

**Town of Winchester**  
8522 Park Way, Larsen, WI 54947  
**Town Board**  
**Minutes**  
January 2, 2018  
7:00 p.m.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call

Present were Chairman Kriescher, Supervisor Mathison, Supervisor Joas, Treasurer Schwartzbauer, and Clerk Stevens.

Also present were 12 community members.

B. APPROVAL OF MINUTES

December 18, 2017 Town Board Meeting Minutes were presented by the clerk.

**MOTION:**

Supervisor Joas made a motion to approve the minutes as presented

Second by Chair Kriescher

Motion carried by 2-0. Supervisor Mathison abstained.

C. PUBLIC COMMENT

Dave Pavlik, 5179 Fairview Road, expressed concern that the Resolution on the agenda for Board consideration was not published in draft form on the website and the copy provided here at the meeting was the first time he was able to review it. He noted that items which are impactful to the Town should be made available to the residents before the Board is scheduled to take action, so residents can review them and make comments to the Board regarding the business.

Mr. Pavlik asked the Board what problem they are trying to solve with this resolution. He said it seems like it is actually a solution looking for a problem. Is creating these limitations going to serve the people of the town and those doing business with the town more effectively? Is this really a step forward, or is this making it more difficult? Mr. Pavlik stated he thinks it would have a negative impact.

He said to consider things like the Treasurer making deposits—according to this resolution, business should be conducted in the Town Hall—how does she do that? He noted the Plan Commission had to hold a meeting in the Pavilion a couple years ago because the Town Hall was double booked—this resolution would not allow for that. He asked if that is reasonable. He noted the Plan Commission would no longer be able to visit project sites to do research for their business items—the resolution does not allow it. He questioned how the building inspector would be able to perform his duties, as inspections cannot be performed from the Town Hall.

Mr. Pavlik then stated that anyone who is familiar with what has been going on, can easily see that the resolution is an attempt to make Holly [the clerk] look bad. He said the resolution is fodder for anyone who wants to see an appointed town clerk to create rumors. If there is any evidence of misconduct he urged the Board to present it. Then we can decide if the resolution is the right fix. He stated he feels the resolution is not a fix for anything and he requested the Board kill the resolution completely

Matt Olson, 8303 Sauby Road, stated he would like to ask a few questions about the type of business that is performed here. He stated that as far as he can tell the town repairs roads, plow snow, we mow grass in parks and ditches, we trim trees and brush, we issue permits, we put out fires, and respond to highway accidents, and we deal with drainage issues. He noted that he has been made aware over the last several months of many accusations, all of which are false, against Holly [the clerk]. And one of them is that she is talking about things at Clayton, which is at the root of this resolution. Mr. Olson stated he would like to know which of these things here, the Town of Winchester is concerned about any discussion what-so-ever. We are not running a police department, we are not running the FBI—we are operating a town. There is absolutely nothing on the list that anybody should have any concern about discussion outside of the town hall. Mr. Olson noted that one thing he has learned in his life is that the people who feel the need to do business in secret are usually the people that are doing something wrong.

Mr. Olson stated he had another concern unrelated to the resolution issue. He noted that three times there have been plows going down Sauby Road with a quarter-inch of snow or less—with nothing but sparks flying—and they are charging the town by the hour to operate snowplows on a quarter-inch of snow. He stated somebody has got to start paying attention. With no snow on the road, there is no reason to plow. He said he can understand salting the intersections, but to go down the roads so they can charge you by the hour for snowplowing, rather than just for the tonnage of salt and for salt spreading, is wrong.

Al Hansen, 7813 County Road M, stated he could not speak for the Town of Winchester on the snowplowing, but he works for Outagamie County. He stated he goes into a lot of different towns [to plow]. As far as ¼” of snow, he agrees with Mr. Olson. He then said he was going to use the Town of Hortonia as an example. He said he plows in the Town of Greenville,

and the Village of Hortonville, but as far as the Town of Horton, he does not go in there until a town official calls. He said, the town has three officials, [Outagamie County] is battling with them constantly, because two of the three want plowing done with a 1/4' of snow, but the third one does not. The third guy calls and complains to the station because he doesn't want plowing. He noted that he knows Winnebago County is the same way—they do not go in until the town gives them the go ahead—whether it's every snowstorm or if they just have a green light to go ahead, it is controlled by the town.

Mr. Hansen continued by addressing the resolution on the agenda. He stated that approximately a year-and-a-half or two years ago, he had a Certified Survey Map (CSM) which had a lot of legal issues which had to be corrected. When it was done, I went to Holly and I went to Sue to get signatures. I went to you [Chairman Kriescher] and you wouldn't sign it. I went to their houses on a weekend and they signed for me because I had to go to the County on Monday. I went to you [Mr. Kriescher] and you wouldn't sign and delayed him another 6 weeks. Chair Kriescher stated he couldn't sign because it needed town approval. Mr. Hansen noted the approval had already been done and there was no need for the delay.

