Town of Ixonia
Town Board
Minutes
May 13th, 2024

Call to Order, Roll Call and Pledge of Allegiance
Chairman Goetsch called the May 13th, 2024 Town Board meeting to order at approximately 7:00 pm.

Roll Call was taken: Chairman Perry Goetsch, Supervisor Amy Rinard, Supervisor Dave Kester, Supervisor Dan Rupnow (arrived after the meeting was called to order) and Supervisor Rick Ziegler

Also present: Public Works Superintendent Ben Degner, Utility Plant Manager Jeff Wegner, Transfer Superintendent Dave Schilling, Chief Brett Meints, Deputy Clerk/Treasurer Jodi Jaeger, Attorney Stan Riffle and Clerk/Treasurer Nancy J. Zastrow

Proof of Posting and Notice
Clerk/Treasurer Zastrow confirmed the agenda was posted on the website, at the Town Hall, Ixonia Bank and Ixonia Post Office.

Public Comment (Agenda Items) – Persons wishing to speak must sign in and will be allowed three (3) minutes to address the board.

Peter Mark – Rockvale Road – Mr. Mark addressed agenda item 4a. He stated past boards have been very cautious about allowing more dogs than the zoning code allows. He reminded the board the Conditional Use Permit stays with the property.

Kim Drost – North Street – Ms. Drost addressed item 11(a) regarding the Clerk job description. She feels the town needs to look at hiring an HR (Human Resource) person/expert. She feels having a Human Resource professional would be helpful.

Approval of Minutes – April 8th & April 22nd, 2024
Supervisor Ziegler moved, seconded by Supervisor Rupnow to approve the April 8th, 2024 minutes as presented. Motion carried – Supervisor Rinard abstained stating she was not on the board for the April 8th meeting.

Supervisor Ziegler moved, seconded by Supervisor Rupnow to approve the April 22, 2024 minutes as presented. Motion carried.

Treasurer's Report
a) Approve April 2024 Financial Report
Supervisor Rinard moved, seconded by Supervisor Ziegler to approve the April 2024 Financial Report as presented. Motion carried.

Jefferson County Sheriff's Department Report and/or Jefferson County Supervisor Report
County Supervisor Bruce Degner was present but had no report.

Plan Commission

a) *Discussion and Action regarding a request from Jacqueline Christensen to rezone from A-1 to A-3 to create a 1.136-acre residential lot from parcel 012-0816-1942-000 on Hustisford Road*

Jacqueline Christensen was present and explained she wants to create a separate parcel to build a smaller home for herself. This is a one acre split from her ten (10) acre parcel. Chairman Goetsch stated the Plan Commission unanimously approved the rezone.

Supervisor Kester asked about the 66' span and the proposed site details. He asked the depth to the river. Ms. Christenson stated it is at least 300'. Supervisor Rupnow asked if this is in the flood plain. Ms. Christenson stated no. Chairman Goetsch explained this is allowable under the Jefferson County Zoning rules.

Supervisor Rinard moved, seconded by Supervisor Ziegler to approve the rezone as presented and recommend approval to Jefferson County Zoning. Motion carried.

b) *Discussion and Action regarding a request by Amy Bavuso for a conditional use to allow up to five (5) dogs as household pets in an R-1, Residential Zone at W1031 Marietta Avenue on parcel 012-0816-2242—007. The property is owned by Jason M & Amy Bavuso*

Amy Bavuso explained she is asking to have five (5) dogs at her property located at W1031 Marietta Avenue. She stated her daughter is a cancer survivor and her Dad will be moving into their home sooner than later.

Supervisor Kester asked if the does are inside or out. She explained inside.
Supervisor Ziegler asked how many dogs does she currently have? Ms. Bavuso stated two (2). He asked how many people are living in the house? She stated five (5). Supervisor Ziegler asked the exact purpose of having five (5) dogs? She explained :

1. Dad's dog
2. Female dog who helps her daughter with her tremors and balance issues and holds her up. This dog is a foster and too old to train.
3. Puppy – to be trained as a service dog.
4. Two current dogs living in the home.

