

TOWN OF CHRISTIANA
Minutes of the
2020 Virtual Annual Meeting

Tuesday, September 1, 2020 - 7:00 p.m.

1. Call to Order.

Board Chair Maureen P. Lien called the meeting to order at 7:00 p.m. Board Supervisors Jim Lowrey and Jeff Notstad, Clerk/Treasurer Kathy Wilson, Cindy and Mike Cutrano, Daniel Klecker, Roy Marsden, and Tara Bast, CPA, also attended the meeting.

2. Reminder for attendees to sign in.

Board Chair Maureen Lien reminded everyone to self-identify.

3. Approval of Minutes of the 2019 Annual Town Meeting.

Cindy Cutrano moved to approve the Minutes of the 2019 Annual Town Meeting. Mike Cutrano seconded the motion.

The motion passed 7 - 0.

4. Approval of the Financial Report in Written Form.

Tara Bast, CPA, Johnson Block CPAs, presented the independent auditor's report for the year 2019 and answered questions about the audit report. The Town's Total Fund Balance at the end of 2019 was \$1,239,395.56. The Budget-to-Actual had a decrease of around \$468,000, whereas the use of reserves was less than anticipated. The Town has a very healthy fund balance.

Board Supervisor Jeff Notstad made a motion to approve the 2019 Town Financial Report in written form. Board Supervisor Jim Lowrey seconded the motion.

The motion passed 7- 0.

5. Report on Proposed Culvert and Road Work.

Board Chair Maureen P. Lien read the 2020 Culvert and Road Work proposal submitted by Public Works Director George A. Waag.

Item 1 – Buildings

No changes from 2019. We will be installing an outside Drop Box this year for citizens to use for dropping off their election ballots and tax payments.

Item 2 - Road Work

The spring of 2019 was one of the worst we have had for freeze/thaw cycles, but 2020 was one of the best. We have several gravel roads that have not required grading this year. We have completed all 2019 roadwork. This work included:

- Bosben Road (Highway W to Schadel) – sealcoat, \$33,900;
- Highland Road (Rockdale Road to Chickadee Street) – pulverize, grade, and overlay, \$235,200;
- Evergreen Drive – Scott Construction came back and did a complete seal; and
- Hillcrest Road -- Scott Construction came back and did a complete seal.

Item 3 – Bridge and Culvert Work

- Replaced a culvert on Highland Drive by CamRock Park and re-shaped the ditch by adding over 20 truckloads of fill and black dirt.
- Replaced a culvert on Clear View Road.

Item 4 - Equipment

- We are taking proposals for a new snowplow truck. The truck chassis will be purchased this year with a purchase price of approximately \$110,000. The snowplow equipment will be purchased in 2021 with a purchase price of approximately \$85,000.

Item 5 – Future Major Expenses

- Replacing the other snowplow truck.
- Purchasing a 3-point mounted brush mower.
- Replacing our ditch mowers.

6. Resolution to authorize the Town Board to obtain a loan, if necessary, not to exceed \$_____.

Cindy Cutrano made a motion to approve allowing the Board to obtain a loan not to exceed \$100,000, if needed. Mike Cutrano seconded the motion.

The motion passed 7 – 0.

7. Payment in the amount of \$_____ to the East Koshkonong Cemetery Association.

Mike Cutrano made a motion to approve paying \$300 to the East Koshkonong Cemetery Association. Board Supervisor Jim Lowrey seconded the motion.

The motion passed 7 - 0.

8. Town funds to be banked at _____ (Bank of Deerfield or other financial institution).

Board Supervisor Jim Lowrey made a motion to bank the Town's funds at Bank of Deerfield. Mike Cutrano seconded the motion.

The motion passed 7 - 0.

- 9. Set the date for next year's Annual Meeting (per State Statute, the third Tuesday in April).**

Board Supervisor Jeff Notstad made a motion to set the 2020 Town of Christiana Annual Meeting date as Tuesday, April 20, 2021 at 7:00 p.m. Cindy Cutrano seconded the motion.

The motion passed 7 - 0.

- 10. Old Business.**

There was no old business.

- 11. New Business.**

Board Supervisor Jim Lowrey made a motion to have a contractor look at the large window in the meeting room to have it either repaired or replaced. Mike Cutrano seconded the motion.

The motion passed 7- 0.

- 13. Adjournment.**

With no further business, Board Supervisor Jeff Notstad moved to adjourn the meeting at 7:35 p.m. Board Supervisor Jim Lowrey seconded the motion.

The motion passed 7 - 0.

*Respectfully submitted,
Kathy Wilson, Clerk/Treasurer*