

**TOWN OF SCOTT  
BROWN COUNTY, WISCONSIN  
SPECIAL TOWN BOARD MEETING  
October 20, 2014 AT 4:00 PM**

**1. Call to Order**

A Special Town Board Meeting was called to order on October 20, 2014 at 4:00 PM in the Town Hall by Chairman Mike Van Lanen. Present were Chairman Mike Van Lanen, Supervisor Colleen Harris, Supervisor Jeffrey Zlatohlavek, Supervisor Ken Jacobs, Supervisor Charles Bouche, Economic Development Coordinator/Planner Dave Cerny, Clerk/Treasurer John Roth.

**2. Affidavit of Posting:** The Affidavit of Posting indicating that the public notice of the Town Board Meeting was posted on October 17, 2014 was presented by Cerny.

**MOTION JACOBS/BOUCHE** to accept the Affidavit of Posting. Vote: Aye-5.No-0. Carried.

**3. Approval of Minutes of Prior Meetings:**

**A. Town Board:**

• **10-14-2014 Town Board**

**MOTION JACOBS/BOUCHE** to approve the October 14, 2014 Town Board meeting minutes as presented: Vote: Aye-5. No-0. Carried.

**4. Public Input:** None were present

**5. Specific matters for discussion and possible action by Town Board:**

**A. Proposed Intergovernmental Drainage Agreement with Drainage District #4:** Economic Development Coordinator Dave Cerny updated the Town Board in regard to this issue. Verbal update: Attorney Duffy stated that Vandecastle has not returned calls. The intention is that Storm Water will reimburse Drainage District #4. The tax bill will either show "\$0.00" or no line item at all. There is nothing in the document about a discounted rate, as was originally discussed. Some of this information has come from Martin Holden in conversation with Warren Jadin. We are running out of time for the tax bill situation. Does the Board want to review, or can the Board give Chairman Van Lanen the power to sign an updated documents? Do we do the agreement for one year?

**MOTION JACOBS /BOUCHE** to give Chairman Mike Van Lanen the authority to sign an updated agreement per the above discussed changes and approval of Attorney Duffy. Vote: Aye-5. No-0. Carried.

**B. Review/award Town Maintenance and snow plow bids:** Economic Development Coordinator Dave Cerny updated the Town Board in regard to this issue. There are two bids: Timberline Landscape and Finnel Landscape. Cerny created a comparison matrix of the two bids. Finnel's bid is significantly lower than Timberline's.

**MOTION JACOBS/HARRIS** to award the 2015 Town outside Maintenance and snow plowing bid to Finnel Landscape as presented (see bid proposal). Vote: Aye-5. No-0. Carried.

**C. Employment/performance/salary of Clerk/Treasurer/Office Manager (may be referred to closed session):**

**D. Closed Session** under WI Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Performance evaluation of Clerk/Treasurer/Office Manager. Did not go into closed session.

Discussion and/or action on closed session items. Cerny left the room. The Clerk/Treasurer/Office Manager's performance and goals were discussed with the Board. The evaluation form was gone through.

The Employee Policy/Procedure/Handbook needs to be completed.

**E. Work on the 2015 budget:** Updated handouts were provided:

The State has finalized numbers - Road aids revenue went up \$4000.

Discussion of 2015 and 2016 computer/hardware/software needs. Cerny explained the handout. Estimated

\$2,500 for the critical needs of 2015 and \$25,000 for full system needs and/or options. Discussion of upgrading the website as well as computers. Point made that whatever firm works with the town on these upgrades and maintenance needs to be a well-established organization with solid credentials and adequate insurance. Discussion on upgrades to the *Workhorse* software, to track assessments, which will help the Deputy Clerk with her job. Estimated cost of *Workhorse* assessment program is approximately \$4,000. The Town will need to get formal bids for the full system improvements. Research website now, for 2015 improvements. Board recommended budgeting \$5,000 for computer and website needs for 2015.

Discussion of health care insurance cost and comparison to other units of government (see handout). 2015 Anthem Blue Cross (the Town employees current provider) will include dental coverage in their package. Cerny explained that the Town would see lower rates due to a 5% reduction in the new member surcharge. Discussion on the Town increasing its funding of insurance coverage from 60% to 65%. Recommendation to develop a matrix to track the town's annual benefit package. Town Board recommended increase in coverage to 65%.

Discussion on the plans and engineering for reconstruction of Bay Settlement from Church Road to Van Lanen Road. Mead & Hunt can finish the preliminary plans early in 2015. Recommendation to add \$5,000 to the line item for: *Road, Major Projects - Bay Settlement Road Engineering*, to complete the preliminary plans.

Final budget numbers for the New Franken Fire Department will be established at their meeting on October 28, 2014, and will be included in the final budget.