Supervisor Rupnow asked the ages of the dogs? 1 – Six-year-old; 1 – Five-year-old; 1 – one year old and one six months old and her Dad's dog is six years old.

Supervisor Kester stated he contacted the Human Society, and they stated having the puppy with its Mom is beneficial. Chairman Goetsch stated the Plan Commission approved three dogs and when one dog passes not to replace the dog and when her Dad moves in, to come back for permission at that time.

Supervisor Kester moved to approve five (5) dogs in R-1 zoning and as dogs pass not to replace until they are down to two (2) dogs as allowed. Supervisor Rinard seconded the motion and carried.

Discussion and Action regarding Official Depository and Official Newspaper for 2024 – 2025

a) *Designate – Ixonia Bank as Official Depository, Premier Bank and Local Government Investment Pool as Secondary*

Supervisor Rinard moved, seconded by Supervisor Rupnow to approve the designated depositories for the Town of Ixonia. Motion carried.

b) Designate – Watertown Daily Times – Official Newspaper

Supervisor Ziegler moved, seconded by Supervisor Rinard to approve Watertown Daily Times as the official newspaper for the Town of Ixonia. Motion carried.

c) Appoint Town Board Members to following committee:
Park & Recreation Committee

Chairman Goetsch asked Supervisor Ziegler if he wanted to remain the Town Board representative to the Park & Recreation Committee. Supervisor Ziegler responded he would like to remain on this committee.
No formal action taken.

Discussion and Action regarding a request from the City of Fort Atkinson to purchase one Class B Reserve Liquor License for $10,000.00

Clerk/Treasure Zastrow explained that effective May 1, 2024, municipalities within the same county could sell a reserve license to another community. The City of Fort Atkinson reached out to all surrounding municipalities asking if anyone had a reserve license to sell. The reserve license is a $10,000 license and the Town of Ixonia has three (3) available. The determination of the number of licenses is part of the quota from 1998. She explained the town has three (3) regular Class B liquor licenses not being used and also three (3) Reserve $10,000 available. She explained that in 2022 the town sold the fourth license to the Village of Lac La Belle for $10,000.

Supervisor Ziegler stated he thinks we should not go to the bottom of the barrel and should ask for at least $15,000 for the license. Discussion followed. It was noted the sale of this license will not only benefit the City of Fort Atkinson but Jefferson County also with a new business. Supervisor Rinard is fine with selling the license for $10,000.00 and feels the value is an asset. Discussion followed on where the money would be applied. Supervisor Kester suggested putting towards the new playground equipment.

Supervisor Rinard moved to sell one (1) reserve Class B Liquor License to the City of Fort Atkinson with the revenue to be deposited into the general fund. Supervisor Rupnow seconded the motion. Supervisor Ziegler feels this is a lifetime giving and has more value than the $10,000.00. Motion carried 4-1 – Supervisor Ziegler opposed.

Discussion and Action regarding Special Event Application for EUA/Race Day Events on August 14, 2024 – starting at Firemen's Park

Clerk/Treasurer Zastrow explained this is the second year the race has been in Ixonia. She was unable to print the maps, but there are several routes the bikers can take, and they all begin and end in Ixonia.

Supervisor Rinard moved, seconded by Supervisor Ziegler to approve the Special Event application for EUA/Race Day Event on August 14, 2024. Motion carried.

Discussion and Action regarding replacement of retiring Clerk/Treasurer

a) Discussion, Review and Possible Action on the proposals for recruitment of Clerk/Treasurer
b) Discussion and Possible Action regarding Ordinance creating Administrator position
c) Discussion, Review and Possible Action on the proposal for recruitment of Administrator or Administrator Clerk position
d) Discussion and Action regarding Town Hall staffing and hours of operation

Deputy Clerk/Treasurer Jodi Jaeger read a letter announcing her resignation effective in two weeks. Her last day will be May 24th.

