TOWN BOARD MEETING – TOWN OF GRAND CHUTE – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – APRIL 16, 2024

CALL TO ORDER/ROLL CALL
Meeting called to order at 8:53 p.m.

PRESENT: Supervisor Wolff, Supervisor Bantes, Supervisor English, Supervisor Gehring, Chair Van Eperen

STAFF: Richard Downey, Town Administrator; Greg Peterson, Police Chief; Mike Patza, Community Development Director; Tom Watson, Finance Director; Kayla Raatz, Town Clerk; Brent Braun, Information Technology Director; Sue Brinkman, Human Resources Director; Greg Koch, Interim Public Works Director; Steve Denzien, Fire Chief; Kelly Hanink, Assistant Fire Chief; Matt Kasriel, Assistant Fire Chief; Nick Vande Hey, McMahon Engineer, and Attorney Rossmeissl, Herrling Clark Law.

OTHERS: 112 signed attendance.

APPROVAL OF AGENDA/ORDER OF THE DAY
Motion (Gehring/Bantes) to approve the agenda and order of the day. Motion carried, with no negative votes.

PUBLIC INPUT – There was no public comment.

CONSENT AGENDA
Approve meeting minutes from April 4, 2024.
Licensing: (applications on file in the Clerk's Office)(Licensing Committee recommends approval).
Operator's License Application to expire: 2025, dated 3/28/24 and 4/4/202.
Operator's License Denial for Kelsey Jagodzinski.
Change of Agent for SBG Apple North IV, LLC dba Applebee's Neighborhood Grill & Bar, David Oestreich, as agent.
Accept monthly reports: Community Development, Fire Department, Parks, Police Department, and Public Works.
Approve agreement for urban search and rescue emergency response services.
Motion (Gehring/Wolff) to approve items one - four of the consent agenda. Motion carried, with no negative votes.

FINANCIAL REPORTS
Accept paid voucher lists – April 16, 2024.
Accept budget statement – March.
Motion (English/Gehring) to accept the financial reports. Motion carried, with no negative votes.

UNFINISHED BUSINESS
Discussion/action regarding Ambulance Implementation Plan Update.

Chief Denzien provided an updated on the ambulance implementation plan including the purchase of a used ambulance, which they received a good deal on. The Department has applied for grant funds for purchasing additional equipment, such as stair chairs and CPR devices. They are also working with medication vendors to get prices and applied for additional grant funding for personnel. An internal Ambulance Committee was created to help implement the plan.

NEW BUSINESS
Town Board Reorganization
Vice Chairperson – Tim Bantes
Legal Counsel – Herrling Clark Law Offices
Town Engineer – McMahon Associates
Weed Commissioner – Tim Bantes
Supervisor Representatives for Planning Commission – Ron Wolff and Beth English
Supervisor Representatives for Fox West Regional Sewerage Commission – Jason Van Eperen, Ron Wolff, Beth English

Supervisor Liaison to the Park Commission – Tim Bantes
Supervisor Representative on Investment Committee – Beth English
Town Representatives to Room Tax Commission – Beth English, Brad Gehring, Tom Watson
Town Representative on Convention and Visitors Bureau Board – Richard Downey
Community Development Authority – Jason Van Eperen, Brad Gehring
Motion (Gehring/English) to approve the reorganizational items 1.a. – 1.k. Motion carried, with no negative votes.

Commission/Committee Reappointments/Appointments:
Plan Commission, term expiring April 2027 – Ron Torrance and Pam Crosby
Park Commission, term expiring June 2031 – Karen Bong
Board of Appeals, term expiring May 2027 – Joy Sisler and John Little
Police and Fire Commission, term expiring April 2029 – Michael Rindt
Community Development Authority, term expiring May 2027 – Greg Hartjes
Fox Cities Transmit Commission, term expiring April 2027 – Mike Patza
Motion (English/Wolff) to approve with the addition of reappointing Charles Klasen as an alternate to the Plan Commission. Motion carried, with no negative votes.

**Clerk Raatz confirmed after the meeting that Mr. Klasen's term as a Plan Commission Alternate is still current with a term expiration date of April 2026.

Authorize commitment of sworn personnel in response to mutual aid request from the Milwaukee Police Department.

Chief Peterson provided background information regarding the request from Milwaukee PD for mutual aid for the Republican National Convention which will be held there this summer. Costs associated with Grand Chute personnel will be covered. The agreement will also indemnify the officers so if there is liability that arises out of the Town's participation the Town would be indemnified. He asked that if the Board moves to approve this that they include a final review of the contract by Attorney Rossmeissl in the motion. Attorney Rossmeissl has reviewed the contract, but they learned that they can make modifications to the contract; there were a few things that they were not particularly pleased with but have since learned that other agencies have been authorized to make amendments.
Motion (Gehring/Wolff) to approve the mutual aid request from Milwaukee Police Department subject to final review and any changes by Herrling Clark. Motion carried, with no negative votes.

Discussion/action to approve a change to the Mobile Device Policy.
Motion (English/Gehring) to approve the changes to the Mobile Device Policy. Motion carried, with no negative votes.

Authorize purchase of one Bobcat Toolcat and an angle broom attachment for a cost of $81,206.53
Motion (Wolff/English) to approve the purchase of the Bobcat Toolcat for a cost of $81,206.53.

Supervisor Bantes asked if this was a budgeted item.