Mr. Hansen continued, noting that he has heard people say that the Fire Chief is doing such a good job—he said he has no idea whether that is true or not. He noted that the Chief goes to the Town of Ellington to work with Bonnie Fischer which he feels is a great thing. He is working with her because of her experience, working on grants and other business. He said that is great—we should be working together as communities. Supervisor Mathison corrected Mr. Hansen, noting the official from the Town of Ellington the Chief works with is Pam Jentz, not Bonnie Fischer. He noted that Chair Kriescher represents the Town of Clayton down at the County level and represents Winchester. He asked how that is any different than Holly working for the Town of Winchester and the Town of Clayton. He stated he doesn't understand it, but it seems that Holly is getting singled out. He stated he thinks the resolution should be thrown out—there is no sense in it.

Dan Buser, 8965 Faith Road, said he would like to say he thinks Holly Stevens is a very intelligent woman, but he had to go to the town attorney to get his own money from his fire department pension. Holly had a power struggle and Mr. Sorenson instructed her to sign a piece of paper so that I could get my money after working as a volunteer fire fighter for quite a few years. He noted that he feels that it was a bunch of "B.S." and it was a power thing that she pushed down on him and she called him a liar, and said I was standing there alone and I had Tim Seager standing right beside me. He said, yes, she is a very intelligent woman, but attitude—you have to be a people person and I don't think she is.

Chair Kriescher asked if anyone else would like to speak. Clerk Stevens responded stating she would like to. She said she had two statements. She started by saying that in response to Mr. Buser's accusation that she would not sign and withheld her signature in spite and as a power struggle, is false. She explained that Mr. Buser provided her with page 7 of a 7-page document, which she is supposed to review all of the pages of that document. She explained that Mr. Buser withheld pages 1 through 6 and refused to provide them to her until Attorney Sorenson directed him to [provide them all for review]. She noted that Chairman Kriescher and Supervisor Joas, were both witnesses to the situation and they know that is the truth. It was not a power struggle, it was Mr. Buser's refusal to cooperate with the procedure as it is required by Mass Mutual.

Clerk Stevens continued by reading the following two letters into the record:

**Town of Winchester**  
**Office of the Clerk**

8522 Parkway Lane, Larsen, WI 54947 • (920) 836-2948  
winchesterclerk@centurytel.net

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January 2, 2018

RE: Town of Winchester Clerk

I am in receipt of a letter dated December 26, 2017 from Lawrence C. Kriescher, Town of Winchester Town Chairman, addressed to me, Holly Stevens, Town of Winchester Clerk. The letter states that I, Clerk for the Town of Winchester, am conducting Town of Winchester business while at my other place of employment, the Town of Clayton.

I feel it necessary to correct this misperception as this accusation is absolutely false and inaccurate. No Town of Winchester business is conducted at the Town of Clayton offices.

While I am available during my full-time hours of employment at the Town of Clayton, on August 23, 2017, Chairman Kriescher gave me specific direction not to provide any services for the Town of Winchester during those office hours. I have been compliant with the restriction placed on me by Chairman Kriescher. It should be noted that the type of business conducted by me, as Clerk, on behalf of the Town of Winchester, often requires access to forms and records which are only available at the Town of Winchester offices, making it impossible to provide service from another location.

Additionally, phone and email correspondence is addressed during my regular office hours at Winchester. However, I receive calls at all hours of the day and night, including on weekends. In an effort to provide the best service possible, I respond to messages as quickly as possible outside of the hours of full-time employment at the Town of Clayton. I do not respond to emails or phone messages from the Town of Clayton offices. My responses are made either from the Town of Winchester Office or from my home. This is common practice for not only me as Clerk, but also the Town Chairman, Town Supervisors, and the Treasurer.

The Town of Winchester is a small municipality with limited resources. Additionally, due to the small size of the Town, the activities of the Town and services required are limited as well. As a result, the officials for the Town including the Chairman and Supervisors, as well as the administrative offices of Clerk and Treasurer are part-time positions. Just as the Chairman operates his own surveying business and holds seats on the County Board and on the County Zoning Committee, and the Supervisors hold full-time positions in addition to their Town positions, I too, as a part-time Clerk, must hold another full-time position.

Nevertheless, I have managed to provide timely, high-quality customer service to residents and others having business with the Town. Through efficiency and organization, I am able to successfully provide the needed services while operating within the natural time restraints created by the part-time status of my position.

Again, to address the false accusation brought forth by Chairman Kriescher, none of the services provided are conducted while at my place of full-time employment, the Town of Clayton.

