meeting to order at 6:00 p.m.

### Roll Call

The following Board members were present: Peter Hansen, Sherry Gruhn and Terrence McMahon. Also present were Jenny Trick representing the Racine County Economic Development Corporation, John Ames, Constable Terrence O'Brien and Clerk-Treasurer Michael McKinney.

### Approval of Minutes

***Motion (Gruhn, McMahon) to approve the March 10, 2014 joint Town Board/Plan Commission meeting minutes as submitted, Motion Carried (MC).***

### Approval of Town Invoices

***Motion (McMahon, Gruhn) to approve Town invoices in the amount of \$91,569.30, MC.***

### Approval of Stormwater Invoices

Hansen noted that there were no stormwater invoices submitted to the Board for approval.

***No formal action was taken by the Town Board on this agenda item.***

### New and Unfinished Business – Discussion and possible action on all of the following

#### **2013 Racine County Economic Development Corporation Annual Report**

Jenny Trick appeared on behalf of the Racine County Economic Development Corporation (RCEDC) to provide the RCEDC's 2013 year-end summary of activities and outcomes in areas including business development, business finance, community development, administration and workforce development. She provided a summary of the RCEDC's 2014 annual goals for each of these areas. She also provided a summary of the 2013 Racine County Business Call Program, which is designed to connect the RCEDC with local businesses to learn more about their products, services, opportunities and challenges. She informed the Board that the RCEDC is currently interviewing for a new director.

***No formal action was taken by the Town Board on this agenda item.***

## **2014 Service Agreement with the City of Racine's Belle Urban System for bus transportation services**

Hansen noted that the annual cost of this new contract is \$6,000.00, which is an increase of \$509.00 over the 2013 bus service contract. He added that ridership on the Yorkville segment of the Route #20 bus route, which goes to Grandview Industrial Park, was approximately 10,000 in 2013.

***Motion (McMahon, Gruhn) to approve the 2014 Service Agreement with the City of Racine's Belle Urban System for bus transportation services, MC.***

## **Western Racine County Health Department dissolution**

Hansen noted that the Western Racine County Health Department (WRCHD) plans to cease operations at the end of 2014. He added that WRCHD representatives plan to talk to representatives from the Village of Caledonia, which operates the Central Racine County Health Department (CRCHD), regarding the transfer of WRCHD's clients to the CRCHD.

***No formal action was taken by the Town Board on this agenda item.***

## **Wisconsin Public Works Mutual Assistance Agreement with the Wisconsin Chapter of the American Public Works Association**

Hansen noted that this agreement addresses the provision of mutual aid between participating municipalities for public works purposes in the event of a disaster. McMahon added that he would contact the Wisconsin Towns Association and the Local Government Institute of Wisconsin to determine if either organization or their membership has worked with these types of agreements in the past.

***Motion (McMahon, Gruhn) to table this agenda item until such time as more information can be obtained about this type of agreement, MC.***

## **Quote from Glassen Consulting and Automation for replacement of the Town's server**

McKinney noted that the quote received from Glassen for this work is \$3,697.00, which covers the equipment and labor expenses of installing a new server. He added that Glassen originally quoted a cost of between \$4,000.00 and \$5,000.00 for the work, which was included in the 2014 budget. McKinney also noted that the existing server is approximately 6 years old.

***Motion (McMahon, Gruhn) to approve the quote of \$3,697.00 from Glassen Consulting and Automation for replacement of the Town's server, MC.***

## **Quote from Glassen Consulting and Automation for migration of the Town's e-mail system from a server-based system to an Internet-based system**

McKinney noted that the quote received from Glassen for this work is \$475.00, which covers the labor expense of migrating the Town's e-mail system from a server-based system to an internet-based system that can be accessed from any location.

***Motion (Gruhn, McMahon) to approve the quote of \$475.00 from Glassen Consulting and Automation for migration of the Town's e-mail system from a server-based system to an Internet-based system, MC.***

#### **Scheduling of 2014 Board of Review**

***Motion (McMahon, Gruhn) to schedule the Town of Yorkville's Board of Review on Wednesday, June 25, 2014, from 6:00 p.m. to 8:00 p.m., MC.***

#### **Clerk-Treasurer attendance of Master Academy course in Elkhart Lake**

McKinney noted that the overall cost of this course, which is on April 30, 2014, in Elkhart Lake and covers audit preparation, borrowing and debt management, will be approximately \$160.00, which includes the cost of the course and mileage expenses.

