

## **FEBRUARY 14, 2011 WHEATLAND TOWN BOARD MEETING**

Meeting was called to order by Chairman William Glembocki at 6:30 p.m. on Monday, February 14, 2011 at the Town Hall in New Munster and opened with the *Pledge of Allegiance*.

Town Board members present – Chairman Glembocki and Supervisors Andrew Lois and Robert Herda. Others present: Clerk Sheila Siegler, Treasurer Deborah Vos, Town Auditor Kathryn Andrea, Fire Chief Lou Denko, Alan Kaddatz, Wayne Kaddatz, Jim Mirek, Bill Heeg, Jeff Butler, Jack Bobula, and Tom Barr.

Notices were posted in five public areas, the town website and the *Kenosha News* and *Westosha Report* were notified. Individuals who have requested meeting notices by e-mail were also sent agendas as required by state law.

Andrew Lois moved approval of the January 24, 2011 and February 7, 2011 Town Board Meeting Minutes. Robert Herda seconded. Motion carried.

- **Fire Dept.** – Chief Lou Denko reported on the cost of turnout gear needed at the fire department. They are looking at eight sets (pants & coat) of Inatex gear from Jefferson Fire and Safety at \$1,569 per set. Total is \$12,500. They will also need a few pair of boots and estimating the total cost at \$13,000. They looked at grants and did apply but did not receive approval. No one in the area received grant approval. This gear is less costly than “Morning Pride” gear purchased previously and they believe it to be of the same high quality. Some of the gear is 14 – 15 years old and needs replacing plus they have new members that need to be outfitted.

Chairman Glembocki said this purchase would have to be delayed to the February 28<sup>th</sup> meeting. We need to look at the budget first.

Chief Denko also said that three air paks and an air bottle were damaged during a training session at Gateway Tech. He complained to Gateway and they will be reimbursing the town for an air bottle @ \$915 and three air paks.

Denko said they had an officers meeting in January and they are partaking in aggressive training. The two newest members aided in a mutual aid to Twin Lakes for the recent structure fire and received some valuable experience.

Chairman Glembocki said we are researching for training policies with the town insurer and town attorney for Fire Dept. friendly procedures.

- **POSTPONED** to February 28 meeting -- Discussion on complaints in regard to property located at 5535 366<sup>th</sup> Ave.

Chairman Glembocki said this was postponed to allow more time for the building inspector to investigate.

- **Report on “agreed upon procedures” from town auditor**

Kathryn Andrea, Andrea & Orendorff, LLP, Certified Public Accountants presented the report of “Agreed Upon Procedures” for the year 2009. Recommendations are to put priority resources into implementing the QuickBooks general ledger software. Currently, there are several databases and spreadsheets that are used but they do not flow together. There are too many parts as it is used now.

Other recommendations are to set up personnel files for each employee and include the wage/salary of each individual with approval date, create new monthly reporting for individual bank accounts, require employee and supervisor signatures on all employee time sheets, require attendance sheets for meetings, require deposit books with carbon copies, and implement standard bank reconciliation reports.

The courts software system to the court bank account at yearend was reconciled. Figures matched and no problems to report.

Kathryn Andrea reported the clerk has set up the QuickBooks system. A 2010 audit is planned using QuickBooks general ledger. Andrea said the priority is to “go live” with the system. There will be some initial pains but it will be more efficient and provide more accessible budget data to the board on a monthly basis.

Robert Herda moved a motion to accept the “Agreed-Upon Procedures” Report as presented by Kathryn Andrea. Andrew Lois seconded.

- **Approve a tentative agreement between the town and John Savaglio – property at 38702 60<sup>th</sup> St.**

Andrew Lois moved to accept a tentative agreement between the town and John Savaglio for property at 38702 60<sup>th</sup> St. which requires a \$30,000 escrow payment or Irrevocable Letter of Credit to guarantee the agreement, allows the house to be repaired and all other structures removed from the property, subject to the agreement being signed by John Savaglio and receipt of the \$30,000 escrow or

Irrevocable Letter of Credit. Robert Herda seconded. Motion carried.

- **Reports**

A. Treasurer's report for the month of January – Treasurer reported January receipts of \$284,615.74 and expenses of \$76,235.78. Report was accepted on a motion by Andrew Lois and second by Robert Herda.

B. Building Inspector report for January 2011 – no report

C. Road report – Chairman reported frost is coming out of the ground and numerous potholes are showing up. Regarding emergency aid for the February 2 Blizzard, a reimbursement request for \$24,500 for costs for a 48 hour period was submitted to the Kenosha County Emergency Management Office.

D. Other report – the Michael Reyer, et al vs. Town of Wheatland case in Kenosha County Circuit Court was dismissed with prejudice on January 25, 2011.

The Town of Wheatland has received an extension of the DNR Municipal Flood Control Grant thru January 31, 2012. This will enable the remainder of the grant money to be used for a seventh acquisition and demolition.

- **Announcements –**

A. Kenosha County HOUSEHOLD HAZARDOUS WASTE COLLECTION – MAY 7 – 8 am – 1 pm at Kenosha County Center, - Hwy 45 & 50

B. SPRING PRIMARY ELECTION – Feb. 15 @ Town Hall – Polls open 7 am – 8 pm

- **Correspondence**

Chairman Glembocki reported that after checking with the DNR and the Kenosha County Zoning Office, there is no problem with installing the lock box at the launch area as long as we stay above the ordinary high water mark of the lake.

Chairman also said he is talking to a local person about making a lock box and will have the price for the next meeting.

- **Financial matters:**

A. Purchase approval - none

B. Review and approve clerk's report for disbursements - period January 1 - 31, 2011.

Robert Herda moved a motion to approve the Clerk's Report for Disbursements – January 1-31, 2011, checks #20816 thru #20898, a total of \$76,235.77. Andrew Lois seconded. Motion carried.

- **Adjournment**

Andrew Lois moved to adjourn at 7:10 p.m. Robert Herda seconded. Motion carried.

Respectfully submitted,

Sheila M. Siegler, Clerk