

**TOWN OF GENESEE
REGULAR TOWN BOARD MEETING
MINUTES
March 9, 2020**

Chairman Leair called the meeting to order at 6:00 p.m. Present were Town board Supervisors Houston, Ross, and Schmittinger. Also present were Planner/Administrator Herrmann and Clerk Majeskie. Supervisor Morris was absent.

Pledge of allegiance was said.

Discussion/action - Approval of minutes of Special Town Board meeting January 24, 2020, Regular Town Board meeting February 10, 2020, Special Town Board meeting February 17, 2020.

Houston made a motion to approve the minutes from January 24, 2020, seconded by Schmittinger. The motion passed 3-0. Ross abstained. Ross made a motion to approve the minutes from February 10, 2020 with the addition of the County Unit meeting was in Delafield, seconded by Schmittinger. The motion passed 3-0. Houston abstained. Schmittinger made a motion to approve the minutes from February 17, 202, seconded by Ross. The motion passed 3-0. Houston and Morris abstained.

Discussion/action - Certified Survey Map for Casey Masterson, N5 W31720 Twin Oaks Dr. Delafield WI 53018. Lot #3, CSM 10821, Esser Drive. (Tax Key GNT 1505-996-007)

Houston made a motion to approve the CSM for Casey Masterson subject to the Planners conditions in his report dated February 17, 2020 with the extra phrase to be added to page two **and are deemed conditions that must be satisfied**, seconded by Ross. The motion passed 4-0.

**TOWN OF GENESEE PLAN COMMISSION & TOWN BOARD
PLANNER'S REPORT AND RECOMMENDATION
CERTIFIED SURVEY MAP**

<u>PROJECT NAME:</u>	Masterson CSM
<u>TAX KEY NO.:</u>	GNT 1505.996.007
<u>DATE:</u>	February 17, 2020
<u>OWNERS:</u>	Casey Masterson N5 W31720 Twin Oaks Drive Delafield, WI 53018
<u>LOCATION:</u>	Lot 3 Certified Survey Map No. 10821, being a part of the SE ¼ of the NE ¼ of Section 17, T6N, R18E, Town of Genesee, Waukesha County, Wisconsin.
<u>WAUKESHA COUNTY ZONING:</u>	A-2 Rural Home District. Environmental Corridor Overlay District. Wetland Overlay District.
<u>LOT SIZE:</u>	Lot 1 - Approximately 26.02 acres.

REQUESTED USES:

A Certified Survey Map (CSM) to create two (2) Lots.

COMPLIANCE WITH THE TOWN OF GENESEE COMPREHENSIVE LAND USE PLAN -2035: The Town of Genesee Comprehensive Land Use Plan – 2035 designates property in the Suburban II Density Residential allowing 3.0 – 4.9 acres of lot area per dwelling unit. Therefore, the proposed parcels comply with the intent of the Town of Genesee Comprehensive Land Use Plan – 2035.

STAFF ANALYSIS:

On October 28th, 2019, the Town of Genesee Plan Commission reviewed a conceptual land division for Casey Masterson, N5 W31720 Twin Oaks Drive, Delafield, Wisconsin. The property is described as Lot 3 Certified Survey Map No. 10821, being a part of the SE ¼ of the NE ¼ of Section 17, T6N, R18E, Town of Genesee. The property consists of approximately 26.02 acres and contains no structures or buildings. The property is currently zoned A-2 Rural Home District (3-acre minimum lot size), Environmental Corridor Overlay District and a Wetland Overlay district. The petitioner was proposing to divide the property to create one (1) additional lot for a total of two (2) Lots and one (1) Outlot. Lot 1 would be 10.00 acres in size and Lot 2 would be 12.75 acres in size. Outlot 1 would be 3.27 acres in size. Mr. Masterson (“Petitioner”) was told that a new road should be constructed so that the two (2) Esser Drives connected as planned for when Esser Point and Sierra subdivisions were platted. Roads were extended to the property lines and temporary cul-de-sacs were constructed so that a future road could be constructed.

