

TOWN OF PRIMROSE

ANNUAL TOWN MEETING TUESDAY, APRIL 15, 2025, 7:30 P.M.

Minutes

1. **Call to order by Chairman Dale Judd.**

Chairman Judd called the meeting to order at 7:32 pm. Martha Gibson and Dave Garfoot were present.

2. **Review of minutes of the 2024 Annual Meeting.** Damien Babler moved to approve the minutes of the 2024 Annual Meeting. Theresa Judd seconded the motion. Motion passed unanimously.

3. **Reading and review of the 2024 Financial Statements. Report by Town Treasurer regarding tax collections, other financial business.*2024 Budget vs Actual by quarter is available to view on the Town of Primrose website. Dog license fees reviewed and adjusted by Treasurer.** Dave Garfoot presented the 2024 financial statement. Dawn Haag questioned a discrepancy in the final revenue numbers—actual revenue should read \$542,435.06. The total-to-date value is missing for G/L 51100. Mark Johnston suggested it may have been included in the final calculation. The Clerk will review the 2024 quarterly reports.

The Deputy Clerk noted that the Budget vs. Actual worksheet has been revamped for 2025. Roger Snider recalled that an audit had been discussed in 2024. Dale explained that the decision last year was to allocate funds toward other town needs instead. Martha noted that some towns forgo audits when the clerk and treasurer are separate positions.

Dave explained the existing checks and balances between the clerk and treasurer.

Mary Kay motioned to approve the report. Dwight Truttman seconded.

Trevor Otto questioned how a budget can be approved if it may contain errors. The Treasurer will provide an amended report at the next town meeting. Lynn Pitman clarified that this is a reporting issue, not an audit issue.

Mary Kay amended her motion to approve the report with corrections, pending review and approval at the next Town Board of Supervisors meeting. Dwight Truttman seconded. Motion passed unanimously.

4. Request for motion from attendees to grant borrowing powers to the Town Board in 2025-2026. Theresa Judd motioned to grant borrowing powers to the Town Board in 2025-2026. Al Covin seconded in the motion. Roger Snider noted that in the past that borrowing amounts were specified. There was no action on specific amounts. The motion passed unanimously.

5. Discussion of Fire, EMS and Outreach reports:

Dale Judd, Mount Horeb Fire Department: In the first three months of 2024 there were 297 EMS calls and 140 fire calls. In comparison, in the first three months of 2025, the district has had 393 EMS calls, 235 fire calls which was an increase of 43%. They currently have 92 members, but need additional members for increased coverage. 20-year-old truck will be replaced with a new truck and sold at the Wisconsin surplus auction once the new truck is put into service.

Malcolm Austin, New Glarus Fire Department: Malcolm was not in attendance. Dale Judd read the report. It was noted that the fire department had a good year with good membership and a good fundraiser turnout. The fire district ordered the new truck on January 15. The department had 194 calls of which 38 were fires, 79 were rescue EMS, 16 alarm calls, and 14 hazardous conditions. Filip Sanna asked if town has ownership in the emergency vehicles. Dale explained that we are part owners as we are a part of the district.

Chief Kristie Mueller, New Glarus Emergency Medical Service. Was in attendance to discuss. New Glarus EMS had a total of 517 calls in 2024 with the busiest month in June. Busiest days of the week were Thursdays then Fridays, and the busiest times of the day between 9am – 3pm. Average enroute time was four minutes. The Department welcomed two new members. Department has made one full year with the new ambulance. Noteworthy items include their upcoming blood drive on May 3, 2025 from 8am – 12pm, an open house on May 18, 2025 from 10:30am – 2:30pm, and the department donated the old ambulance and supplies to Unicoi County EMS in Erwin, TN.

Theresa Judd reported for Southwest Dane County outreach. SW Dane County Outreach continues to serve seniors in the Villages of Blue Mounds and Mt Horeb, and the Towns of Blue Mounds, Perry, Primrose, and Springdale. Currently there are 22 seniors in the Town of Primrose being served. Served a total of 10,744 meals in 2024. They help with free tax services, housing, transportation to medical centers, and medicare. Funding comes through Dane County towns to cover the operating budget.

6. **Discussion regarding township fixtures, facilities and highway equipment.** Dale reported that the Town ordered a new Peterbilt plow truck in November 2023, using ARPA funds toward the purchase. Dave clarified that the Town received \$81,046 in ARPA funds during COVID in 2021. These funds had to be fully obligated by December 31, 2024, or they would be forfeited.

Currently, \$53,000 remains on the truck as a loan. Equipment installation is planned for the end of the year. The facilities have also been painted.

Roger Snider asked how the Town plans to maintain the new equipment. Mike Sutter noted that he washes vehicles after each storm. Roger recommended that the Town consider working with Dane County to properly clean the truck using their resources.

Dale Judd added that they could contact Dane County or explore the cost of building a new shop.

Bruce Gorman asked whether the old truck had been sold. Dale responded that the old truck will be sold once the new truck is in service.

A five-year extended warranty was purchased for the new truck, which will take effect once the truck is in service. Jerry Judd inquired about the details of the warranty coverage.

7. **Discussion regarding pay schedules for Town employees.** The clerk was asked to read the employee rates to determine if raises were needed. Patty Peltekos moved to increase town clerk salary by \$5,000 with \$2,500 effective immediately, and \$2,500 with the next budget. Mary Kay Palmer seconded. Dawn Haag asked if that was possible with an approved 2025 budget. Dave noted that since the position is appointed it can take effect immediately. Motion passed unanimously.
8. **Discussion regarding pay schedules for appointed and elected officials. No changes.** Elected officials pay increases would not go into effect until the next election. No changes were made.
9. **Review of Town provided public services.** At this time the only service provided is the hall rental. No changes were made.
10. **Site view and other administrative fees reviewed and approved by Board.** Site views are \$250. Driveway bonds are \$1000 and returned on completion. No changes to prices.

11. Discussion regarding newspaper notices, posting locations, and public phone

announcements. Clerk discussed all posting including website, Mount Horeb Mail, Primrose Church notice board, Mt Vernon Auto notice board, Town Hall notice board, and voice recording. Sandy Cruze asked if it is possible to receive email push notifications. Clerk discussed how residents can subscribe via the website Dawn Haag motioned that postings remain as is as it was stated in the 2023 annual meeting minutes. Roger Snider seconded. Motion passed unanimously.

12. Announcement of dates for 2025 Open Book and Board of Review. The Clerk reported that Open book is scheduled for Wednesday, May 21, 2025 11am – 1pm, virtually, and directions were added on the Town of Primrose website. Board of Review is scheduled for Tuesday, June 10 from 5pm to 7pm. Maratha Gibson discussed the purpose of Open Book and Board of Review.

13. Announcement of date for 2025 Spring Clean-Up with Town & Country Sanitation.

The Clerk reported that the Clean-Up is still scheduled for Thursday, May 1, 2025 with notices posted on the website and on the town hall bulletin board.

14. Set the date of the next Annual Town Meeting. The next Annual Meeting was set for Tuesday, April 21, 2026 beginning at 7:30pm.

15. Any other business to come before the electorate of the Town of Primrose. Mary Kay Palmer notified attendees that the bookmobile stops in Mt Vernon in the Park every Tuesday 3:30pm – 4:15pm.

16. Adjournment. Al Covin moved to adjourn. Damien Babler seconded. Motion passed unanimously. Meeting adjourned at 8:35pm.

Minutes submitted by Matthew Waite