

**TOWN OF GREENVILLE  
TOWN BOARD  
MEETING MINUTES**

DATE: Monday, June 12, 2017

TIME: 6:00 pm

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**Agenda**

1. CALL TO ORDER

The meeting was called to order at 6:00 pm.

PRESENT: Jack Anderson, Andy Peters, Mark Strobel, Mike Woods, Dean Culbertson

2. PLEDGE OF ALLEGIANCE

3. POSTING OF AGENDA/APPROVAL OF AGENDA

Motion by Dean Culbertson, second by Jack Anderson to approve the agenda. Motion carried 5-0.

4. PUBLIC COMMENT FORUM

Kathleen Matthees – N2479 Timothy Lane; sent an email that is on the agenda to be acted on as a claim. She does not believe that it is a claim and would like the Town Board to remove the item from the agenda as well as recall the decision by the Town at a previous meeting.

Wally Richter - N1077 Pebble Ridge; requested an update on the karst, information on Island Road and the charge for wood chipping if it takes longer than 20 minutes at a residence. He feels the \$200 charge is excessive.

Jean Goffard – N853 Julius Drive; update on the karst.

Gary Bekx – N1670 Prairie View Drive – Had a question regarding the funding for restoration of the ditch by Sanitary District dollars and the liability of the engineering firm and contractor that put the sewer interceptor in. He had additional questions about the invoicing and audits of the Town. Jack explained that audits are done on an annual basis by a third party company. The reason that the funds are coming out of the Sanitary District is because it was a Sanitary District project. Gary asked about the invoice that was paid and Jack explained that there was no knowledge by the Town Board of the project until after the project was complete and the voucher was approved. Immel Excavating does a number of projects for the Town and seeing the notation and amount on the voucher was not out of the ordinary. The Town is looking at what needs to happen for disciplinary action, processes and procedures and how the Town and other entities are going to be financially involved. These are on-going and they do not want to act prematurely.

Jean Goffard wanted to know if the Town gave permission to Mr. Woods to dig the ditch.

Motion by Mark Strobel, second by Andy Peters to close the public comment forum. Motion carried 5-0.

5. CONSENT AGENDA

*(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)*

- a. Approval of Joint Town Board/Sanitary District #1 Minutes, May 8, 2017.
- b. Approval of Regular Town Board Meeting Minutes – May 8, 2017.
- c. Approval of Town Board – Closed Session Meeting Minutes – May 8, 2017.
- d. Approval of Town Board – Closed Session Meeting Minutes – May 10, 2017.
- e. Approval of Town Board/Fire Department/SD #1 Meeting Minutes – May 15, 2017.
- f. Approval of Town Board – Closed Session Meeting Minutes – May 15, 2017.
- g. Approval of Town Board Meeting Minutes – May 22, 2017.
- h. Approval of June 2017 Town Vouchers.
- i. Appointment of Doug Butt and Tom Reimer to the Board of Appeals for a 3 year term beginning July 1, 2017.

- j. Approval of 2017-2018 Liquor License Renewals.
- k. Approval of “Class B” Beer/Liquor License of Indigo 5 Productions, LLC., Angela M. Kersten, Agent, W7003 Parkview Drive, #11.
- l. Approval of Temporary Class “B” Beer and Class “C” Wine License for Fox West Chamber of Commerce, October 5, 2017 at Lions Park.

Motion by Dean Culbertson, second by Mike Woods to approve the consent agenda. Motion carried 5-0.

6. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)

7. OFFICER’S REPORTS

- a. Sheriff Department Liaison Officer  
Deputy Van Berkel reviewed her report; there was a total of 640 calls for service in Greenville for the month of May.
- b. Fire Department/First Responders  
Fire Department had 12 runs in May/75 YTD. First Responders had 32 runs in May/147 YTD.
- c. Emergency Management
- d. Public Works  
Sharon Hess W6894 Greenridge Drive; has concerns regarding the reconstruction of Greenridge Drive. She lives on the corner where they are adding the right turn lane and has concerns about having to cross two lanes of traffic to get into her driveway, she does not believe there is enough right of way to install the turn lane. Research on the DOT website regarding her ability to turn left in and out of her driveway also has her concerned. Sharon will meet with Dean Schiller regarding these concerns.  
Island Road – when they initially pulverized the road, they did with the intent to get in there soon and get it reconstructed, but it has been a wet spring. Expect activity within the next week or two.  
Dean met with residents on Julius Drive regarding the reconstruction project. The next steps are to acquire real estate frontage and temporary limited easements.
- e. Parks and Recreation/Urban Forestry  
Movie night began last week; there will be ten movies shown this summer thanks to a donation by the Lioness’.
- f. Constable Report
- g. Director of Community and Economic Development  
Will continue work on marketing our TIF district.
- h. Town Administrator  
Researching on licensing mobile homes. Outagamie County does an annual inspection and we would like to utilize that report to approve our license.

