

TOWN OF ADAMS
MONTHLY TOWN BOARD MEETING
May 21, 2019

Present: Jim Bays, Chair; Ron Johnson, Bill Euclide, Miranda Christensen, Clerk; Hope Eggersdorf, Treasurer;
Town Attorney, Nicholas Flanagan

Others: See Sign-In Sheet

Meeting called to order by Chairman Jim Bays at 7:22pm

Agenda:

Motion by Jim, second by Ron to move Agenda Item 8 – “ATV Discussion” and Agenda Item 14 – “Review Town Hall Rental Fees and Processes” to immediately follow Treasurer’s Report. Carried.

Motion by Bill, second by Jim, to approve the agenda as amended. Carried.

Minutes of Previous Meeting:

April 16, 2019 - Motion by Ron, second by Jim, to approve the minutes as written. Approved.

Treasurer’s Report:

The total of all accounts is \$64,992.27. Motion by Bill, second by Ron, to accept the report as presented. Carried.

ATV Discussion:

Attorney Flanagan was present to explain in detail the ATV ordinance he drafted as a starting point for ATV consideration. After review of the ordinance the following updates to the draft were requested:

- Adding a paragraph under Section 1, indicating annual review of the value and need for ATV/UTV routes in the Town and where those routes might be.
- Adjusting the language under Section 4, Sub. A, which pertained to ATV/UTV speed limits. The revision allows for the Town Board to decide if the speed limit on certain routes should be lower, and if so, to post that limit for ATV/UTV traffic. Absent a posted limit for ATV/UTV traffic, the speed limit would be that of the posted speed limit for automobiles.
- Adjusting the operational hours in Section 4, Sub. F. as between 11:00 PM – 6:00 A.M. daily.
- Adding to Section 4, Sub. H, clarifying that protective head gear must be DOT-approved.

Attorney Flanagan will provide an updated draft of the ordinance for Board review prior to the next meeting. All further discussion is tabled until the June 18, 2019 Board Meeting.

Review Town Hall Rental Fees and Processes:

Attorney Flanagan briefly reviewed the current Town Hall rental fees and processes and provided his verbal recommendations:

- Paragraph 2 - adding language exempting non-profits from the rental fee.
- Paragraph 2 - changing “refundable fee” to “refundable deposit”. Changing the wording to “deposit” maintains consistency with the following paragraph.
- Paragraph 6 - changing “the cleaning lady comes in” to “a maintenance person comes in to clean”.

Attorney Flanagan will review the Town Hall Rules and the Rental Agreement in greater detail and provide a written recommendation for review by the Board prior to the next meeting. All further discussion is tabled until the June 18, 2019 Board Meeting.

Additional Reports:

- Friendship Lake Report – Ron provided his report. Motion by Jim, second by Bill, to accept the report as presented. Carried.
- Ambulance Service Report – Bill presented his report. Motion by Jim, second by Ron, to accept the report as presented. Carried.
- Fire District Report – Bill presented his report. Motion by Ron, second by Jim, to accept the report as presented. Carried.
 1. Bill also spoke about MABAS (Mutual Aid Box Alarm System) – This is a protocol related to municipalities in need of emergency assistance. It is a mutual aid measure that may be used for deploying fire, rescue and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response. Motion by Ron, second by Jim, to have Attorney Flanagan review in greater detail.

Zoning Exception Request-Mark Wittenberg:

Mark Wittenberg requested a zoning exception for his parcel's numbered 002-01254-0000 and 002-01255-0000. He has completed the Special Exception Permit application from Planning and Zoning. The property is 59 acres spread over two parcels. He would like to build a storage building approximately 35'x30' to house recreational vehicles and plows. This would be considered as "Best Use of Property". Motion by Ron, second by Bill to approve the zoning exception for Mark Wittenberg. Carried.

Purchase of Town Plat Map – Historical Society

Motion by Ron, second by Jim, to decline the purchase of the town plat map. Carried.

Donation of School Records – Historical Society

Motion by Jim, second by Ron, to approve the donation of the school records to the Historical Society. Carried.

QuickBooks Update and Cost:

Motion by Bill, second by Ron, to update QuickBooks to include cost sharing with Church Farms. Carried.

Review of Liquor License, Application and Processes:

Motion by Ron, second by Bill, to adopt the state Alcohol Beverage License Application effective June 30, 2019.

All pending applications waiting to be processed for renewal in 2019 will need to be resubmitted to the Town using the state Alcohol Beverage License Application along with the updated fee amount of \$40 per person.

Shop Maintenance – Garage Door Estimate

Estimate is valid through August. All further discussion is tabled until the June 18, 2019 Board Meeting.

Part Time Summer Help

Interviews were conducted that resulted in the hiring of two individuals for part time summer help.

Advisory Committee Discussion

General discussion to encourage interest in the Town Board.

Open Road Bids

Two bids were received. One from Gasser Construction for \$66,692.89 and one from Scott Construction for \$71,630.00.

The bid was awarded to Gasser Construction to complete the following road repairs:

- 10th Ave for \$5961.81
- 9th Ave for \$2632.49
- 8th Ave N (Dr.) for \$10,297.67

Motion by Bill, second by Ron, to approve repairs totaling \$18,891.97. Carried.

Other Legal Business:

- The key for the Clerk's office will be removed from the key ring that is hung in the Town Hall common area. The Clerk will make sure each Board Member, the Treasurer, Dick Buhalog, Joyce Jefferson and Nancy Ackerman each have keys.
- Clerk to send certified letter to Town resident requesting clean-up of sand, dirt and debris to be removed from our right of way due to being a safety hazard on the road. Resident to comply within 10 days of the date of the letter. Dick Buhalog to provide address to Clerk.
- Clerk to send letter to Town resident on Dover Dr. requesting clean-up of property due to health and safety concerns.
- Clerk to send bill for road repairs to Town resident at 2459 14th. We will charge for two hours of labor by two Highway Department employees at their hourly wage plus \$10 per hour for the use of the Highway Department truck.
- Attendance at meetings was reported to Hope for payment.

Pay Bills:

Motion by Bill, second by Ron, to pay bills of \$24,120.62. Carried.

Motion by Jim, second by Bill to adjourn the meeting. Carried.

Meeting adjourned at 9:47pm.

**Respectfully Submitted,
Miranda Christensen
Clerk**