**6. Communications by Clerk/Engineer and Economic Development Coordinator**

**(No action):** No additional reports

**7. Reports from Town Officers/Committees/Commissions:**

No additional reports

**8. Meetings/Adjournment:**

**MOTION VAN LANEN/JACOBS** to adjourn Vote: Aye-5, No-0. Carried. Meeting Adjourned at 6:20 P.M.

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John Roth, Clerk/Treasurer

## ESTIMATE FOR SNOW PLOWING & YARD MAINTENANCE

FROM DECEMBER 1, 2014 THRU NOVEMBER 30, 2015.

Bid Item	Finnel	Timberline	Billing Period
1. Snow plowing of parking lot at Town Hall and Scott Sanitary District Pump Station located on Jody Drive. Snow plowing of each measurable snowfall to be done before the opening of the Town Hall at 9:00 am	\$800	\$2,500	Per Year
2. Shoveling of sidewalks at Town Hall each time parking lot is plowed.	\$250	\$500	Per Year
3. Mow lawn at Town Hall and Pump Station on an "as-needed basis". Fertilize and treat with weed killer twice yearly	\$2,700	\$4,875	Per Year
4. Maintain Town Hall shrubbery to include trimming and weeding.	\$325	\$500	Per Year

<p>5.</p> <p>Maintain adjoining residential property (located on Algoma Rd) – mowing and trimming of lawn on an “as-needed basis”, fertilizing and weed control, trimming and weeding around shrubbery, and snow plowing of driveway (*Finnel merged with #3)</p>	<p>*</p>	<p>\$2,750</p>	<p>Per Year</p>
<p>TOTAL amount for the above 5 items/year - Billed monthly at:</p>	<p>\$339.58</p>	<p>\$927.08</p>	<p>Per Month</p>
<p>6.</p> <p>St. Killian Park shall be cut and trimmed on an “as-needed basis”.</p>	<p>\$65</p>	<p>\$200</p>	<p>Per Cutting</p>
<p>7.</p> <p>Scotland Meadows Park and trail, on an “as-needed basis”: (spraying round-up, cutting, watering of trees)</p>	<p>\$50/cut \$200/time</p>	<p>\$375</p>	<p>Per ‘doing’</p>
<p>8.</p> <p>Town of Scott Vacant Land (north of Town Hall) will be brush hogged as needed. This to include machine per hour rate and labor per hour rate.</p>	<p>\$40/mach. \$30/labor hour</p>	<p>\$60/mach. \$55/labor hour</p>	

<b>9.</b> Itemize hourly the site charge for the Yard Waste Site. Itemize cost of chipper, skid steer, and dump truck use per hour, per piece of equipment.	<b>\$32/hr</b>	<b>\$55/hr.</b>	Full-time help
	<b>\$18/hr</b>		Summer help
	<b>\$40/hr</b>	<b>\$60/hr</b>	Machine hour
	<b>\$30/hr</b>		Mach. labor hour

## Computer and System Upgrades – for 2015 Budget Discussion

### 2015

- ~ New computer / system for Building Inspection office
- ~ Update Assessor computer / software
- ~ System Maintenance / support

Budget  
**\$2,500**

### 2016 and beyond

- o Server, software & upgrades.
- o Add 'Cloud-based' storage for back-up / redundancy
- o Upgrade & maintenance of computers
- o Upgrade & maintenance of web-site
- o Workhorse Upgrade ? (Assessments Program)
- o Upgrade Software (Office 2013 or other as appropriate)
- o Upgrade aging computers (Clerk, Deputy Clerk, Assessor)
  - Docking station, monitor, key boards, etc. for all computers
  - *Other computers for upgrading (other budgets)*
    1. *Stormwater*
    2. *Water Utility*
    3. *Scott 1 Sanitary*
    4. *Bay Shore*
    5. *Royal Scott*
    6. *New Franken*

**\$25,000**

## HEALTH CARE COMPARISON

<b>BENEFIT</b>	State	County	City –GB	Ledgeview	Scott
Health	80/20	88/12**	87.5/12.5**	100% (\$2,500 deductible)	60/40*
Dental	Yes	\$8.12/mo	Supplemental	100% for employee – 50% family	Avail. 2015
Vision	\$18/mo.	\$18.03/mo.	Under Health	Voluntary Supplemental	No
Long-term Disability	Yes	Yes	Pay to belong	100% for employee – 50% family	No
Life Insurance	4x's Salary	100%	Basic cover. = 1 yr. sal. + supplemental option	100% for employee – 50% family	No

\*\* Through Personal Health Assessment program

\* 60% covered by Town, 40% employee responsibility. Current budgeted amount covers cheapest Health Plan