

Approved

**Minutes
Annual Town Meeting
Town of Polk Town Hall
3680 State HWY 60**

TUESDAY – APRIL 21, 2015 at 7:30 p.m.

The meeting was called to order at 7:30 p.m., followed by the Pledge of Allegiance.

Official meeting notice was sent to the Harford Times Press, West Bend Daily News, Milwaukee Journal Sentinel, and WBKV/WTKM radio stations; posted on the Town’s website, and on the bulletin boards at Cedar Hills Subdivision, Roskopf’s RV Center, and at Town Hall. And published in the West Bend Daily News.

Roll Call. Board members present included Town Supervisor Robert Roecker, Town Supervisor Ted Merten, Chairman Albert Schulteis, Clerk Marlyss K. Thiel, and Treasurer Tracy Groth. 12 total town residents were present.

Reports are attached for:

- 1. Town Clerk’s 2014 Financial Report.**
- 2. Town Chairman Report.**
- 3. Zoning Secretary Report.**

Marilyn Merten asked what the annual Quarry Permit, Park Permit, and Accessory Use permits are for. Zoning Secretary Groth explained the Quarry Permits are for Wissota Sand & Gravel. The Park permits are for Country Sports Golf, Sleeping Dragon Ranch, and Scenic View Golf. Accessory Use is for Schmitz Ready Mix and Wissota Sand & Gravel.

Marilyn Merten asked what the April Amendment means on the reports. Chairman Schulteis explained that this shows the moving on paper only, by increase or decrease, within the budget to balance the various departments. The overall budget was in excess of \$7,128.72 at the end of the year. Some departments had more income than budgeted for, such as the increase in building permits. We budgeted \$28,000 and over \$40,000 came in.

Marilyn Merten asked why we had a surplus of \$7,128.72 at the end of the year. Chairman Schulteis explained that during the year we transferred \$25,000 from savings to cover anticipated expenses and an additional \$10,000 in October to cover the increase in salt and sand expense for our winter roads. When we had a reserve at the end of the year, we voted to transfer that money into the General Fund Money Market Account for future use.

Marilyn Merten said she doesn’t see when the funds were added and where the \$35,000 came from. Clerk Thiel explained that the transfers are listed on the green sheet in your packet. Chairman Schulteis explained the transfer of funds came from our savings and it was transferred in as needed. Marilyn Merten asked what accounts the Town has and what are their balances. Clerk Thiel explained that on the blue sheet in your packet, you will see the accounts and their balances as of

December 31, 2014, and read them. The bottom of the sheet shows the December 31, 2014 General Fund Money Market Balance of \$4,019,555.35 minus the January Settlement payments of \$3,827,635.90, leaving an adjusted December 31st balance of \$191,919.45 in the account.

Marilyn Merten asked why we don't just have everything in one account and use budget lines. Chairman Schulteis explained that the State Investment Money Market account is from funds we had in the State Investment fund, but it was earning less than the bank would give us, so we moved it to a money market account. All of our accounts are now in one place, at the Commerce Bank. The Truck Savings Money Market account is to keep that separate from our operation funds. The General Fund Money Market and the Checking accounts are used for operations. Clerk Thiel explained that the US Cellular CD is a bond for any future expenses incurred by US Cellular if they should leave the community. That is the only use for that money. The additional \$1,000 cash bond is designated for the completion of Stefanski's Mini Storage Project. These are all listed as such, on that blue sheet.

Karen Reiter asked how many taxes are not paid yet. Clerk Thiel stated that on the January - December 2014 Budget Report of Revenue & Expenses (the yellow sheets in your packet) show there are still \$2,538.46 in Personal Property Taxes outstanding as of the end of the year. As to the Real Estate Taxes, they are still being collected. The blue page in the back of your packet shows the January settlement payments to each entity (schools, county, state, and lake districts) you will note that the Town of Polk's share of the \$3,827,635.90 collected in December is only \$181,204.27.

Marilyn Merten asked if the Zoning Secretary checks for unpaid taxes before she issues a permit. Treasurer Groth replied that she is both Zoning secretary and Treasurer, so she has that information, and yes she does.

Marilyn Merten asked how the Town could approve the ITEX Addiction Center if they haven't paid their taxes. Clerk Thiel explained that at the point of sale, these are part of the closing costs, and therefore, the money given to the seller will be less. Chairman Schulteis added that this is how it is always done, and they came to us and told us there were past-due taxes on the property.

Marilyn Merten asked if they were aware of this tax bill. Zoning Secretary Groth stated that they told us this information when they took out the application.

2016 Meeting Date. Karen Reiter moved to schedule the 2016 Annual Meeting Date for April 19, 2016 (3rd Tues of Month). Bill Whitney seconded the motion. All voted aye.

Adjourn. Marilyn Merten moved to adjourn. Judy Stephenson seconded the motion. All voted aye. The meeting adjourned at 7:58 p.m.

Respectfully Submitted,

Marlyss K. Thiel, Town Clerk.

