Town of Elba
Regular Monthly Town Board Meeting
Tuesday, April 19, 2022

The regular monthly meeting was called to order on Tuesday, April 19, 2022, at 7:56 PM by Chairman Jerry Gaska (this meeting immediately followed the Town's Annual Meeting). Supervisors Paul Walz and Peter Larson, Clerk Lori Koenig-Fry and Treasurer Keteri Kirchberg were present. Also present: Roger & Jane Parpart, Joe Roche, Becky & Greg Kirchberg, Eugene, Darvin & Piper Frey, and Patti Inglett.

Adopt Agenda: Motion by Supervisor Larson to adopt the agenda as presented. Seconded by Supervisor Walz. All in favor. Motion carried.

Approval of Minutes: Motion by Supervisor Walz to approve the March 1, 2022, regular monthly Town Board meeting minutes and the Special Board meeting March 28, 2022, minutes as presented. Seconded by Supervisor Larson. All in favor. Motion carried.

Public Comment: None

Dodge County Sheriff's Report: None

Reports from Town Officials:

Town Clerk: The expense report, disbursements being a total of $33,122.94 was presented. Chairman Gaska mentioned that the expense for $1,529.61 for White Plumbing is going to be reimbursed by Elba Sanitary District for work completed on the town hall well and thanked the Elba Sanitary District for their generous donation. Motion by Supervisor Walz to approve the Expense report for April 19, 2022, as presented. Seconded by Supervisor Larson. All in favor. Motion carried. Other Clerk business, Clerk Koenig-Fry advised that there are some forms from the bank that needed to be signed to update the designated signers with the bank.

Town Treasurer: Treasurer Kirchberg presented the Treasurer Report showing deposits in the general account in the amount of $39,919.19 this included monies from Rent, DOT for Transportation Aid $30,791.28 as well as the Dodge County Bridge Aid $1,615.00, and dog tags of $57.00. The Real Estate Account received a deposit of $10,449.04 which was the April settlement from the County, there were no disbursements, for an ending account balance of $14,917.01. Treasurer Kirchberg confirmed the totals of the LGIP accounts and that the interest noted is higher as it does include two months due to the date change of the meeting. Motion by Supervisor Walz to approve the Treasurer's Report for April 19, 2022, as presented. Seconded by Supervisor Larson. All in favor. Motion carried. Other Treasurer business, Treasurer Kirchberg stated that there are only 21 dog tags remaining and more may need to be ordered from the county. Treasurer Kirchberg also stated that we are running low and almost out of the garbage cards for the recycling and we would need to decide if we wanted to print more or if we wanted to purchase them from Staples as we had done with the last batch (500 for $7.00). Treasurer Kirchberg pointed out a discrepancy with the March 1, 2022, Treasurer's Report, noting that Check #980 was entered at $981.00 and should have been entered at $306.91 which is a difference of $674.09 would bring the ending balance to $4,427.03, instead of $3,588.88, which is correctly reflected as the beginning balance on the April Treasurer's report for the Real Estate Account. Chairman Gaska requested a motion to amend the March Treasurer's Report Real Estate Account ending balance by $674.09 to increase the ending balance to $4,427.03. Motion moved by Supervisor Walz, Seconded by Supervisor Larson. All in favor. Motion carried.

Second error not mentioned Check 981 was recorded as $306.90 which was written for $142.85, for a difference of $164.05, with the initial documented difference in the amount of $674.10 brings the total of the discrepancy of $838.15 which is the difference between the March month end balance on the Treasurer's report and the April beginning balance of the Treasurer's report for the Real Estate Account.

