

**TOWN OF PRIMROSE
BOARD OF SUPERVISORS –
ANNUAL MEETING MINUTES
TUESDAY, APRIL 9, 2013**

MINUTES

1. The meeting was called to Order at 8:10 p.m. by Chairman, Dale Judd, in attendance were, Chairman Dale Judd, Supervisor Alex Elkins, Kristy Gorman, Treasurer and Jamie Baker, Clerk.
2. Chairman Dale Judd led the pledge of allegiance.
3. Dawn Haag made motion to approve the April 2012 Annual Meeting minutes, Kristy Mueller seconded the motion and the motion carried.
4. The 2012 Financial Reports were reviewed. Clerk Baker described the Levy format, a question was asked regarding the fees for the cemetery which are no longer incurred now that Bruce has taken over the care of the area, with the exception of the \$100 that is paid to Primrose Church for services they provide. The provided loan schedule was also discussed and Clerk Baker explained the format. Motion was made by Josh Dein to approve the financial reports the motion was seconded by Malcolm Austin and the motion carried.
5. Chairman Judd made a request for a motion from those in attendance to provide the Town Board borrowing powers from the 2013 Annual Meeting extending to the 2014 Annual Meeting. Motion was made by Bruce Stamn to grant said borrowing powers to the Town Board and seconded by Josh Dein. The motion carried.
6. Malcolm Austin, representative from the New Glarus Fire Department updated the town regarding the departments participation in a Rapid Intervention Team program that provides reciprocal support and team approach in responding to crises. The Fire house was painted and they have applied for a grant for enhancing their radio services. They are sending out bids for a New Truck that they are looking to purchase in June of 2014.
7. Dale Judd, reported as representative of the Mt. Horeb area Fire Department that delivery of a new truck will be forthcoming in the next month or two. A committee has been formed that will be assessing and making recommendation regarding the needs, size and location of a new fire station. The old station has suffered some damage (aging, leaking roof, sagging floor) and the repairs required would be significant. New recruit training is still ongoing and includes IV Tech training as the department is trying to keep pace with pay in other areas to keep trained staff with the department. Supervisor Elkins thanked both Chairman Judd and Malcolm Austin for the time and effort they put in representing the township on these boards.
8. The only EMS Department represented at the meeting was Kristy Mueller of New Glarus, EMS. She reported that the EMS department has more members taking permanent set shifts covering schedules that there are 29 members of the department that includes a full time chief and 4 part-time staff 13 trained at the IV Tech level and 9 at the EMT Basic level with 4 being drivers only, three of which are seeking EMT Basic certification. The department is moving to the AEMT Level. The advanced EMT provides IVtechs to move to an advanced certification to enable advanced medical care

and response to members of their community. The department has received several grants that will allow for the purchase of new splints and CPR manikins. The EMS building sustained damage this past winter approximately \$20,000 worth which will be covered by insurance. The department and Chief Mueller were nominated for community asset awards. May 1st the department will hold a mock car crash at the high school, May 18th the department will be assisting with the bike rodeo with the New Glarus Police Department. EMS Week is May 19th – 25th a date that week will be scheduled during that week for an open house. Comment was made regarding special training for farm equipment related accidents that is hosted by Evansville tractor.

