

**TOWN OF GENESEE
REGULAR TOWN BOARD MEETING MINUTES
JULY 10, 2023**

Chairman Leair called the meeting to order at 5:30 p.m. Present were Chairman Leair, Town Board Supervisors Ross, Braun, Morris and Houston. Also present were Administrator/Planner Herrmann, Public Works Superintendent Berg, Attorney Larson, Devin Flanigan from Keller Inc. and Clerk Treasurer Majeskie.

Pledge of Allegiance

The Pledge was said.

Discussion/Action – Contract language for Subcontractors for New DPW Building

Herrmann said attorney reviewed the contract and had a meeting with Devin from Keller. I will have the attorney discuss and then Devin from Keller respond. Attorney Larson said that we will need to have contracts with each of the subcontractors on the DPW building project. They discussed what the model should look like for the contract. Devin sent over what they use. Larson reviewed it and sent his comments on the model of the contract. There is concern about my recommendation #4 that we add a paragraph about liquidated damages. If a contractor does not finish the project by a certain day we would charge monetary damages. This would provide a tool to ensure that the project does not have additional cost from delay. It is up to the Town to decide if they want liquidated damages. Discussion. Ross made a motion to approve all the items in the letter from the attorney except for #4, seconded by Braun. Herrmann asked Devin about changing the payment procedure to 45 days. The motion passed unanimously.

Discussion/Action – Keller Inc. Update on new DPW Building

Devin and the attorney will work together to get the subcontracts updated and sent out.

Discussion/Action – New DPW building extra costs not included in the bid from Keller Inc.

Herrmann wanted the Board to be aware of the additional costs for utilities that were not part of the bids and not in the costs of the building. This could be up to \$100,000.00 in overages. Morris asked Devin if he could notify the Board of any additional costs that may come up. Devin said he and Jeff have met and discussed this and feels pretty good about it. Also, any legal fees are not included in the bid prices.

Discussion/Action – Builders Risk Insurance for the new DPW Building

We have contacted our insurance company and have gotten a tentative price of \$3,000.00 for Insurance on the building. This would not be builder risk but it would insure the building For 4.2 million. Ross made a motion to approve getting the insurance, seconded by Houston. The motion passed unanimously.

Devin Flanigan and Eric Larson left the meeting.

Discussion/Action - Waukesha County opt-in period for inclusion in the CDBG Urban County and Home Consortium for 2024-2025

Dale Shaver Director of Parks and Land Use and Doug Bartmann who serves on the CDBG Board discussed the benefits of opting- in to the consortium. They answered the Boards questions and told the Board they help with any requirements and paperwork that is needed. Houston made a motion to approve opting-in to the CDBG Urban County and Home Consortium for the 2024-2025, seconded by Ross. The motion passed unanimously.

Discussion/Action - Reduce the 75-foot Wetland Setback for Sutton Ridge to 50 feet

Ross made a motion to table this to next month, seconded by Houston. The motion passed Unanimously.

Reports -

Clerk Treasurer Majeskie -

Discussion/Action – Bills to be presented

Ross made a motion to approve the bills, Seconded by Morris. The motion passed unanimously.

Discussion/Action – New Contract for the Postage Meter

Ross made a motion to approve a new five-year contract for the postage machine lease through Competitive Mailing Solutions, seconded by Braun. The motion passed unanimously.

Department of Public Works – Michael Berg

Discussion/Action – Report

The Board read the report

Discussion/Action – Security Cameras and Electric Gates

Berg is still waiting on a quote for the cameras and gates.

Discussion/Action - Change Order's 1 and 2 for the 2023 Road Rehabilitation Program

Morris made a motion to approve the change order #1, seconded by Ross. The motion passed unanimously. Houston made a motion to approve change order #2, seconded by Ross. The motion passed unanimously.

Discussion/Action – Request for payment for the 2023 Road Rehabilitation Program to Wolf Paving for \$674,963.79 for work completed through May 26, 2023

Ross made a motion to approve the payment of \$674,963.79, seconded by Houston. The motion passed unanimously.

Discussion/Action – Change Order's 1 and 2 for 2023 Chip sealing program

Morris made a motion to approve change order 1 and 2, seconded by Ross. The motion passed unanimously.

Discussion/Action – Sale of equipment on Govdeals

Berg sold more items on govdeals. In the future Berg needs to tell the Board before selling any items on govdeals.

Discussion/Action – Update on Snow Plowing Contracts

We corrected type o's and received the signed copies of the completed contract. We will bring this back next month to approve the changes.