Plan Commission/County Board Supervisor: None

Elba Sanitary District (ESD#1): None

Town Chair: Chairman Gaska attended the meeting for the CLR (Clyman/Lowell/Reeseville) Fire district, merger seems to be going well. CLR is looking to potentially offer an EMS service in the future. The town would need to review costs to see if we would stick with Life Star (Columbus EMS) or if we would want to make the change. This change is likely a few years down the road. Chairman Gaska stated that a recommendation that came from the CLR is that all the townships should look to create a burning resolution or ordinance. This would allow for the fire department to recover costs from intentionally set fires that required emergency fire assistance. Chairman Gaska reviewed correspondence regarding land for sale on Hwy 16 and 60, he advised that the county is in control of the driveway request and the township has limited options. Advised the board that it may come to the town to provide advisement to the county, to not be surprised if it shows up in a future agenda. Chairman Gaska followed up on the bridge inspections, the township only has one bridge up this year that is on Burr Oak Road, the township has a shared maintenance agreement with the Town of Portland on that bridge and will pay 50% of the inspection cost. The only other bridge that would fall under future inspections is on Ninabuck Rd and is not due for a couple of years. Chairman Gaska stated that he will attend the WTA unit meeting on Wednesday and the WTA District meeting on Friday.

Town Supervisor Walz: Supervisor Walz stated that before Roche Road is chip sealed the hole needs to be filled with cold patch. Tri-County Road has some new holes that are appearing between, Duffy/Sydo Rd and our side of Lins' hill.

Town Supervisor Larson: None

New Business:

Minor Land Division: Chairman Gaska reviewed the recommendation from the Planning Commission to approve the land division as proposed, with the recommendation to approve a conditional use permit, along with discussion to approve a future Cul-de-sac turn around. Supervisor Larson made a motion to approve the recommendation from the planning commission. Supervisor Walz seconded. All in Favor. Motion carried. Supervisor Walz made a motion to approve the recommendation for a conditional use permit to Dodge County. Supervisor Larson seconded. All in favor. Motion carried.

Re-Appointment of Plan Commission and Zoning Board of Appeals members: Chairman Gaska advised that he spoke with both members of the Planning Commission, David Roche and Dennis Ball and they both agreed to additional terms. He also spoke with Zoning Board of Appeals members Brian Klubertanz and Becky Kirchberg, and they also agreed to additional terms, stating that Becky Kirchberg would like us to find a suitable replacement for her going forward. Supervisor Walz made a motion to re-appoint David Roche and Dennis Ball to the Planning Commission. Seconded by Supervisor Larson. All in favor Motion carried. Supervisor Walz made a motion to re-appoint Zoning Board of Appeals members Brian Klubertanz and Becky Kirchberg. Seconded by Supervisor Larson. All in favor Motion carried.

Recycling Center: Chairman Gaska mentioned with Kevin Fuerbringer moving out of the area he will no longer be able to cover the recycling center. Chairman Gaska advised that we need to have a recycling center employee to continue with the recycling center grant. Supervisor Walz stated that he did speak with the Kirchberg's, and they would be willing to take over the recycling center duties. Chairman Gaska confirmed the four employees for the recycling center, Greg Kirchberg, Thomas Kirchberg, Anthony Larson, and Peter Larson. Supervisor Walz stated that he would be willing to back up for weekends that the attendants are not available. The board reviewed the wage of $15.00 and stated that it would still be an acceptable wage moving forward, and holidays would be discussed and posted if they are affected. Supervisor Walz made a motion to hire Greg Kirchberg, Thomas Kirchberg, Anthony Larson, and Peter Larson as garbage attendants. Supervisor Larson seconded. All in favor (Supervisor Larson abstained). Motion carried.

Public Nuisance: Chairman Gaska explained the urgency on getting the site cleaned up before everything starts to grow in. Also cautioned that any costs incurred would be added to the tax roll as a special assessment. The board decided that they would like to have a special meeting and to contact the attorney (Jesse Spankowski with Miller & Miller LLC) before proceeding. No action taken at this time.

Bethel Cemetery: Chairman Gaska requested ideas on how to move forward with the cemetery and how to deal with the items that continue to arise (plots/burials). Saint Columbkille has a group of high school kids willing to work around the area and seeing if the township would have work available for the kids in the cemetery. Board agreed that a committee of 4 or 5 people needs to be formed to deal with the correspondence regarding the cemetery and assist with requests made. Chairman Gaska asked for public comment from Jane Parpart, she expressed her willingness to be part of the committee but has concerns with the ordnance and how it might affect a committee that is formed. Town resident Becky Kirchberg stated that they would also be willing to be part of a committee as well as being grounds keepers they have good knowledge of the cemetery and would be an asset to the committee. Supervisor Larson stated that he would lead the committee and get members and move forward with the cemetery responsibilities. Chairman Gaska advised that Supervisor Larson would be able to move forward and bring items to the board that need attention. Supervisor Walz made a motion to approve the creation of Bethel Cemetery committee with Peter Larson as the Chairperson. Supervisor Larson seconded. All in favor. Motion carried.