Discussion followed regarding using a recruiter for the Clerk/Treasurer replacement. Supervisor Rupnow suggested a part-time Administrator and hire a Clerk/Treasurer. The range of pay for an Administrator will be $150,000 on the high end and $100,000 for part-time staff. Discussion followed.

Supervisor Ziegler stated he looks at this as a business and what is the essential work. He noted the key focus should be to get the essential work done and start with a couple of part-time staff. He noted new people are trainable. Supervisor Kester stated he has been doing some research and there are Temp Services for the Clerk/Treasurer position. Discussion followed.

Chairman Goetsch asked the board for a solution, how do they want to proceed. We need to advertise for the Deputy Clerk and Clerk/Treasurer. Clerk/Treasurer Zastrow reminded the board to implement a Town Administrator position the board will need to have an ordinance and work on the responsibilities for the administrator. Supervisor Rinard asked how long it would take to draw up the required ordinances. Attorney Riffle stated it would not be a lengthy process. Attorney Riffle stated he does not think the board understands the Clerks job. Supervisor Rinard responded that they do understand. Several board members offered to help in the office if needed during the interim. Discussion continued.

Supervisor Kester moved to publish for the Deputy Clerk/Treasure and Clerk/Treasure positions. Supervisor Ziegler seconded the motion. Supervisor Rinard stated we will start the hiring process on our own. Supervisor Kester stated this will be an opportunity to solicit for candidates and to use the standard publishing outlets which the town has previously used. **Motion carried.**

Park & Recreation

a) *Discussion and Possible Action regarding a Memorandum of Understanding between the Town of Ixonia Park & Recreation Department and Oconomowoc School District – Ixonia Elementary School for use of park during school year*

Park & Recreation Chairman Peter Mark explained to the board the committee has reviewed the MOU with the school district. This will give the town and school clear lines of communication for use of the parks. Often the school uses the park for kickball or other events. This MOU is good for one year with an annual review. Discussion followed.

Supervisor Rinard moved, second by Supervisor Rupnow to approve the Memorandum of Understanding between the Town of Ixonia Park & Recreation Department and Oconomowoc School District as presented. Motion carried.

Public Works/Highway Department

a) *Discussion and Possible Action regarding Engineer contract for Marietta Avenue design and construction in an amount not to exceed $138,650*

Robert Wielgos – ra Smith Engineer addressed the board explaining the contract for engineering services for reconstruction on Marietta Avenue. The estimated cost for design and construction is $138,650. The design portion is not to exceed $77,500 and the construction engineering would be based on time and materials with an estimated amount of $61,150. Discussion followed.

Supervisor Kester pointed out the project is estimated to cost $625,000 and the engineering is additional. Supervisor Ziegler asked what the value of the project is. It was explained it will improve and widen the road.

Supervisor Kester moved, seconded by Supervisor Rupnow to approve the Engineer contract for Marietta Avenue for design and construction as presented. Motion carried.

Fire Department

a) *Monthly report for Fire & EMS*

Chief Meints gave the monthly response information.

b) *Update on Annual Hose testing*

Chief Meints reported they recently did hose testing. He reposted two pieces of hose failed noting this is a good thing. Sometime this testing reveals multiple problems with the hose. No action required.

c) *Discussion and Possible Action to purchase a TNT Rescue Storm Surge telescoping ram using monies from recent surplus sale, grant and donations*

Chief Meints proposed to the board the purchase of the final piece of extrication equipment. They would like to use the funds from Donations & Memorials, the sale of surplus equipment and the Fire Association would pick up the remaining amount.

Clerk/Treasurer Zastrow explained to the board the surplus money was put in the General Fund. The town borrowed to pay for the new radio equipment and most of the items sold at surplus were radios and equipment. The current balance in the donation fund is $3,426. Chief noted WE Energies has notified the department they will annually donate $1500 to the department for upkeep on equipment. This money could be used towards the purchase also. Discussion followed.

