

**Town of Primrose
Board of Supervisors
Monday, February 2, 2015
Minutes**

1. The meeting was called to order by Chairman Judd at 8:04. Present were Supervisors Gibson and Elkins, Treasurer Gorman, Clerk Baker, and Clerk-trainee Hansen.
2. Supervisor Elkins moved to approve the minutes of the January 5th, 2015 Board Meeting, and that of the Special Board meeting on January 24th, 2015. Treasurer Gorman noted that those listed in attendance at the January 5th meeting was incorrect as she was in attendance. Supervisor Gibson seconded the motion with reflection of the attendance change and the motion passed 3-0.
3. Supervisor Gibson moved to approve the Financial Report, Supervisor Elkins seconded that motion. The motion carried 3-0. Treasurer Gorman requested that Overpayments of property tax bills be drafted this month instead of in March, as all checks have cleared. There are 7 overpayments due. Clerk Baker, reminded the Board that the reason the March date was established for refund was to enable February Settlement to have been concluded providing assurance that there were no corrections that would impact reimbursement of overpayment. Supervisor Gibson moved to approve issuance of overpayments in February. Chairman Judd seconded. Treasurer Gorman requested that check registers going back to 2013 be provided to her to enable Clerk and Treasurer's records be reconciled by next month's meeting. Clerk Baker has closed the Town Visa account in Treasurer Gorman's name and requested verification of that will be forwarded to her.
4. Tractor Purchase: The loader is not at shop, as the bucket is on back-order. Town is waiting for delivery on that.
5. BCPL Tractor loan application status: The Application Form had been received and the "Form of Record" as containing the preamble and resolution pursuant to the application from the Board of Commissioners of Public Lands of Wisconsin for this loan was read by Supervisor Gibson. Supervisor Gibson moved to adopt the preamble and resolution as presented. Supervisor Elkins seconded the motion and the motion carried 3-0.
6. Zoning change to Handrick property, 959 Primrose Center Road, Belleville, Petition number DCPREZ-2014-010814. Mr. Handrick presented the proposal as had been outlined to the Planning Commission. The petition involves the split and sale of 97 acres and subsequent rezoning as required by the County. The rezone was approved by the Planning Commission 4-0 at the 1/19 meeting. Property is slated to be sold to a nonprofit prairie restoration company. Motion to accept was put

forth by Supervisor Gibson, and seconded by Chairman Judd. Township will convey approval via Town Board Action report to the county.

7. Swearing in of new Town Clerk: Oath of office was read by Ruth Hansen and signed by Ruth Hansen and confirmed by departing clerk, Jamie Baker.
8. Clerk's Comments: Clerk Baker will transition duties of the office to the new clerk over the month of February. The hard drive on the old computer will be wiped and disposed of. The new clerk, Ruth Hansen, will look into transitioning to a clerk-manageable website template. Clerk Baker has established an automated fax number with automated transfer through to e-mail. Additionally, in connection with this update the phone system is now capable of directing incoming calls through a numbered contact system. Clerk Baker is still working with TDS to see if this can't be transitioned using the town's existing Phone number. If resolution isn't reached in February with TDS regarding facilitating this change with the phone system the new phone number for the township will need to be presented on the website and the change posted.
9. Public Comments: There is a vacancy on the Planning Commission with the departure of Josh Dein. Dein and member Cordray terms will be up in April this year. Given these openings anyone interested in serving on the plan commission should contact Chairman Judd. The Board will look to appoint these positions in April.
10. Proposed agricultural buildings: None
11. Next month's agenda:
 - BCPL loan
 - Planning Commission approvals.
 - Affeldt farm would like letter from town confirming that there is a build available on their parcel

Motion to adjourn was made at 9:13 by Supervisor Gibson and seconded by Supervisor Elkins. The motion carried 3-0.

Submitted jointly by:

Jamie Baker, Clerk

and

Ruth Hansen, Incoming Clerk