

TOWN OF HARTLAND MONTHLY MEETING

February 12, 2013, Minutes

Town Officials:

Chairman: Robert Woldt
Supervisor: Jay Teschke
Clerk: Marlin Noffke

Treasurer: Jenny Mitchell
Supervisor: Frank Heller

Others present: Jeff Baker, Scott Schara, Kara Skarlupka, Mark Mitchell, and Marilee Duquaine

Call to Order

The monthly meeting of the Town of Hartland, held on Tuesday, February 12, 2013, was called to order by the Town Chairman, Robert Woldt, at 7:00 p.m., at the Hartland Town Hall.

Meeting Notices

The chairman verified that proper postings had been done at the Town Hall, Bonduel State Bank, and Premier Bank.

Moved by Frank, seconded by Jay, to deviate from the order of the agenda, if necessary. Motion passed.

Public Comments

Kara Skarlupka had called and requested a few minutes to address the board. The Chairman moved public comments to this point and gave Kara the floor. She is running for the Bonduel School District Board. The election is April 2.

Minutes

The clerk read the minutes of the January 8, 2013, meeting of the Hartland Town Board. Motion to approve made by Frank and seconded by Jay. Motion carried. The Clerk read the minutes of the January 12, 2013 caucus. Motion by Jay to approve, seconded by Frank to approve. Carried.

Planning and Zoning

The Chairman had measured and completed the paperwork for a Driveway permit for Jeff Baker. Jay made a motion, seconded by Frank to approve the driveway. Motion carried and the town board signed the permit for Jeff and distributed copies.

Zoning Administrator's Report

Scott had previously presented the Board with copies of the following documents:

1. 4 page document dated 2-5-13 titled "ZONING ADMINISTRATOR-2013 RESPONSIBILITIES, COSTS, AND EXPECTATIONS"
2. "MILLER INSPECTIONS LLC – 2013 BUILDING PERMIT FEES"
- 4a "HARTLAND ORDINANCE 2000-12, ESTABLISHING ZONING REVIEW FEES"
- 4b "HARTLAND ORDINANCE 2004-02 – ESTABLISHING LAND USE PERMIT APPLICATIONS"
5. Proposed "TOWN OF HARTLAND ZONING RELATED PERMIT FEE SCHEDULE – 2013"
- 6a. Marked up copy of "HARTLAND ORDINANCE 2000-02 – ESTABLISHING MINIMUM DRIVEWAY DESIGN STANDARDS"

6b. Marked up copy of "HARTLAND DRIVEWAY PERMIT" Application.

Scott gave a presentation on his progress on setting up the ZA office.

Discussion on the ZA's employment. It was decided that Scott should be an employee and not an independent contractor. Frank moved, seconded by Jay that the ZA be paid as shown in paragraph G. Motion carried.

(Document "1" Para G, is included here for reference along with para C. referenced in G):

C. Priority function of the position

1. Issue permits
2. Site inspections
3. Pre-construction inspections
4. Post-construction inspections
5. Manage approval timelines
6. Enforcement
7. Violation notices

G. Expenses (payable as employee)

1. Up front organization/training = \$1600 (to Zoning Administrator)
2. Related to C above = X% of fee charged by town; if fee waived, \$25/hour (% to be fixed after fee schedule adopted – need to remain fair to Zoning Administrator)
3. Out of pocket expenses + .50/mile (payable quarterly)
4. \$1000 base to cover responsibilities not directly related to C. above (\$250 / quarter)
5. Meetings – per existing pay schedule - \$10/hour
6. Workshops/manuals – UWSP has good website for information
7. Outside help = Ken from Martenson & Eisele = \$1000 (time and materials maximum)