9. Clerk Baker gave a report at the request of Southwest Dane Outreach on their behalf. 394 meals were sent to seniors in Primrose township. SWDO continues to provide case management, nutrition and medical assistance case management for two villages and four townships including Primrose. They have had 579 contacts with seniors in Primrose. The town of Primrose contribution is \$2,854 toward their annual budget of \$110,772.00. Additionally they provide many social, medical and educational services in addition to providing meals and transportation services.
10. Town services and fee schedules were reviewed. It was noted that daily rental for town hall was increasing from \$35 to \$60 per day. That Snow plowing would be raised from a minimum charge of \$55 at \$55 per hour to \$65. That the fee for Site Views would be increased to \$250 to cover the actual cost of the site visits. Dawn Haag made inquiry as to the policy regarding picking up sand/salt from the Town Hall shed. It was determined that no policy is in place but typically residents pickup using 5 gallon buckets. Florence Connors indicated that there was substantial traffic during the election related to salt and sand pick up. Concern was expressed as to the quantity and how much this may be costing the township. No action was proposed or taken to address this issue and status quo would remain. Treasurer Gorman indicated that she would like to have the fee schedule include the \$9.00 dog license fee with the \$5.00 late charge for those processed after March 31.
11. Treasurer Kristy Gorman reported that 80% of taxes had been collected. That the remaining amount was not delinquent just those paying in two installments the second of which is due in July. Chairman Judd indicated that he had received comments from some residents regarding tax collection not taking place on the 31st and that some residents didn't like having to bring their check in before that date. Treasurer Gorman indicated that with her full time job she is not able to take off work when the 31st falls on a week day but that checks collected during the final collection period are not deposited until February 1st to accommodate this.
12. Discussion was had regarding the state of the equipment and the significant repairs that just recently had to be made on to the loader that has already consumed the repair budget for 2013. The Loader is the main concern it has 10,000 hours and the value of it is going down. The loaner that was used during the repair was the Town of Perry's old one. Although no formal bid or request for bid has been solicited shop talk indicated that the cost of a used one would be around \$70,000. It was noted that a year ago Primrose's projected portion of the New Glarus Fire Truck would be around \$30,000 and that there isn't certainty as to what it will end up being. Josh Dein raised the issue of getting appropriate projection equipment to be used for Plan Commission meetings and Board meetings that would provide better clarity and transparency to members as

well as community. A system that would allow for connectivity to a laptop for viewing and measuring distances with web based applications. Dawn Haag expressed concern that some mechanism be in place to capture these records for purposes of record purposes. It was determined that Josh Dein would pursue getting preliminary information regarding equipment to be reviewed and discussed in an effort to move forward with an eventual purchase.

13. Roger Schneider made motion to approve the 2013 fee schedule as presented. Dawn Haag seconded the motion and the motion carried.
14. Discussion was had regarding newspaper and public phone announcement services. Clerk Baker indicated having some trouble accomplishing phone announcements from time to time. Clerk Baker also indicated plans to work with Julie Raasch to update the township website and to provide Clerk Baker with access for posting things directly to speed up the process. Problems with the township e-mail continue to persist and access by Clerk Baker and Treasurer Gorman is very unreliable. Treasurer Gorman has switched to a different e-mail primrosetreasurer@outlook.com. Julie Raasch will be looking into other providers so that we can move to a more reliable provider. It was noted that the new Assessor information needs to be updated on the website as well as the addition of phone contact information for Clerk Baker and Treasurer Gorman. Updating the phone capabilities to make use of something like google fax and freeing the phone line to be used only for voice allowing for messages is desired by the clerk and residents.
15. Jerry Judd made motion to schedule the 2014 Annual Town Meeting to be held the 2nd Tuesday in April at 8:00pm at the Town Hall. Malcolm Austin seconded the motion and the motion carried.
16. Other business that was presented before the electorate at the meeting included Josh Dein recommending that the Board continue to pursue raising salaries for employees to bring into line with other communities. He would like this to be slated for discussion and possible action for the next Budget meeting agenda as well as on the agenda for the next Annual Meeting. The need to conduct road inspections in a timely manner since project reporting dates are near. Roger Schneider brought up the issue that the towns roads are not properly posted and that rules are not being adhered to. There seems to be little to no enforcement related to weight restrictions. In order for the County Sherriff to enforce weight restrictions we need proper signing to be posted. It was noted that many of the roads in the township are in pretty bad shape and many feel that it is as a result of misuse by large loads. Clerk Baker indicated that other townships and communities require special permitting and related fees for these vehicles that provide the revenue needed to repair and maintain the roads these vehicles are using. Concern was also expressed that we should pursue bonding for the deputy clerk.
17. Josh Dein made motion to adjourn the meeting. Don Losenegger seconded the motion and the motion carried. The meeting was adjourned at 9:35 p.m.

Submitted by:

Jamie Baker, Clerk