

TOWN OF RIB MOUNTAIN
Town Board Meeting
March 17, 2020

Chairman Allen Opall called the March 17, 2020, Regular Meeting of the Rib Mountain Town Board to order at 6:00 p.m. at the Rib Mountain Municipal Center, 227800 Snowbird Avenue, Wausau Wisconsin.

Other Supervisors present included Fred Schaefer and Gerry Klein via telephone conference from 6:05 p.m. to 6:19 p.m. and Brad Conklin via telephone conference.

Excused was Supervisor Jim Legner.

Also present were Community Development Director Jared Wehner, Administrator Gaylene Rhoden, Street and Park Superintendent Scott Turner, Clerk Joanne Ruechel, SAFER Deputy-Fire Chief Josh Finke and Attorney Dean Dietrich via telephone conference from 6:00 p.m. to 6:19 p.m.

On March 13, 2020, copies of the meeting notice were made available to the media, Town Board, Town Attorney and posted at the Rib Mountain Municipal Center, SAFER Fire Department, Rib Mountain Sanitary District office and the Town website.

Comments from the Public Related to Town Board Agenda Items- None

Approve Minutes of the March 3, 2020, Open Town Board and Regular Town Board Meeting Minutes.
Motion by Schaefer/Conklin to approve the March 3, 2020, Open Town Board and Regular Town Board Meeting Minutes. Questioned and carried 3:0.

****At this point, the Town Board went to the "Approval of Continuity of Operations Plan (COOP)****

Plan Commission

- a. Approval of Minutes from March 11, 2020 meeting.
- b. Docket #2020-02: Action on requested Precise Implementation Plan for site plan modification (parking lot) at 225005 Lilac Avenue (Service Master). Community Development Director Wehner explained that Service Master expanded their parking lot to the south. This was done without prior approvals in the Fall of 2019. Service Master has been under new ownership for over a year and the new owners were unaware of the Town's Ordinances and policies in regards to development. Community Development Director Wehner and Street and Park Superintendent Turner reviewed the plans and recommends improvements to the drainage swales on-site to be a condition of approval.

Motion by Schaefer/Conklin to approve the recommendation of the Planning Commission with the addition of on-site stormwater collection facilities to retain additional runoff from a 2-year storm event from the site. Questioned and carried 3:0.

- c. Docket #2020-04: Action on a requested Conditional Use Permit application for a Detached Private Residential Garage, Carport or Utility Shed in excess of 1,000 square feet and exceeding 1,000 square feet of accessory structure on the parcel located at 219790 County Road KK. – Community Development Director Wehner explained that this applicant came before the Town Board in the past to build a bigger garage in his property. At that time, his request was denied because it went against the Town Ordinance. Since that time, the Ordinance has been changed and he would still like to build an additional structure, which brings the property's total accessory structure square footage to 1,994.

The Town Board discussed the location of the garage and agreed that it would not be visible from the street and that they saw nothing wrong with the larger garage.

Motion by Schaefer/Conklin to approve the conditional use application for a precise implementation and allow for the installation of a detached garage at 219790 County Road KK, Questioned and carried 3:0.

Approval of Town Representation on the Wausau Metropolitan Planning Organization and Technical Advisory Committees- Administrator Rhoden explained that this would allow Jared, Scott or Gaylene to represent the Town of Rib Mountain at these committee meetings.

Motion by Schaefer/Conklin to approve the attached letters granting Administrator Rhoden, Community Development Director Wehner and Street/Park Superintendent Turner the ability to serve on the Marathon County Metropolitan Planning Commission and Associated Technical Advisory Committees in the absence of Chairman Opall. Questioned and carried 3:0.

**Supervisor Gerry Klein joined this meeting at 6:05 p.m.

Approval of Continuity of Operations Plan (COOP)- Attorney Dietrich stated that this item addresses concerns about the Town's continuity plan. The Town has also issued a declaration of emergency regarding COVID-19. He stated that the Town can exercise reasonable steps to address operational concerns that might arise. Attorney Deitrich stated that Governor Evers issued an order that no more than 10 people be gathering in an area at a time right now. The Government is excluded from this order.

Administrator Rhoden stated that she is trying to protect the Town and for the Town to continue to operate during this emergency. If any shutdown steps are taken, she would use social media to let the public know what is happening. If an employee does go to a high-risk area right now, they will be asked to self-quarantine.

The Town Board discussed if Town employees can borrow vacation time or sick time if they cannot come to work. The Town Board decided that Town employees can borrow 10 days of vacation to take care of children due to COVID-19.

