

**TOWN OF GREENVILLE
TOWN BOARD
MEETING MINUTES**

DATE: Monday, November 13, 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 6:01 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL, VERIFY PUBLIC NOTICE & APPROVAL OF AGENDA

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

Motion by Dean Culbertson, second by Mark Strobel to approve the agenda. Motion carried 5-0.

4. PUBLIC COMMENT FORUM

Jim Ziegert, Sr., W7047 Hillview Road – had questions on the Town’s new telephone system.

Motion by Jack Anderson, 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 Meeting Minutes:

- i. Town Board Meeting, October 9, 2017.
- ii. Town Board Meeting – Closed Session, October 9, 2017.
- iii. Town Board Budget Work Session, October 16, 2017.
- iv. Joint Town Board/Facilities Committee, October 18, 2017.
- v. Town Board Meeting Minutes – October 23, 2017.
- vi. Town Board Budget Work Session – October 30, 2017.
- vii. Town Board Meeting – Closed Session – November 8, 2017.

b. Approval of November 2017 Town Vouchers.

c. Acceptance of Staff Reports:

- i. Sheriff Department Liaison Officer
- ii. Fire Department/First Responders
- iii. Public Works
- iv. Parks and Recreation/Urban Forestry
- v. Constable Report
- vi. Town Administrator

d. Acceptance of Committee Reports:

- i. Park Commission
- ii. Sports Complex Committee
- iii. Facilities Committee

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. NEW BUSINESS

a. Planning Commission Recommendations:

- i. Approval of Certified Survey Map. Randy Strey, W8258 Spring Rd, Parcel 110024000.

Mark Strobel recommended that the section seconds bearing along the western lot line of Lot 1 be shown as 34 versus 35 to reflect the accurate section line and that a note be added to show the width is 66 ft. from the western lot line of Lot 2 to the western lot line of Lot 1. Motion by Mark Strobel, second by Mike Woods to approve with his two notes added. Motion carried 5-0.

- ii. Approval of amendment to ordinance §320-93 Special exception uses and structures in AGD General Agricultural District.

Motion by Mark Strobel to deny the ordinance amendment. Motion failed for lack of second. Motion by Dean Culbertson, second by Andy Peters to approve the amendment to the ordinance. Motion carried 4-1/Strobel.

- iii. Review and possible approval of Special Exception Use Permit application to allow construction of a billboard/monument off-premises sign in the General Commercial and Gateway zoning districts. Martin Nikodem/Lamar Advertising of Green Bay, N2036 Greenville Dr, Parcel 110027201.

Motion by Dean Culbertson, second by Andy Peters to approve the Special Exception Use Permit for Martin Nikodem/Lamar Advertising of Green Bay for an off-premise billboard at N2036 Greenville Drive with the following conditions:

1. The off-premises monument sign must meet all restrictions established for signage within the Gateway Overlay District, including but not limited to size, materials and sign type;
2. The constructed sign may never be used for digital or electronic messaging;
3. The constructed sign will represent the maximum square footage allowed for a monument sign on the parcel and thus no other sign except wall signs will be permitted on the premises;
4. No temporary signage will be allowed/permitted on the premises;
5. The Special Exception Use Permitted sign may be shared for on premise business advertising provided it does not exceed the total maximum size permitted.
6. The constructed sign must meet any and all municipal, county and state setback requirements.”

Motion carried 3-2/Anderson, Strobel.

- b. Discussion & Possible Action: Report on Quarry Compliance and Establishing a Resource Extraction Permit Fee.

Motion by Jack Anderson, second by Mark Strobel to accept the East Central Wisconsin Regional Planning Commission report on quarry compliance and set a Resource Extraction permit fee of \$150.00. Motion carried 5-0.

- c. Discussion & Possible Action: Three-Year Audit & Accounting Services Agreement with Schenk SC.

Dean Culbertson asked if it was good practice to keep the same audit firm or to change. Town Administrator, Joel Gregozeski commented that if the Town Board and staff are satisfied with their services, then it is acceptable to continue with the same firm. Town staff is satisfied with their service and Supervisor Andy Peters noted that he has been pleased with the work they have done for the Town. Motion by Dean Culbertson, second by Andy Peters to

approve an agreement for three years with Schenck SC for audit and accounting services.
Motion carried 5-0.

- d. Discussion & Possible Action: Three-Year Assessor Services Agreement with Accurate Appraisal.
Motion by Jack Anderson, second by Mike Woods to approve the three-year agreement with Accurate Appraisal. Motion carried 5-0.
- e. Discussion & Possible Action: Request for Qualifications for Town Engineering Services.
Town staff is looking to consolidate engineering services to improve efficiency, effectiveness and to have a contract engineer whose focus and sole interest is the Town of Greenville. The Town would begin to solicit for engineering services after the 2018 budget has been adopted. Motion by Mark Strobel, second by Jack Anderson to approve the RFQ for Town Engineering Services. Motion carried 5-0.
- f. Discussion & Possible Action: Community & Economic Development Director Position Update & Authorization to Proceed with Recruitment/Hiring of Position.
Discussion was held on whether to keep the word "Economic" in the position title. It was agreed that it would be kept; economic development remains a priority in that position with emphasis on marketing the newly created TIF District. Chairman Anderson asked that the application period will be extended until January 12, 2018. Motion by Jack Anderson, second by Andy Peters to approve the advertising and hiring of a Community & Economic Development Director, and change the application due date to January 12, 2018. Motion carried 5-0.

8. ANNOUNCEMENTS

- a. 2018 Budget Public Hearing and Special Town Meeting – November, 16, 2017 at 6:00 p.m.
Planning Commission – November 27, 2017 at 5:30 p.m.
Sanitary District #2 and Town Board – November 27, 2017 immediately following the Planning Commission meeting.
Parks Commission meeting at Town Hall – November 28, 2017 at 7:00 p.m.
Facilities Committee – November 29, 2017 at 6:00 p.m.

Town Chairman, Jack Anderson shared that the Public Works Department has removed the basement from the old floral shop location. Outagamie County will assist with leveling. The Fire Department has conducted fire training on the house at the Field of Dreams; the debris has been removed. Town Administrator, Joel Gregozeski noted that there has been an on-going nuisance complaint issue that we will be litigating. Permits have been submitted for stream restoration on the Lin Property. The approving entities have 30 days to respond. Once permits have been approved, we can begin restoration.

9. ADJOURNMENT OF MEETING

Motion by Mark Strobel, second by Dean Culbertson to adjourn. Motion carried 5-0. Meeting adjourned at 6:51 p.m.

Wendy Helgeson, Town Clerk
Approved: