

Minutes of Regular Session
Proceedings of the Village of Spring Green Board of Trustees
January 9, 2019 – 7:09 pm
154 N. Lexington Street, Spring Green WI

1. **Call to order:** Joel Marcus, Village Trustee called the meeting to order at 7:08 pm.
2. **Roll call of Village Board members:** Members present were Robin Reid, Joel Marcus, Norm Miller, Jane Hauser, and LuEtta Miller. Absent: Gene Hausner and Michael Broh. Also present: Wendy Crary, Vikki Stingley, Linda Schwanke, Todd Deibert, and Donald Greenwood- 7:05 pm
3. **Approve Minutes:** Motion by L. Miller to approve the minutes of the December 19, 2018 Regular Board Meeting as presented. Seconded by Hauser. Voice vote. Motion carried.
4. **Review and approve agenda:** Motion by N. Miller to approve the agenda as presented. Seconded by Reid. Voice vote. Motion carried.
5. **New Business:**
 - a. Motion by N. Miller to approve the disbursements as presented. Seconded by Reid. Voice vote. Motion carried.
 - b. Don Greenwood shared that he had been asked to review the job description for the Zoning Administrator position. He added that he had looked at the Ordinance on line and felt it had been well written, just needed to be reinforced. Motion by Reid to approve the job description for the Zoning Administrator as presented. Seconded by L. Miller. Voice vote. Motion carried.
 - c. Don Greenwood presented to the Village Board his requested compensation for his services to the Village as the Zoning Administrator by collecting the zoning fee schedule as long as his meeting with the resident leads to an application/fee charge. Greenwood when on to say that the zoning fee schedule should be left as is for now. Then be reviewed in 6 months. Greenwood also requested that if his services/meetings did not lead to zoning permits he would need to be reimbursed/compensated at \$30.00/hour; prorated after the 1st hour and then at \$7.50/hour for each additionally 15 minutes. Motion by Reid to compensate the Zoning Administrator for serves collected by the zoning fee schedule minus filing fees/charges and \$30.00 for the 1st hour and \$7.50 for every 15 minutes after the 1st hour for meetings. Seconded by N. Miller. Voice vote. Motion carried.

- d. Village Clerk/ Treasurer Wendy Crary shared with the board that the Village of Spring Green has four accounts of delinquent personal property tax receivable from 2017. Crary added that the Village has a limited time to charge back these delinquent personal properties and that only one "Spring Into Motion, April Stamness" could be charged back at this time. This is because they are out of business and were not on the personal property tax roll. Crary also noted that we have tried to reach this business, but notices have been returned and we cannot find a forwarding address. Board members suggested that the Village office should have the police department deliver one more reminder notice to "Avenue Architects Inc" and "Lightworks SG LLC" again and then review these accounts again next month.

6. **Public Comment:** No public comment

7. **Adjourn:** Motion by N. Miller to adjourn at 7:50 pm. Seconded by Reid. Voice vote. carried.

Respectfully submitted by Vikki Stingley