ARPA Resolution: Chairman Gaska advised that the resolution is created so that the township can use the APRA funds for general purposes. If the board chooses to not use the standard deduction the use of the funds would be limited. Supervisor Larson made a motion to adopt the resolution #2202-4-19-1. Supervisor Walz seconded. All in favor. Roll Call Vote: Jerry; Yes, Paul; Yes, Peter; Yes. Motion carried.

Crack Sealing Proposal: Chairman Gaska reviewed the proposal from Crack Filling Service Corp, explained that it was like last year as it is a proposal not to exceed $24,900.00. Based on the map provided by Crack Filling Service the priority would be Behan Road, the concrete portion, and the part beyond the new pavement, second priority would be Hickory Drive and Oak Grove Drive in Elba Heights, third priority is Jahnke Road, forth Pergande Road and if there are any remaining funds Tamarack Road. Supervisor Walz made a motion approve the proposal from Crack Filling Service Corp not to exceed $24,900.00 Supervisor Larson seconded. All in Favor. Motion carried.

Gravel Shouldering Proposal: Chairman Gaska stated that he requested three estimates on the gravel shouldering and has only received two. He then reviewed the two estimates for gravel shouldering one from Kartechner Brothers LLC in the amount of $40,800.00 and one from Koplin in the amount of $30,000.00. Chairman Gaska advised the board that both estimates are higher than the board can go with, without a formal bidding process. The board discussed the importance of gravel shouldering to reach their goal of maintain the roads. Chairman Gaska stated that he would follow up with the contractors and see what they can do for less than $25,000.00. No action taken at this time.

Town Treasurer: Chairman Gaska received a letter of resignation from Treasurer Keteri Kirchberg, he thanked her for her service to the township. Supervisor Walz make a motion to accept the resignation of Keteri Kirchberg as the town Treasurer. Supervisor Larson seconded. Discussion: Supervisor Walz stated that he is proud of Keteri a young person who stepped up for her community. Chairman Gaska sincerely thanked Keteri for stepping up when the township was in a bind. All in favor. Motion carried.

Treasurer Appointment: Chairman Gaska named Patti Inglett as the person to replace Keteri Kirchberg as Town Treasurer. Supervisor Walz made a motion to appoint Patti Inglett as Treasurer effective today April 19, 2022, until the end of the term April 18, 2023. Supervisor Larson seconded. All in favor. Motion carried.

Elba Sanitary District Treasurer: Chairman Gaska explained that it is customary for the Town Treasurer to serve as the Treasurer of the Sanitary District. Supervisor Walz made a motion to appoint Patti Inglett as Treasurer of the Elba Sanitary District #1 Treasurer. Supervisor Larson Seconded. All in favor. Motion carried.

Unfinished Business:

Town Hall Plumbing Issue: Chairman Gaska explained earlier in the meeting that White Plumbing was out and inspected the well, they lowered the well pump which will mean the sediment filter will need to be changed more frequently. Advised the board that the town will likely need a new well in the coming years, but the repairs that were made will hold them over for the time being.

Emergency Response Plan: The board review the Dodge County Emergency Response plan as updated by Clerk Koenig-Fry. The Clerk will investigate the remaining questions and bring the plan to the May meeting for approval.

Oath of Office was given to appointed Town Treasurer Patti Inglett. Oath of office was given to appointed Treasurer of the Elba Sanitary#1 District Patti Inglett. Chairman Gaska welcomed Patti to take her seat on the Board.

Correspondence: None

Adjournment: Motion by Supervisor Walz to adjourn. Seconded by Supervisor Larson. All in favor. Motion carried. Meeting adjourned at 9:50 PM

Prepared By: Lori Koenig-Fry, Town Clerk

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Jerry Gaska, Chairman

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Paul Walz, Supervisor 1

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Peter Larson, Supervisor 2

April 19, 2022

NOTE: These DRAFT minutes are subject to approval at the May 17, 2022, Town Board meeting.