Motion by Klein/Conklin to approve the attached Continuity of Operations Plan which includes the Declaration of Emergency by the Town and allows the change to allow for employees who have children home due to school closure and no daycare as a result of the COVID-19 pandemic, to borrow up to 10 days of vacation as an addition under section B of "Ill Vendors and/or Residents". Questioned and carried 4:0.

**Supervisor Klein and Attorney Dietrich left the meeting at 6:19 p.m.

Approval of SAFER Board Member- Chairman Opall stated that Supervisor Jim Legner resigned from the SAFER Board and that the Town has two representatives on the SAFER Board. Supervisor Schaefer has agreed to the appointment to the SAFER Board.

Motion by Conklin/Opall to approve Fred Schaefer as a SAFER District Board representative for the Town of Rib Mountain. Questioned and carried 3:0.

Approval of Award for Trillium Trail Construction Project- Street and Park Superintendent Turner stated that this item was brought to the Public Works meeting that was held just prior to this Town Board meeting. The costs came in within the budget.

Motion by Schaefer/Opall to approve the Trillium Trail construction contract with Janke General Contractors in the amount of \$505,929.50. Questioned and carried 3:0.

Approval of New Election Inspectors- Clerk Ruechel explained that after the last election, several people approached her about working as an Election Inspector at the elections.

Motion by Schaefer/Conklin to approve the Appointment of Jan Augustine, Julie Borneman, Polly James, Steve James, Patii Kreuzer, Gloria Setterman, Cathy Wahl and Marlene Zoromski as Election Inspectors. Questioned and carried 3:0.

Approval of Operator's License-Town Attorney Dietrich stated that he recommends approval of the Operator's licenses. **Motion by Schaefer/Conklin to approve the operator's licenses for Mary Mittenzei and Tracy Witscheber. Questioned and carried 3:0.**

Reports/Minutes

Town Board –

Supervisor Conklin asked the Town to keep up the Facebook posts regarding COVID-19. He also asked who at the Town the general public could direct questions to. It was decided that Gaylene will be the point of contact for the Town.

Supervisor Opall stated that the County Executive Committee recommended Lance Leonard to be the next Marathon County Administrator.

SAFER – Josh Finke was present and reported that they have been busy with COVID-19. They are short on supplies currently and have several staff members out ill at this time. The new Battalion Chief is in training. They are working with the Marathon County Health Department and the Marathon County Emergency Management regarding the COVID-19.

Other Agencies – No report.

Town Attorney – No report.

Town Administrator – A written report was provided. Administrator Rhoden asked that if staff does not have to be at meetings right now, that they don't attend. She stated that our phone system handles multiples calls at once in our system. She would like the general public to attend meetings via telephone conference calls. Administrator Rhoden would like to limit meetings to urgent matters only. Her leadership academy has been postponed. There will be no tennis lessons offered by the Town this year.

Community Development Director – A written report was provided. Community Development Director stated that he met with Developer Bill Schofield regarding a possible development behind Culvers. There may be a possible approval this Fall.

Street-Parks Superintendent – A written report was provided. Superintendent Turner noted that the Dollar Tree and Jiffy Lube are breaking ground on March 18, 2020. This will close Lilac Avenue for a few days. The construction on Swan Avenue is anticipated to begin in May or June.

Finance Director – A written report was provided.

Town Clerk – A written report was provided. Clerk Ruechel thanked the Town of Rib Mountain Staff for helping with the elections. The past few days have been overwhelming with absentee ballots. She also stated that she is looking for teenagers to be Election Inspectors on April 7, 2020.

Code Enforcement Officer – No report.

Park Commission – There was a meeting last week. There was a question on whether or not the Easter egg hunt will still be held. Supervisor Conklin is going to make the decision by the end of the week. The disk golf course is moving forward. Superintendent Turner is looking at play equipment at the Flax Street tot lot.

Finance & Personnel – There is a meeting scheduled on April 1, 2020.

Public Works Committee – Supervisor Schaefer stated that there was a meeting earlier this evening where the no-name road suggested names were discussed. They also discussed asphalt work on Boulder Ridge Circle and the approved of construction on Trillium Trail.

Public Safety Committee – There was a meeting prior to this Town Board meeting. They discussed putting up signs to remind drivers about school bus pick up and drop-offs in the area. They also discussed the no parking issue on Buttercup Road.

Bicycle/Ped Committee –The meeting was canceled.

General Comments –No comments.

Adjourn - **Motion by Schaefer/Conklin to adjourn at 6:55 p.m. Questioned and carried 3:0.**

Submitted by
Joanne Ruechel, Town of Rib Mountain Clerk

Note: These minutes are not to be considered official until acted upon at an upcoming regular meeting, therefore, they are subject to revision.