On January 22, 2020, the Town Planner, Town Chairman and Town Attorney met with Mr. Masterson, Attorney Michael Schober, and Mark Augustine (surveyor) and discussed the reasons for not wanting to put in the road and make the connection. After considerable discussion, Mr. Masterson indicated that the cost of the new road will be too expensive and the sale of the lots would be so high that they would not be at a price that would allow the lots to be sold at a reasonable price. Given the high price for the lots may render them unsalable. A new concept plan was presented that showed how the temporary cul de sacs could be extended onto Mr. Masterson’s property as permanent cul de sacs, built to Town road standards, to serve the proposed two new lots as well as provide access to the neighboring property to the north. Mr. Masterson also provided a future layout for the development of additional lots; however, that is not his desire at this time. The new proposed CSM contains two (2) Lots and an outlot. Lot 1 will be 14.591 acres in size and Lot 2 will be 10.592 acres in size. Both Lots are currently vacant. Outlot 1 is 7,655 square feet in size and will be transferred to the neighbor to the north. In addition to the creation of two (2) lots and one (1) outlot, additional land will be dedicated to the Town of Genesee along with the construction of two (2) new cul de sacs. No stormwater management has been provided on the CSM.

This submittal is a Certified Survey Map, which gives the Town Plan Commission 75 days and the Town Board 90 days to take action. The Certified Survey Map was filed with the Town of Genesee on February 3, 2020, giving the Town Plan Commission until April 18, 2020 and the Town Board until May 3, 2020, to take action, unless the Developer grants an extension in writing.

In performing a detailed review of the CSM dated January 31, 2020, I have found the following items must be added to the map or waived by the Town of Genesee Plan Commission and Town Board **and are deemed conditions that must be satisfied** in order to comply with the Town’s Land Division Ordinance:

Section 375-9 (A) The proposed cul de sacs shall be dedicated by the owner to the Town of Genesee in the locations and dimensions indicated on said CSM. In addition, the cul de sacs shall be constructed to Town road standards.

Section 375-12 (A)(5) Any lot regardless of size, in which a portion of the lot contains a primary environmental corridor as identified by the Southeast Wisconsin Regional Planning Commission shall preserve slopes in excess of 12 percent. The slopes exceeding 12 percent shall be identified

and a note shall be added to the CSM indicating that any portion of the lot area in excess of 12 percent shall be maintained as open space.

Section 375-22(E) Names and addresses of the owner, subdivider and land surveyor preparing the CSM shall be shown on the face of the CSM.

Section 375-23(Q) Location of soil borings are shown on the CSM; however, the boring data needs to be submitted to the Town Planner prior to the Town signing the final CSM.

Section 375-29 (E) All Utility and/or Drainage Easements shall be shown on the final CSM.

Section 375-40 (C) Whenever a public improvement is necessitated by the certified survey map, the developer must satisfy the following additional requirements:

(1) The developer must submit, subject to approval of the Town Attorney, Town Planner and Town Engineer, a developer's agreement and must enter the approved agreement with the Town, prior to commencing any construction of said improvements.

(2) The developer must submit, subject to approval of the Town Attorney, Town Planner and Town Engineer, a letter of credit or cash to guarantee full and timely completion of the improvements, prior to commencing any construction of said improvements.

(3) The developer must submit any plans or other documents relative to the construction of said improvements, as required in this chapter or as required by the Town Planner and/or Town Engineer.

Section 375-44 Duplicate CSM to be Filed: An identical reproducible copy (on stable drafting film at least 4 mils thick) along with the recording data shall be placed on file with the Town Clerk.

Section 375-69 No construction or installation of improvements shall commence in a proposed division or development until the CSM has been approved and all pertinent conditions of said approval have been satisfied, a developer's agreement has been entered into between the developer and the Town to the satisfaction of the Town Attorney and the Town Engineer, and the Town Engineer has given written authorization to commence construction.

PLANNER'S RECOMMENDATION:

Based on the above information, the Town Planner recommends that the Town Plan Commission recommend to the Town Board to **approve** the CSM subject to the aforementioned conditions being satisfied prior to Town signing the final CSM and subject to the following:

1. Subject to the Owner satisfying all comments, conditions and concerns of the Town Engineer, the Town Planner and all reviewing, objecting and approving bodies, including but not limited to the Wisconsin State Statute's per Chapter 236; Comm. 85, Wisconsin Administrative Code; the Village of Wales and Waukesha County in regard to the CSM, prior to the Town signing the final CSM.
2. The Village of Wales shall review, approve and sign the CSM prior to the Town of Genesee signing the final CSM. All conditions imposed by the Village of Wales shall be incorporated herein.
3. Waukesha County shall approve the revised CSM and Shall sign the CSM prior to the Town of Genesee signing the final CSM. All conditions imposed by the Village of Wales shall be incorporated herein.
4. The ownership of Outlot 1 shall be worked out prior to the Town signing the final CSM.

