

# TOWN OF HARTLAND MONTHLY MEETING

November 13, 2012

## Town Officials:

Chairman: Robert Woldt  
Supervisor: Jay Teschke  
Clerk: Marlin Noffke

Treasurer: Jenny Mitchell  
Supervisor: Frank Heller

Others Present:

## Call to Order

The monthly town board meeting of the Town of Hartland held on Tuesday, November 13, 2012, was called to order by the Town Chairman, Robert Woldt, at 7:30 p.m. in the Hartland Town Hall.

## Meeting Notices

The Chairman verified that proper postings had been done at the Town Hall, Bonduel State Bank, and Premier Bank.

Motion by Frank, seconded by Jay, to deviate from the order of the agenda if necessary. Motion passed.

## Minutes

The Clerk read the minutes of the November 5, 2012 special meeting of the Hartland town board. Frank moved, second by Jay to accept the minutes with time corrected. Passed.

The Clerk read the minutes of the October 9, 2012 meeting. Frank moved, second by Jay to approve. All ayes.

## Treasurers Report

Previous month	October	Income	\$ 29,181.25
		Expense	27,814.34
Current			
Checking account balance			2,408.65
Money Market			191,717.44
Road Fund			332,741.12
Michels Fund			31,086.78
		Total Cash on Hand	\$557,953.99
Bills to be paid November 13;	Checks 8842 to 8862		\$98,745.17

Motion by Frank, second by Jay to accept treasurer's report and pay checks 8842 to 8862. All yes. Motion carried.

## Plan Commission

Marlin Noffke reported that the Plan Commission work on the update to the Comprehensive Plan was done and accepted by the Town Board. Work is almost completed on the Zoning code and map. A Public Hearing is scheduled for Dec 6, 2012 to gather additional public input. When accepted by the Town Board it will be submitted to the County and DATCP. DATCP approval is needed because it includes a Farmland Preservation district.

### Land Use Permits

- 2012-8 Scott Liesner Construct a 16 X 20 shed on the west side of the barn  
W 3499 Swamp Rd  
Motion by Bob, second by Jay to approve. Motion carried.
- 2012-9 Tauchen Harmony Valley Expand feed storage area.. 100ft by 235 ft  
N 3397 S Broadway Rd Construct 48 ft by 68 ft filter and treatment system  
County approval will be required because of number of animal units  
Motion by Jay, second by Frank to approve. Motion carried.

### Road Maintenance

Bob reported that the low quote was from Matt Maroszek for plowing snow on the Eastern end (Highline Rd) of the Town for \$112 per hour. Frank moved, second by Jay to accept Matt's bid for snow plowing. Motion carried.

Bob reported that Broadway Rd has the first layer of asphalt down and we have to mark where the guard rails are to be placed.

Valley RD also has the first layer of asphalt down. By agreement we pay for the first coat and Waukechon agreed to take care of the second coat in Spring. Matt asked how the responsibility for patching, plowing, and mowing Valley Road was divided between Hartland and Waukechon. Bob reported that on road reconstruction it was decided that both towns split the costs. He will check where the Waukechon/Hartland division is on patching and plowing. Each town cuts the grass on their side.

### Clerk's Report and Correspondence

The operators of the gravel pit on Highline Rd operate under a conditional use permit that limits operation hours. They inquired about the possibility of operating 24 hours per day, for either a month or several months this winter. I suggested that before coming to the Board with a request to change the conditional use permit, they check with any neighbors that might be affected because a public hearing would normally be required for a CU modification.

We are caught up with the Q1 and Q2 penalties on the Payroll. We may have one report outstanding from Q4 of 2011.

Because our attorney has suggested that we might want to have an audit of the financial records, and Cindy having some experience in this area working with the school, checked with two companies about audit costs. A simple audit that gives a financial statement would run between one and two thousand dollars per year. A complete audit that would include an opinion on the records, processes, and procedures was estimated to be between \$3,500 and \$6,000. This type of audit would be needed to sustain a court's scrutiny. \$5000 is in the 2013 budget for an audit.

While discussing audits Cindy took the opportunity to ask for recommendations for software to set up a set of books so that there would be a permanent record and it would be an easy transfer to a new clerk. Quickbooks was a suggestion that is widely used by business. It gives the EOM and EOY statements but because of its complexity may require setup and training help. Estimates: Setup \$2,000., Training \$500 to \$1,000, and Professional help with year end reports \$500 to \$800. Will QB handle 8 digit account numbers? It was suggested that a simple spreadsheet like Excel might be adequate. I currently have this years' data on a flat SS consisting of 290 rows by 16 columns. No training is needed to input data but all the reports must be constructed manually from the database. We would need someone fairly adept at writing Macro's or MS-Access programming to automate the reports. Marilyn Bhend, Clerk of the town of Johnson, markets a program for Town Governments. It costs \$800 and is in use by the towns of Lessor, Navarino, and Underhill in our area.

Sprint wants to upgrade their antennas on a rented tower at W3143 Beech Drive. I told them that under our proposed Zoning code that would be permissible without a fee if the tower does not go higher or expand its

footprint. Board members familiar with the tower suggested that the next time they call to tell them to replace the light bulb that burned out in February.

**Other New Business**

. Tom and Sharon Riehl appeared to request that land they are buying be properly mapped as general ag. It is about a half-acre and located at W3508 Swamp Rd. The building burned earlier this year but has a well and under our proposed code could be rebuilt. The Plan Commission meets Nov 14, and the Riehl's request will be forwarded to them.

**Adjourn**

There being no other business, Jay moved, seconded by Frank, to adjourn at 8:30. Motion carried.

Submitted by Marlin Noffke