***Motion (Hansen, McMahon) to approve the Clerk-Treasurer's attendance of a course on audit preparation, borrowing and debt management in Elkhart Lake on Wednesday, April 30, 2014, MC.***

#### **Reports**

**Constable's Report:** O'Brien provided his report to the Board. He noted that he contacted a property owner on STH 20 with approximately 8 unregistered vehicles on their property. The property owner informed O'Brien that the cars were brought there since his used car dealership in Kansasville was dissolved, adding that the cars were currently frozen in the ground. O'Brien noted that he gave the property owner 30 days to remove the vehicles from the property before any enforcement action would occur. O'Brien provided an update on the noise complaints made against the Echo Lake Foods plant on Raymond Avenue. He noted that he has conducted several night visits at the site, adding that he has not heard any significant noises during his visits. He also noted that the stretch of Raymond Avenue in front of the plant is posted with no parking signs, adding that the Racine County Sheriff's Department should be contacted to ticket any vehicle that parks there. He informed the Board that some of the soundproofing on top of the plant has been damaged and should be replaced. He also noted that the remaining complaints focus on truck parking along Raymond Avenue, vehicle noise from backing vehicles and refrigeration unit noise levels. He informed the Board that he would again try to gain access to the Jenkins property at 17806 Spring Street once the ground begins to thaw. He provided an update regarding the boats stored on the Miller property at 1932 51<sup>st</sup> Drive, noting that he will stop by the site again once the weather improves to see if any of the boats were removed.

**Engineer's Report:** Madsen was not present to provide his report to the Board.

**Clerk's Report:** McKinney provided his report to the Board. He noted that the Western Racine County Health Department will present their annual report to the Board at their meeting on April 14. He informed the Board that the upcoming election is being held on April 1. He noted that work continued on the Town website and asked the Board if contact information, such as addresses, phone numbers or e-mail addresses, should be included for members of the Water, Stormwater, Sewer or Plan Commissions or the Board of Review. The Board requested that contact information only be published on the website for Board members. McKinney noted that the only item he has on the agenda of the Annual Town Elector Meeting on April 15, beyond those generally included, was a resolution authorizing the

Board to exceed state-imposed limits on highway-related expenditures. The Board did not request any further additions to this agenda. The Board did request that notice of the April 15 Annual Town Elector Meeting be included in the spring newsletter.

### **Other – Comments, questions and suggestions**

John Ames addressed the Board regarding the mailing of public hearing notices, noting that notices are not always received by adjoining landowners. He stated that the Town Board made a motion in the past to have those notices sent by certified mail. He also stated that the cost for mailing those notices should be borne by the applicant. McKinney noted that he does send out notices for all applications that require a public hearing but added that they are not sent by certified mail. The Board asked McKinney to look for a motion made by the Board in the past that outlined when notices would be sent by certified mail.

***Motion (McMahon, no second) to adjourn, motion later withdrawn.***

### **Closed Session: Constable Performance Review and Contract Discussion**

***Motion (McMahon, Gruhn) to enter into closed session at 7:06 p.m., pursuant to Wisconsin Statutes 19.85(1)(c), for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically on the issue of evaluating the performance of the Constable and discussing a new contract for the Constable. Roll Call – Hansen, Yes; Gruhn, Yes; McMahon, Yes. MC.***

The Town Board discussed the Constable's performance and a new contract for the Constable in closed session.

***Motion (McMahon, Hansen) to return to open session at 7:22 p.m., MC.***

### **Constable Performance Review and/or Constable Service Contract**

***Motion (McMahon, Gruhn) to instruct the Clerk-Treasurer to contact the Town Attorney to have him change the position title, if required, of Constable to that of Ordinance Enforcement Officer and to have him draft a new two-year service contract for that position, MC.***

### **Adjournment**

***Motion (McMahon, Gruhn) to adjourn, MC.*** The meeting was adjourned at 7:29 p.m. The next regularly scheduled Town Board meeting is Monday, April 14, 2014, at 6:00 p.m.

Michael McKinney  
Clerk-Treasurer