5. On sheet 5 of 5, under Town of Genesee Plan Commission Approval Certificate, "Meri Majeskie, Clerk" shall be changed to "Cynthia Zignego, Secretary".
6. Esser Drive on the South shall be changed to a different name and the property owners on this Esser Drive will be required to change their street name. The Town Planner shall review and approve the final street name. A suggestion would be "South Esser Drive". This would allow the property owners on Esser Drive to change their personal information over time.
7. All erosion control and stormwater management plans will need to be approved by Waukesha County Land Resources Division and the Town Engineer (cursory review), prior to signing the final CSM. Any new Stormwater facilities shall be approved by the Town Planner and Town Engineer.
8. A note shall be added to the face of the CSM indicating that there shall be no commercial or business use on any lot, except as specifically permitted pursuant to the applicable Zoning Code.
9. Any conditions imposed by the Town Engineer shall be complied with prior to the Town signing the final CSM.
10. Any and all waivers reviewed and approved by the Town Plan Commission and Town Board shall be noted on the final CSM. The Town Planner shall approve the language of the notes.
11. A note shall be placed on the face of the final CSM stating, no lot or outlot shall be further divided absent the express written approval of the Town Board of the Town of Genesee. No new lots or outlots shall be created absent the express written approval of the Town Board of the Town of Genesee. No lot line or outlot line shall be adjusted or reconfigured in any way absent the express written approval of the Town Board of the Town of Genesee or unless otherwise expressly authorized by law.
12. All existing and proposed easements shall be shown.
13. Subject to the Developer satisfying all of the aforementioned conditions within one (1) year of the Town Board granting conditional final CSM approval.
14. Professional fees. Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this development, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
15. Payment of Charges. Any unpaid bills owed to the Town by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town, including possible cause for termination of the conditional approval.

Respectfully submitted,

Jeffrey C. Herrmann, AICP
Administrator-Planner

cc: Town of Genesee Clerk
Town of Genesee Building Inspector
Waukesha County Department of Parks and Land Use
Casey Masterson
Village of Wales

Discussion/action – Quarterly update Wales/Genesee Joint fire Board

President Tracy Staudacher reviewed the budget with the board. The paid-on call was raised up to \$5.00 per hour. Tracy also talked about Grant money and act 102 and how that is used.

Reports –

Treasurer - Carol McCormick

Discussion/action - Bills to be presented

Schmittinger made a motion to approve the bills, seconded by Houston. The motion passed 4-0.

Public Works - Will Gibson

Discussion/action – Report

Michael Berg read and discussed the report for the board.

MARCH MONTHLY ACTIVITIES

ROADS

Continued filling potholes.

Road program was reviewed, adjustments were made and is ready for approval. There were lots of snow removal complaints due to larger accumulating storms. These complaints were fielded and addressed. They mostly involved hit mailboxes and excessive snow in cul de sacs. This has been addressed with the contractor to little or no avail. This gave us an opportunity to test the new patrol truck. It has proven to be quite a functional asset in the areas of pushing back snow banks, cleaning cul de sacs, widening of roads, and scraping of hard pack snow. The scraping capabilities make cleaning hard pack snow effortless and saves salt. We removed excess snow downtown.

We at DPW understand the question may arise as to why the town is responding to the work the contractor should be doing. Due to the response of the contractor, which is sometimes untimely and ineffective, we decided it would be best for the community to take care of these in house. We estimate the salt savings alone nullifies the cost of the response.

Several reports will be done this month outlining roadwork that is projected to be accomplished by the DPW this year. A detailed patching report has been completed already. There will be an assessment of areas with severe potholes determining if they should be filled with cold patch or cut out and hot patched. A drainage and ditching report will be completed upon melting of snow. A heavier emphasis will be put on brushing.

PARKS Lumber was purchased for the pavilions. Some analysis may be required to determine how the plywood should be suspended. The entrance gate at Sunset Park was repaired.

We have gathered a list of parks help set to return this season and some that are pending. We have established a small campaign in the interest of obtaining a surplus of help in the parks. It will be mostly directed toward young people who may require a more flexible schedule and time off, so there will always be sufficient labor to draw from. Retired and semi-retired people may be recruited also. Ads will be posted online, at VFW, high school, college, churches and senior centers. We will also have yard signs made to put on the roads. Valerie will be moved indefinitely to a park management position at no cost to the parks. We are working on a training program for new park employees. With parks set to open in less than a month, an itinerary will be set regarding

initial opening duties. For example: opening bathrooms and putting out tables and garbage cans. Also, day-to-day operations will be set to ensure maximum efficiency.

A heavy emphasis will be put on efficiency. Extensive analysis will be done to try and shore up wasted time.