Supervisor Ziegler moved, seconded by Supervisor Rinard to approve the purchase of the TNT Rescue Storm Surge telescoping ram using the donation funds in the amount of $3,426, the $1500 donation from WE Energies and splitting the remaining amount between the Surplus Sale funds and Volunteer Firemen's Association in the amount of approximately $2,612 from each. Motion carried.

Utility District

a) *Discussion and Action approving pay request #10 in the amount of $1,371,056.00 for Staab Construction for new WWTP*

Supervisor Rinard moved, seconded by Supervisor Rupnow to approve pay request #10 in the amount of $1,317,056.00. Motion carried.

b) *Discussion and Action approving pay request #13970-31 for Donohue & Associates, Inc for engineering services at new WWTP in the amount of $24,561.61*

Supervisor Rupnow moved, seconded by Supervisor Ziegler to approve pay request #13970-31 for Donohue & Associates in the amount of $24,561.61. Motion carried.

Closed Session:

PLEASE TAKE NOTICE that the Ixonia Town Board will convene, upon passage of the proper motion, into Closed Session with staff, pursuant to §19.85(1)(c), Wis. Stats: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically- Public Works Crewperson hiring and WWTP/Public Works Crewperson hiring

Supervisor Kester moved, seconded by Supervisor Rinard to convene into closed session at approximately 8:32 pm. Roll call vote was taken.

Supervisor Ziegler	**yes**	**Supervisor Rupnow**	**yes**
Supervisor Rinard	**yes**	**Supervisor Kester**	**yes**
Chairman Goetsch	**yes**		

Motion carried 5-0.

Reconvene into Open Session

For possible additional discussion and action concerning any matters discussed in closed session

Supervisor Rinard moved, seconded by Supervisor Rupnow to reconvene into Open Session at approximately 9:05 pm. Roll call vote was taken.

Supervisor Kester	**yes**	**Supervisor Rinard**	**yes**
Supervisor Ziegler	**yes**	**Supervisor Rupnow**	**yes**
Chairman Goetsch	**yes**		

Motion carried 5-0

a) *Discussion and Action regarding promoting within for WWTP/Public Works position*

Supervisor Rupnow moved, seconded by Supervisor Ziegler to approve Jon Jensen to be promoted to the position of WWTP/Public Works. Motion carried.

b) *Discussion and Action regarding hiring recommended person to fill Public Works Crewperson position vacated by internal promotion*

Supervisor Ziegler moved, seconded by Supervisor Rinard to approve hiring Jeremy Reimer to the vacant position at Public Works with three weeks' vacation and 90-day probation period. Motion carried.

Upcoming Meetings:

Town Board Meeting – June 10th, 2024 @ 7:00 pm
Plan Commission – May 22nd, 2024 @ 7:00 pm
Park & Recreation Committee – June 10th, 2024 @ 5:00 pm
Ixonia Fire Dept. Officer's Meeting – June 5th, 2024 @ 6:30 pm
Board of Review – June 4th, 2024 @ 7:00 – 9:00 pm

Public Comments (General) – Persons wishing to speak must sign in and will be allowed three (3) minutes to address the board

Brian Derge – Rockvale Road – addressed the board stating they should take into consideration the purchasing of recording equipment, in light of the inability of the general public having access to Inside Ixonia to watch. The board should purchase equipment and record for everyone who wants to watch the meetings.

He also addressed the hiring process for Nancy & Jodi's position. It was quoted that "ski is the limit" with their wages. Will new people begin less than their wages.

Three others registered to speak, but either left the meeting or decided not to address the board.

Motion to Adjourn

Supervisor Ziegler moved, seconded by Supervisor Rinard to adjourn the May 13th Town Board meeting at approximately 9:10 pm.

Respectfully submitted,

Nancy J. Zastrow
Clerk/Treasurer