Regards,

Holly Stevens  
Town of Winchester Clerk

Cc: Town Board, Town Treasurer, and Attorney Sorenson



8348 County Road T  
Larsen, WI 54947

Tuesday, January 2<sup>nd</sup>, 2018

Lawrence C. Kriescher, Town of Winchester, Town Board Chair  
Town of Winchester Town Board  
C/O Town of Winchester  
8522 Parkway Lane  
Larsen, WI 54947

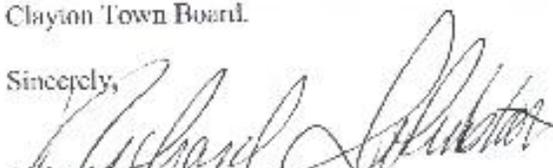
Sirs:

Ms. Holly Stevens (Holly) Elected Clerk of the Town of Winchester and Appointed Deputy Clerk for the Town of Clayton has provided me with several documents from Winchester Officials relating to her doing work for the Town of Winchester while working in the Clayton Town Hall for the Town of Clayton. Please be advised that the Clayton Town Board has taken the position that Holly is permitted to do incidental customer service work relating to the Town of Winchester while at work for the Town of Clayton. This position is based on the Board's belief that Public Employees should strive to provide exceptional customer service no matter what community the resident asking the question is from. The Board's position is not intended to allow Town of Clayton staff to complete work tasks for other communities but to allow staff to answer questions and provide direction the Public.

Relative to Holly's recent activities while at the Town of Clayton Town Hall, it has been my experience that Holly has limited her interactions to answering questions as they are asked no matter what community the individual lives in. I have heard Holly being asked several questions by residents of the Town of Winchester, she answered those questions and directed them to the Winchester Town Hall for additional service.

Mr. Kriescher, given your letter to Holly dated December 26<sup>th</sup>, 2017 I have directed Holly to not respond to any inquiries from residents of the Town of Winchester. However, please be advised that Holly has been directed to provide those resident with a copy of your letter dated December 26<sup>th</sup>, 2017 as well as a copy of this letter. I am giving her this direction in order to inform Winchester residents that it is you and your Town Board that are not allowing Holly to provide the level of customer service that is expected from the staff of the Town of Clayton by the Clayton Town Board.

Sincerely,

  
Richard Johnston  
Town Administrator

CC Town Board Chair and the Clayton Town Board

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## D. OLD BUSINESS

### 1. Roads

#### a) Review and Updates

Supervisor Joas stated the LRIP projects have been submitted to the State DOT. Supervisor Joas also asked if the other Board members felt it would be of value to put together a report regarding the current state of Town roads for the Annual Meeting. The Board agreed and directed Supervisor Joas to do so.

#### b) Town Road Signs Report—Chair Kriescher / Hank Mitchell

Chair Kriescher stated he had spoken with Hank Mitchell, Winnebago County, noting he gave him the go-ahead to flip-flop signs around as needed.

## E. NEW BUSINESS

### 1. Winnebago County Board Report— (First Town Board Meeting of each month)

Larry Kriescher, District Representative

Chair Kriescher reported the Board meeting was short, discussing the funding of the airport terminal, the County Police Department reorganization, and accommodations/retirements.

### 2. Fire Protection—(First Town Board Meeting of each month)

Chief Forbes was not in attendance but messaged that he would have business for the next meeting.

Scott Mathison reported that the First Responders went live as of December 28, 2017. He thanked the Board for their support.

### 3. Facility Maintenance—Overhead Door Repair and Maintenance Estimates

Scott Mathison reported that he had contacted American Overhead Door, Appleton, which charges \$80/hour plus parts. He noted he also contacted Overhead Door Company and he will be meeting with him on Thursday, January 4, 2018.

### 4. Plan Commission Report and Recommendations to the Town Board—(Second Town Board Meeting of each month)

### 5. Resolution 2018-xx A Resolution to Conduct All Town Business at the Town Hall

Chairman Kriescher stated Holly [the Clerk] had written a good letter. He stated he did not care if people come in [to Clayton] and ask questions. He noted the problem is when people go into the Clayton office to drop information off. He stated that he prefers that people conduct their business here [in Winchester]. He noted that he had spoken with Supervisor Joas back on August 23<sup>rd</sup> about a Resolution. He thought he would just let it go, as he had not heard anything and everything was going smoothly. He stated he is not going to limit anybody, the Town Board or [the Clerk]. He noted that if somebody has something to bring in, it should be done at the Winchester office.

Clerk Stevens again affirmed that as the standard procedure.

Chair Kriescher stated that is all the resolution is stating, is that it should be face to face contact. He noted that it is up to the other members, if they want to change it, or throw it out.

