

## MINUTES

**TOWN OF YORKVILLE  
TOWN BOARD  
TOWN BOARD ROOM  
UNION GROVE MUNICIPAL CENTER  
MONDAY, AUGUST 24, 2015**

### Call to Order

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

### Roll Call

The following Town Board members were present: Peter Hansen, Sherry Gruhn and Terrence McMahon. Also present were Stormwater District Commission Chair Stephen Nelson, Engineer Mark Madsen, Code Enforcement Officer Terrence O'Brien and Clerk-Treasurer Michael McKinney.

### Approval of Minutes

Hansen requested that the August 14, 2015 joint Town Board/Plan Commission meeting minutes be amended to reflect that only a portion of the parking area located at 2036 North Sylvania Avenue will be paved, rather than the entire parking area.

***Motion (Gruhn, McMahon) to approve the August 14, 2015 joint Town Board/Plan Commission meeting minutes as amended, Motion Carried (MC).***

### Approval of Town Invoices

McKinney noted that the \$100.00 contribution made to the Yorkville United Methodist Church for the Jane Kitzrow memorial included a \$25.00 donation from the Town as well as a personal \$25.00 donation from each of the Town Board members.

***Motion (Gruhn, Hansen) to approve payment of Town invoices as presented in the amount of \$22,478.00, MC.***

### Approval of Stormwater Invoices

***Motion (McMahon, Gruhn) to approve payment of Stormwater invoices as presented in the amount of \$2,769.62, MC.***

Nelson noted that this payment would close out the obstruction clearing project on the East Branch of the Root River Canal with Shawn Roberts.

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

#### **Stray Animal Collection and Transport Officer Employment Agreement**

McKinney noted that Gina Kiedrowski requested increases to her per monthly animal collection payment from \$100.00 to \$250.00 and to her per animal collection payment from \$120.00 to \$150.00 to cover tax and insurance expenses. The Town Board did not object to the increase in

her per animal collection payment but recommended that McKinney contact Kiedrowski to offer a \$200.00 monthly animal collection payment instead.

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

**Request submitted by Bryan and Liz Bournoville for shoreland contract approval for the property located at 18725 Walden Drive (Parcel ID # 018-03-21-05-010-112) in the C-2 (Upland Resource Conservation) Zoning District to permit construction of a single family residence with an attached garage, full basement, covered front entry and open covered patio within 500 feet of an unnamed pond**

McKinney read a letter from the Town's engineer making several recommendations related to this application, which included the following:

- Install silt fencing along the limits of disturbance to contain sediment runoff
- Install a gravel access drive, 10' wide by 50' long, with a minimum of 6" depth of gravel that is 2" to 3" in diameter
- Install a 15" diameter culvert with endwalls in the ditch line under the driveway
- Ensure that the driveway connection to the street be to the south of the north lot line as extended into the roadway

***Motion (Hansen, McMahon) to approve the request submitted by Bryan and Liz Bournoville for shoreland contract approval for the property located at 18725 Walden Drive (Parcel ID # 018-03-21-05-010-112) in the C-2 (Upland Resource Conservation) Zoning District to permit construction of a single family residence with an attached garage, full basement, covered front entry and open covered patio within 500 feet of an unnamed pond, with the following conditions:***

- ***That silt fencing be installed along the limits of disturbance to contain sediment runoff***
- ***That a gravel access drive, 10' wide by 50' long, with a minimum of 6" depth of gravel that is 2" to 3" in diameter, be installed to the property***
- ***That a 15" diameter culvert with endwalls be installed in the ditch line under the driveway***
- ***That the driveway connection to the street be to the south of the north lot line as extended into the roadway, MC.***

**Application for a Fireworks Permit submitted by Jim Elliott for a fireworks display on September 19, 2015, at the residence of Clem Stublaski, 18502 52<sup>nd</sup> Road**

***Motion (McMahon, Gruhn) to grant a Fireworks Permit to Jim Elliott for a fireworks display on September 19, 2015, at the residence of Clem Stublaski, 18502 52<sup>nd</sup> Road, with no conditions, MC.***

**Application for a Special Event Permit submitted by DeeDee Atwood on behalf of the Carson and Barnes Circus for the Carson and Barnes Circus, to be held at the Racine County Fairgrounds, 19805 Durand Avenue, on Wednesday, August 26, 2015, from 4:30 p.m. to 9:30 p.m.**

***Motion (McMahon, Gruhn) to grant a Special Event Permit to DeeDee Atwood on behalf of the Carson and Barnes Circus for the Carson and Barnes Circus, to be held at the Racine***

***County Fairgrounds, 19805 Durand Avenue, on Wednesday, August 26, 2015, from 4:30 p.m. to 9:30 p.m., with no conditions, MC.***

### **Annual 2015-2016 Full Service Maintenance Agreement submitted by Pro-Copy, Inc. for the Town's copier machine**

Hansen noted that there was no change from the cost of last year's maintenance agreement.