Discussion/Action – Lions Club Building at Town Park usage and repairs

Berg thought that we should have an agreement between the Town and the Lions club. Schmittinger in the audience for the Lions thought it would be a good idea to have an agreement. Who should the maintenance on the building? The Board decided that they should have a memorandum of understanding. Herrmann and Schmittinger will work on it.

Discussion/Action – Purchase of a New Tractor for mowing roadsides and ditches for the 2024 Budget

Berg says he would like to purchase a tractor because the old one is having mechanical issues. Berg thought that it could be up to \$120,000.00. You could purchase a used one for half the cost. The Board told Berg to research and come back with prices for budget time. Berg should look for something used with low hours and come back with prices.

Chairman - Sharon Leair

WTA Waukesha County Unit Meeting Wednesday July 26, 2023 at the Town of Eagle.

They will be talking about Town legislation. The governor removed the per mile rate for Towns.

James Morris – Lake County Fire and Rescue

Discussion/Action – Fire Board Report

They are working on the Budget for 2024.

Discussion/Action – Maintenance of the Fire Station

Berg is handling the maintenance.

Discussion/Action – Budget Meeting Dates and Employee Wages for 2024 Budget

The Board chose August 14, 2023 at the end of the regular Board meeting to go into closed Session to discuss wages for 2024.

Discussion/ Action - Minutes to be approved - Liquor License Hearing of 6-12-2023, Regular Town Board meeting 6-12-2023, Special Town Board meeting 6-7-2023, Special Town Board meeting 6-21-2023

Houston made a motion to approve the minutes from 6-12-2023 for the liquor license hearing, Town Board meeting 6-12-2023 and Special Town Board meeting 6-7-2023, seconded by Morris. The motion passed unanimously. Morris made a motion to approve the minutes from 6-21-2023, seconded by Houston. The motion passed 3-0. Ross and Braun abstained.

Discussion/ Action – Division of Transportation Estimated costs for work on Hillside Road, Flashing Pedestrian sign.

Herrmann talked with Generac and they will cover the additional costs over the \$15,000.00. The Board does not want it to come out of the contingency for the hillside construction.

Discussion/Action – Agreement with Waukesha County for Data Processing Tax Processing services Property Tax Assessment and billing.

Houston made a motion to approve the agreement, seconded by Ross. The motion passed Unanimously

Discussion/Action – Replacement for Park Board – Ross and Houston

Ross and Houston came up with a plan to have the recreation director take over more responsibility at the Parks. They wanted to appoint Scott Hettwer as the liaison. Berg should make sure the facility is working properly. Someone else should make the plans on what needs to be done in the future and take that off of Bergs plate. Ross and Houston will continue to work on the procedure. Hopefully the liaison person will be helpful. They should come to the Board quarterly. What is needed is a job description for the Recreation Director and Park Liaison. Ross made a motion to table this until next month when the descriptions are completed, seconded by Braun. The motion passed unanimously.

Discussion/Action – Appoint Scott Hettwer Park liaison

Ross made a motion to approve Scott Hettwer as Park liaison for \$600.00 per year paid quarterly, seconded by Morris. The motion passed unanimously.

Discussion/Action – ARPA Funds – Carpet and Painting for the Town Hall

Lear wants to wait until we find out if we can buy the two new trucks. Berg is in charge of getting the trucks.

Discussion/Action – Oak Boxes Update- Houston

The Oak Boxes are in InCahoots, and Sideliners.

Discussion/Action - Request for temporary Class “B” Retailer’s license for September 19, 2023 Car Show, Pig Roast on October 7, 2023, and Elvis and Oldies Tribute Show September 30, 2023– 1st Congregational Church of Genesee

Ross made a motion to approve the request of the Congregational church for the temporary Class “B” license including authorizing underage persons to be on the premises for which the license to be issued, seconded by Houston. The motion passed unanimously.

Discussion/Action – Operators permits – James White Ella’s Public House (Conditional license), Robert Williams Jr for First Congregational Church, Jenny Murphy and Howie for Wales Genesee Lions Club. Shelli Dupras, Steve Starky and Jodi Lannert for InCahoots

Ross made a motion to approve James White for a conditional license to be reviewed in October after his court case, seconded by Houston. The motion passed 4-0. Braun abstained. Ross made a motion to approve Robert Williams, Jenny Murphy, Howie Rohda, Steve Starke, and Emma Linski for operator permits, Seconded by Houston. The motion passed unanimously.

Discussion/Action – Correspondence

None.

Adjourn

Houston made a motion to adjourn, seconded by Braun. The motion passed unanimously. The

meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Meri Majeskie, WCMC
Town Clerk Treasurer