Interim Public Works Director Koch confirmed it was a budgeted item.
Motion carried, with no negative votes.

Discussion/action regarding adding meeting audio recordings to the Town website.

Administrator Downey provided some information about adding audio recordings to the Town website as a move towards additional transparency for Town residents.
Motion (English/Gehring) to approve adding audio recordings to the Town website.

Supervisor Bantes asked about budgeting in the future for not just audio recordings of the meetings, but taping them with video and audio, for an additional layer of transparency.
Administrator Downey stated that staff can look into this for the 2025 budget.

Motion carried, with no negative votes.

Discussion/action to determine tool for evaluation of the Town Administrator and to approve 2024-2025 Work Plan for Town Administrator.

Administrator Downey explained what he has created for his work plan and his tool for the Board to evaluate him and his work. He asked for approval of his work plan.

Supervisor English stated there are portions of the plan that she likes, including the work plan. She does not like the 1-5 rating, but she recognizes that they have to start somewhere.

Supervisor Bantes asked if the Human Resources Director was involved in developing this at all. He asked that she be brought in to review this as this is one of her areas of expertise. He asked about the legality of it and the wording, he also requested that the Town Attorney review the tool as well to ensure that it is in the best interest of the Administrator and the Town as well. He stated this was a good start, but there is work to be done.

Supervisor English agreed that this should be shared with the Human Resources Director and the Town Attorney for their input.

Supervisor Gehring asked for this item to be brought back for discussion in Closed Session.

Administrator Downey stated he would share the evaluation tool and work plan with Director Brinkman and the Town Attorney before placing this item on the agenda for a closed session at a future meeting.

Attorney Rossmeissl stated he would be happy to review the document, but typically the Town has used Attorney Macy for employment related matters. He stated he would talk with Director Brinkman about it and route it to Attorney Macy if that is the case.
Motion (Bantes/Wolff) to work through Human Resources and the legal counsel that HR uses to evaluate this current evaluation tool and provide feedback. Motion carried, with no negative votes.

RESOLUTION
TBR-07-2024 Redistricting Wards Split by Legislative Lines and Creating Twenty Wards.
Motion (Gehring/Wolff) to approve TBR-07-2024. Motion carried, with no negative votes.

ORDINANCE
O-04-2024 Amending Existing Chapter 335 Pertaining to Classes of Licenses.

Supervisor English asked if this was the revised ordinance that they had review at the last meeting that was presented by Total Wine.

Attorney Rossmeissl stated he drafted the ordinance to match the Town's Code format and to account for statutory nuances.

Supervisor Wolff asked for a review of the differences.

Attorney Rossmeissl explained that the Town currently operates under the "default" statutory provision 125.51(3)(a), which basically means that a business has to choose between being a liquor store or a tavern, it cannot be both. If a municipality elects to come under 125.51(3)(b), a "Class B" license holder can do both, they can have longer open hours and sell liquor out the door. He explained that staff were concerned about the impact this may have on the "Class B" quota for the Town and the availability of licenses. He advised that the Board has to decide if they want to allow this, but cautioned the Board that it can be difficult to go back.

Clerk Raatz reiterated her concerns she shared at the last meeting but added that if this ordinance amendment is not adopted it would impact The Shinery. The Shinery is an existing "Class B" establishment that sells intoxicating liquor for on and off premise consumption. Their "Class B" license was issued in 2020,

prior to that they held a “Class A” license. She stated that she believed the license may have been issued in error or without Town staff or The Shinery knowing that their business model was not compliant with the current Town ordinance. This however, is unknown as she was not employed with the Town at the time the license was issued and does not have documentation or knowledge on what information was shared with the Town in terms of their business plan.

Supervisor Bantes asked if the Board does not authorize the ordinance amendment and enforcement action is required with The Shinery, do staff anticipate litigation happening.

Attorney Rossmeissl stated he was not sure what they would do, but if there is a law, as the Town now has, the business has to comply with the law, regardless of what their initial business plan was. If they were led to believe that their business model would be compliant with the Town’s current law that could present a complication. He is not sure where on that spectrum this lies. Changing this ordinance would fix that issue retroactively and would also give Total Wine what they are asking for.

Supervisor Gehring stated the Board is aware of the pros and cons and may have to make some tough decisions in the future regarding “Class B” licenses.
Motion (Gehring/English) to amend existing Chapter 335 per O-04-2024. Motion carried, with no negative votes.

Prior to adjournment, Supervisor Gehring asked for the floor.

Chair Van Eperen allowed him to address the Board.

Supervisor Gehring stated it is very clear to him that the Town needs to address the road assessment issue. **Motion (Gehring/English) to at the next meeting have a discussion for the Board and staff to explore the wording for a referendum for this fall about property tax implications of having road assessments or not having road assessments.** He recognizes that the wording of the referendum may be a challenge. He believes public education can be done in four or five public venues, staff can do presentations on where the Town is at currently, what the tax implications are, what the concerns will be.

Motion (Gehring/Bantes) to add a discussion item to the next meeting agenda for the Town to conduct a housing study.

ADJOURNMENT
Motion (Bantes/English) to adjourn the meeting. Motion carried, with no negative votes.

Meeting adjourned at 9:35 p.m.

These minutes were taken at a regular meeting held on April 16, 2024 and entered in this record book April 17, 2024:

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Kayla Raatz, Town Clerk
Town of Grand Chute
Approved May 7, 2024