- 1 Building inspector fees. Scott presented a copy (2 above) of Mike Miller's Building Permit fees and asked for Board approval. There was discussion on when the Town had last reviewed or revised the permit fees. No action taken on fees. Questions on fees for non-residential buildings. The Chairman and Clerk will review their files for documentation of the Town resolution on building fees and Miller contract.
- 2 Zoning fees. Scott presented copies (4a and 4b above) of Hartland Ordinances establishing zoning review fee, dated December 13, 2000, and land use permit application fee dated April 20, 2004. He explained how these fees and rules are now superceded by our new TOWN zoning code. Motion by Frank, seconded by Jay to repeal Hartland Town Ordinances 2004-2 and 2000-12. Passed.
- 3 Scott presented and explained his proposed fee schedule dated February 2013, which is consistent with the requirements of Hartland's Zoning Code dated December 11, 2012. Motion by Bob second by Jay to approve the fee schedule as presented. Motion carried.
- 4 Scott presented and explained his proposed marked-up version of the HARTLAND DRIVEWAY ORD 2001-02, dated 16, October 2001 and a marked up DRIVEWAY PERMIT Application/Acceptance form April 1, 2001. The changes are primarily cosmetic and clerical in nature and reflect the new zoning code. Motion by Jay, second by Frank to approve amending the Driveway Ordinance 2000-02A and Driveway PermitA form as presented. Motion carried.

Treasurer's Report

The Treasurer gave her report as follows:

Previous month, January, Income	\$ 679,654.70
January Expenses	276,838.85
Checking account balance	2,878.86
Money Market	440,696.02
Road fund	333,118.68

Total cash on hand 808,138.70
Bills to be paid March 12, 2013 \$ 422,036.21
checks numbered 8902 through 8924
The Treasurer read the payees and amounts of each check

The Clerk received \$512.50 from Navarino for Landfill testing.

The Chairman received \$475.00 for rentals of the Town Hall and \$150.00 conditional use permit from MCC.

Frank moved to accept the Treasurer's report, seconded by Jay. Motion carried.

Fire Commission Report

Jay reported that the new truck is expected to arrive in mid May. They added a new member and are still looking for qualified candidates.

Robbie Woldt submitted a report with the following statistics for the year 2012:

Fire recap from 2012

Structure Fires	4	Accidents	4	
Alarms	2	Service Calls	2	
Wildland	5	M/A outgoing	8	PFD 4, SFD 2, NLFD 1
M/A incoming	PFD 3, SFD 1, NLFD 1			

Chairman's Report

Bob Woldt reported on Winter Road maintenance. He also appointed five members to the Hartland Board of Appeals. They are Jay Krull, Mark Mitchell, Gloria Bonnin, Ronda Lehrke, and Linda Wussow.

Bartender's License

The Treasurer presented 4 applications for new server license from employees of Doc's Timeline Bar. Since the necessary background checks had not been made, the License's could not be issued today. David Berndsen's application was rejected because he did not have a certificate showing attendance at a responsible server course.

Jay moved, seconded by Frank to conditionally approve the remaining three licenses, instructing the Clerk to issue the licenses conditional on the applicants meeting the requirements for receiving a license and passing the background checks. Motion carried.

Annual Audit

The clerk presented the Town Board with the 4 page annual audit for 2012 showing the town cash position (Checking and Money Market) = \$40,759.03. The Clerk and Treasurer were in agreement. Bob moved, seconded by Frank to approve the annual audit. Motion carried.

Clerk's Report

The Clerk indicated that the public test of the election equipment would be held February 15, 2013 at 3 p.m. The spring primary election for Judges will be held February 19, and the spring general election will be held April 2, 2013.

The Clerk reported that he had received \$512.50 from the town of Navarino for Angelica Landfill testing for the years 2011, 2012, and first half of 2013. That account is now caught up, but Maple Grove owes us \$1025.00 for that same time frame.

The Clerk indicated that he would get data on Hartland gravel pits from East Central Planning for Scott.

Discussion on the possibility of setting up a town web site. Angelica, Bonduel, and Wescott were given as examples of good sites. Agendas, minutes, resolutions, and ordinances could all be placed here for the public to access at any time. No decision.

The Clerk received a letter from Jim Mitchell, Clerk of Washington, detailing their relationship with Paul Hahn, UDC building inspector.

The Clerk will investigate the need to do a resolution next month to extend the term of offices due to the State changing the terms of town officers.

It has been past practice to charge banks and mortgage companies \$10 per parcel for record searches for liens. We had two requests this month from Premier Bank and the Treasurer noted that the bank did many cashiers checks for us without charge. It was the consensus of the board that the Clerk should waive the fee for Premier Bank.

The next meeting will be March 12, at 7 p.m.

There being no other business, Bob moved, seconded by Jay to adjourn. Carried.

Submitted by Marlin Noffke