Supervisor Joas stated that he had reviewed the resolution and where it states in the resolution about Town Officials, he believes it is far, far too broad. It would also apply to each member of the Town Board, the Fire Chief, the Building Inspector, and as brought up in the comments earlier, the Plan Commission, etc. and is therefore, far too broad. He continued stating with the fact that we will be having a referendum in April regarding the Clerk's position; he stated he would prefer to table it until after the election.

#### **MOTION:**

Supervisor Joas made a motion to table the resolution until the first regular Town Board meeting in May.

Second by Chair Kriescher

Motion carried by unanimous voice vote.

### 6. Winhaven Computer Consulting Services Quote for email conversion services

Clerk Stevens explained to the Board that the two primary Town email accounts held by the Clerk and Treasurer, are Centurylink accounts which have been in place for many years. She explained that because of this, the Town is locked into DSL service provided by Centurylink. She also noted that the speed and quality of the service is lacking greatly—she explained that web pages often will not load, making submission of web reporting extremely difficult. She relayed the complaints of the Fire Chief and the Treasurer in the same regard.

Clerk Stevens continued by explaining that she, as Clerk, and the Treasurer receive a large number of automatic email correspondence from many different government agencies, including the Department of Revenue, the Department of Transportation, the Department of Natural Resources, the Wisconsin Towns Association, Various County Departments, and many other departments, associations, and businesses. Some of this correspondence occurs only once per year, as it relates to specific reporting deadlines, etc. She explained that John Bartow of

Winhaven, has suggested setting up a G-Suite for town emails using the same URL as the Town website. His suggestion is to get this set up and then take a year to capture all of the email notices sent to the old addresses and change them to the new. Once the conversion is complete, the Town would no longer be tied to Centurylink and can consider other providers. The 12-month conversion would guarantee that all correspondence is changed to the new accounts created while minimizing the risk of missing important notices.

Clerk Stevens noted that she had requested Mr. Bartow to provide the estimate based on his recommendation because she does not have the technical training to complete such a conversion. She referred to Treasurer Schwartzbauer who stated she is not comfortable with the work either. She continued stating the quote provides for conversion of the clerk’s, treasurer’s, and fire chief’s email accounts. She also noted the availability of setting up other accounts as needed. She stated the estimated for the work is \$360.00, with each email account set-up costing \$60/year or \$5/month, and the one-time cost of support to convert the emails being \$180.00.

Supervisor Joas noted he likes the idea of “branding” by having the emails use the Town domain name, and that the email will better identify who people are emailing.

**MOTION:**

Supervisor Joas made a motion to approve the quote from Winhaven Computer Consulting Services, to convert the email accounts for the Town Clerk, the Town Treasurer, and the Fire Chief for a cost of \$360.00.

Second by Supervisor Mathison

Motion carried by unanimous voice vote

7. Wisconsin Towns Association Membership to Town Advocacy Council

Supervisor Joas noted that the Town had joined this association in 2017, specifically, because it was a budget year, which resulted in a little more money for our roads. He continued stating that he is inclined to decline membership for 2018 which would save the Town \$445.00.

**MOTION:**

Motion by Supervisor Joas to not renew the membership to the Town Advocacy Council for 2018

Second by Supervisor Mathison

Motion carried by unanimous voice vote

F. CORRESPONDENCE

- o Email and Letter Re: Sorenson Law Office to affiliate with Menn Law Firm
- o Chair Kriescher noted he had arranged for catering of the Towns Association Meeting to be held at the Town Hall on Thursday, January 4, 2018. Darlene Bork asked if the catering included plates, napkins, forks, etc. Chair Kriescher stated he would check into it.

G. APPROVAL OF DISBURSEMENTS

Clerk Stevens presented the accounts payable report.

**MOTION:**

Supervisor Joas made a motion to approve the disbursements with as presented

Second by Supervisor Mathison

Motion carried by unanimous voice vote

H. NEXT MEETING

The next regular Town Board meeting will be Monday, January 15, 2018 at 7:00 p.m. Agenda items are to include Income/Expenditures Report for 2017, Snow Plowing Policy, and any other business which may arise.

I. ADJOURNMENT

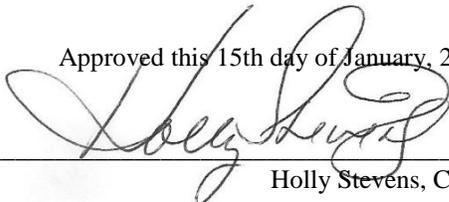
**MOTION:**

Supervisor Mathison made a motion to adjourn at 7:36 p.m.

Second by Supervisor Joas

Motion carried by unanimous voice vote

Approved this 15th day of January, 2018




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Holly Stevens, Clerk