For example: two hours to empty trash cans each day could be cut in half. Also, grass cutters will be assigned sections of the park to mow, with trimming being done in conjunction. Things like this should help to alleviate pressure in the parks, save labor on minor duties, allowing for more time for field setup, all without jeopardizing safety.

Park Maintenance Position.

Town of Genesee Parks:

Seeking applicants age 16 and up for full and part-time seasonal positions working in parks. Work is primarily outdoors in parks from April 1 through October 31. Applicant must be capable of walking extensive distances carrying and operating hand tools. Operating zero-turn mowers and small tractors is required. Must be willing to learn light maintenance of park equipment.

Job Description:

- Cutting grass
- Trimming and pulling weeds
- Painting lines and prepping fields
- Park building maintenance
- Minor equipment maintenance
- Possible assistance with road maintenance

Up to 35 hours per week with flexibility.

\$11 - \$18 per hour depending upon experience.

Training provided.

Contact Will 262-888-2664 or publicworks@towngenesee.org

EQUIPMENT Upon the testing of the patrol truck, we have perceived it to be a successful purchase and a potential asset to the town for years to come. However, we suffered a setback during use. The turbocharger failed. We procured the assistance of a factory technician from Cummins. The issue was rectified (see attached report), along with a thorough inspection of the injectors and valves. This all came at a significant cost of over \$8,000.00. We believe this is to be an isolated incident and a natural failure considering the age of the truck. It is of the opinion of the DPW that despite the setback, the truck remains a stellar purchase on behalf of the town with many years of life left. We have installed a vehicle hoist in the shop to aid in the service of not just Town vehicles, but lawnmowers as well. Being able to safely access the underbody makes routine maintenance and repair a less undesirable endeavor.

Ex Mark mowers are serviced and seem solid. There are no glaring weaknesses that seemed poised to fail during service.

Discussion/action – Matt DeMarais of the Genesee Rebels offer of maintenance help with the baseball diamond at Town Park.

Ross made a motion to approve Matt DeMarais to do volunteer maintenance on the baseball diamond at Town Park, seconded by Houston. The motion passed 4-0.

Chairman – Sharon Leair

WTA District 6 meeting in Whitewater Feb. 15.

Chairman Leair said she was one of the best meetings she has ever been to. They had a great presentation on Cyber Security. There was also a report from the Town Advocacy Community and The Towns Association about all the work they have done this year including working on 1471 proposed bills 122 that affected Towns. They got legislations passed including the Town hall reform bill passed. They also got additional funding for roads \$2628.00 per mile, up and additional \$239.00 per mile.

Results of Multimodal Local Supplement Program (Transportation funding for Towns)

Chairman Leair was also on a 15-person community for transportation funding, there was 1.6 billion dollars of grants requested. There was only 75 million dollars available. The Towns were allocated 28.7 million. There were 1037 applications that had to be reviewed and scored. Leair said she spent 60 to 70 hours grading the grant requests. There were 84 loans given out at 70/30 split. Leair said after looking over all the applications, the road in the state are really bad.

Clerk - Meri Majeskie

Set date for Liquor License Hearing on June 8, 2020.

The date is set for June 8, 2020 at 6:00 p.m.

Discussion/action - Approval of 2019 Budget amendments.

Houston made a motion to approve the 2019 budget amendments, with the following wording changes under Revenues we changed the wording from regulations and compliance to License permits and Fines, seconded by Ross. The motion passed 4-0.

Discussion/action - Approval of Assigned Funds balance sheet as of 02/29/2020.

Ross made a motion to approve the assigned funds balance sheet as of 20/29/2020, seconded by Houston. The motion passed 4-0.

Discussion/action - Approve three additional election inspectors for the 2020/2021 cycle.

Ross made a motion to approve the additional election inspectors, seconded by Houston. The motion passed 4-0.

Discussion/action – 2019 Annual Report for Waukesha County Gravel Pit & Yard Waste Composting Operation

Schmittinger made a motion to place the 2019 annual report for Waukesha County Gravel Pit & Yard Waste Composting on file, seconded by Ross. The motion passed 4-0.

Discussion/action - Operator Permit applications

Ross made a motion to approve operators permits for Nick Vorberg for Genesee Gas, Sunny Shakula and James White for Ellas Public House, and Sunny Shakula for the Union House, seconded by Schmittinger. The motion passed 4-0.

Correspondence

We energies new proposal for street lights with reduced rates. The board thought this was a good idea. Herrmann asked that we check all the lights on the list to make sure they are needed and correct.

Adjourn

Schmittinger made a motion to adjourn, seconded by Ross. The motion passed 4-0. The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Meri Majeskie, WCMC
Town Clerk