***Motion (McMahon, Gruhn) to approve the annual 2015-2016 full service maintenance agreement submitted by Pro-Copy, Inc. for \$450.00 for the Town's copier machine, MC.***

### **2016 Road and Bridge Construction and Maintenance Projects**

The Town Board opted to review this year's road ratings before providing any recommendations on roads or bridges to reconstruct or repair in 2016.

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

### **Setting hours of the Town's 2015 Trick-or-Treat**

McKinney noted that last year's trick-or-treat was held on October 31 from 5:00 p.m. to 7:00 p.m., and added that he has not confirmed when Union Grove planned to hold their trick-or-treat.

***Motion (Gruhn, Hansen) to set the hours for the Town of Yorkville's 2015 Trick-or-Treat to Saturday, October 31, 2015, from 5:00 p.m. to 7:00 p.m., and to recommend that the Village of Union Grove consider setting the same hours for their Trick-or-Treat, MC.***

### **Setting dates for the Town's 2016 budget workshops**

***Motion (Hansen, McMahon) to schedule the first 2016 Town budget workshop on Thursday, October 1, 2015, at 5:00 p.m., MC.***

Hansen requested that the Town Board schedule a meeting to conduct its annual performance review of the Clerk-Treasurer. McKinney stated that this review could be conducted upon the conclusion of the first budget workshop on October 1.

## **Reports**

### **Code Enforcement Officer's Report:** O'Brien reported to the Town Board on the following:

- That the discharge of some fireworks requires federal or state licensure. He recommended that future fireworks applications include the name of the individual displaying the fireworks and their license information, where necessary.
- That he responded to dog-related issues at 16209 Braun Road and 2222 53<sup>rd</sup> Drive
- That construction appears to be taking place without a permit on the property located at 2222 53<sup>rd</sup> Drive. He noted that there appears to be a second residence on that property in violation of Racine County ordinances. The Town Board requested that McKinney contact the building inspector to have him investigate these issues further. O'Brien noted that this property is also being used for storage, which is in violation of Racine County ordinances.
- That the property owner at 1932 51<sup>st</sup> Drive has a court date in October regarding the boats stored on his property
- That a payment plan has been established for the fine assessed against the property owner at 17806 Spring Street (CTH C)

**Engineer's Report:** Madsen reported to the Town Board on the following:

- That he met with the Wisconsin Department of Natural Resources (DNR) on August 21 to discuss the project to rehabilitate the 58th Road bridge over the East Branch of the Root River Canal. He noted that the only issue the DNR expressed concern with was the level of erosion occurring on the north side of the bridge. He added that this project has been bid out, with the bid opening scheduled for September 10.
- That the culvert crossing under Braun Road at its intersection with South Sylvania Avenue is too deteriorated to repair and must be replaced as soon as possible. He noted that the Wisconsin Department of Transportation would not repair this culvert since it is outside the South Sylvania Avenue road shoulder. He added that he has contacted the Racine County Public Works Department to request that they replace the culvert.
- That he conducted a site visit at the United Presbyterian Church cemetery on North Raynor Avenue in Dover to investigate the condition of the ditch there. He noted that he would not recommend a ditch enclosure to lessen how steep the ditch is in this area and added that the minimum ditch depth at its centerline should be 18 inches. Hansen stated that he would speak to the cemetery manager about this issue.
- That the large pothole on the west end of the recently paved section of Braun Road is around a section marker. He stated that he would have a crew from his firm fill in the pothole.

**Yorkville Stormwater Utility District Report:** Nelson noted that he had no information to report to the Town Board.

**Clerk's Report:** McKinney asked whether the Town Board would object if the upcoming conditional use permit application for the property located at 2118 North Sylvania Avenue was acted upon by Racine County first. The Town Board agreed that they did not object to Racine County acting upon this application before the Town.

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

McMahon noted that the Central Racine County Health Department (CRCHD) plans to increase the Town's health services charge by approximately \$200.00 in 2016. He added that the Town Board could adopt a resolution in late 2015 to become a voting member of the CRCHD's Board of Health.

#### **Adjournment**

***Motion (McMahon, Gruhn) to adjourn, MC.*** The meeting was adjourned at 6:44 p.m. The next scheduled Town Board meeting is Monday, September 21, 2015, at 6:00 p.m.

Michael McKinney  
*Clerk-Treasurer*