8. COMMITTEE REPORTS

- a. Park Commission
- b. Sports Complex Committee
- c. Facilities Committee  
There will be a kick off meeting with Five Bugles to begin design work next Tuesday 6/20 at 5:30 pm.

9. NEW BUSINESS

- a. Review and possible approval of TID #1 Development Agreement with Cintas Corporation No. 2.  
Frank Roman from Ehlers is working with the Town on the relocation of Cintas into the TIF District; utilizing the TIF funds to provide economic assistance.

Motion by Jack Anderson, second by Mark Strobel to approve the agreement. Motion carried 5-0.

b. Planning Commission Recommendations:

- i. Approval of Greenville Auto & RV Special Use Permit to allow automobile sales/maintenance and residence in a Commercial District, N930 Cty. Hwy CB, Parcel #'s 110088700.

Dean Culbertson asked about the home on the property that the current owners' son will live in. Should the circumstances change, would we allow it to be a rental property? Additional discussion regarding the future use of the home is needed; Dave added that they would need to go back to the Planning Commission for a change in the special use conditions. Motion by Dean Culbertson, second by Jack Anderson to table and send back to Plan Commission for further discussion. Motion carried 5-0.

c. Review and possible approval of request to fund Strategic Foresight Training.

Motion by Mike Woods, second by Andy Peters to approve the training. Motion carried 5-0.

d. Review and possible approval of a 1 or 3 year maintenance agreement with Outagamie County Highway Department.

Motion by Dean Culbertson, second by Andy Peters to approve a three year agreement with Outagamie County. Motion carried 5-0.

e. Review proposed Street Maintenance Impact Fee.

Dean Schiller asked the Town Board for direction regarding proactive street maintenance treatments. Since we have three new subdivisions, he is looking to be proactive in an attempt to extend the life of the roads. Jack asked that Dean work with the new administrator on this.

f. Review and possible approval of new data backup system.

Motion by Jack Anderson, second by Dean Culbertson to approve the recommended data backup system. Motion carried 5-0.

g. Possible approval to reallocate funds from the master planning of Quadrant 2 at Lions Park to the Sports Complex for the purpose of hiring a professional consultant to complete the master plan.

Motion by Jack Anderson, second by Andy Peters to approve the reallocation of funds. Motion carried 5-0.

h. Possible approval of a request for funds from Sustain Greenville to assist with a recycling day event.

John Conrad, W7133 Spring Road (representing Sustain Greenville) is asking for \$150.00 to assist with funding a recycling event in conjunction with the August 16<sup>th</sup> Farmer's Market.

Motion by Mike Woods, second by Jack Anderson to approve the funds. Motion carried 5-0.

i. Review of claim received regarding property located at N2479 Timothy Lane.

Kathleen Matthees and Jennifer Mueller reiterated that the initial email was not a claim, it was a request for information. Attorney Lehocky believes that the initial email sent in provides sufficient information and recommends that the Town Board disallows the claim

Motion by Jack Anderson, second by Dean Culbertson to table this until they have an opportunity to speak with the Town's Association. Motion carried 5-0.

j. Review and possible approval of an Intergovernmental Agreement for Election Equipment Procurement with Outagamie County.

Motion by Jack Anderson, second by Dean Culbertson to approve the agreement with Outagamie County utilizing the 5-year financing option. Motion carried 5-0.

k. Discussion of Town Resource Extraction Ordinance.

Dave would like to utilize Scott Konkle at East Central WI Regional Planning Commission to provide the inspections on an annual basis to assist with our permitting process. Dave will bring back additional information.

10. FUTURE AGENDA ITEMS

Town Resource Extraction Ordinance

Timothy Lane Claim

Special Use Permit Application of Greenville Auto and RV

11. ANNOUNCEMENTS

Open Book – June 14, 2017 at 10:00 am.

Facilities Committee – June 20, 2017 at 5:30 pm.

Planning Commission – June 26, 2017 at 5:30 pm.

Sanitary District #2 – June 26, 2017 immediately following Planning Commission

Town Board – June 26, 2017 immediately following Sanitary District #2

Parks Commission – June 27, 2017 at 7:00 pm. (at Jennerjohn Park)

There were twenty-six applicants for the Town Administrator Position. Four finalists were interviewed; an offer has been extended and accepted with an anticipated start date at the end of July.

12. ADJOURNMENT OF MEETING

Motion by Jack Anderson, second by Mark Strobel to adjourn. Motion carried 5-0. Meeting adjourned at 7:53 pm.

Wendy Helgeson, Town Clerk