

**Town of Winchester**  
8522 Park Way, Larsen, WI 54947  
**Town Board**  
**Minutes**  
October 2, 2017  
7:00 p.m.

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll call

Present were Chairman Kriescher, Supervisor Joas, Treasurer Schwartzbauer, and Clerk Stevens. Supervisor Mathison called to inform the Board he would be arriving a little late.

Also present were 17 community members.

B. APPROVAL OF MINUTES

September 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 Chairman Kriescher

Motion carried by a 2-0 vote. (Supervisor Mathison had not yet arrived.)

C. PUBLIC COMMENT

**Supervisor Mathison arrived.**

Gerri Pavlik, 5179 Fairview Road, explained her three grandchildren are living with her and she has noticed while waiting for them to board the bus in the morning, the traffic on Fairview Road tends to travel at a high rate of speed. She also noted there are other families with children and she fears something may happen. She asked if the Board would post a “slow children” warning sign.

Supervisor Joas said he recalls the WI DOT performed an effectiveness study and found that those types of signs did not significantly decrease drivers’ speeds. He also explained that to drop the speed limit is a rather difficult process which starts with a petition. He suggested placing “school bus stop ahead” signs instead.

Chair Kriescher stated he would call the Winnebago County Highway Department to see what can be done.

Dan Buser, 8965 Faith Road, stated he has seen signs which can be bought which indicated children are present and suggested the Pavlik’s invest in one of those.

Alex Streeter, 7989 Lucky Lane, was also present and stated there is a similar situation on Lucky Lane. He noted that Lucky Lane is a dead end road, but the speed of cars is still excessive. He would like to see some sort of signage in that area as well.

Chair Kriescher stated he would call to take care of both areas.

D. OLD BUSINESS

1. Roads

Chair Kriescher stated he had not checked Oakridge or Breezewood lately to see if the work has been completed. He reported that he had spoken with Jon Groth, Winnebago County Highway Department, who had reviewed the ditching on North Loop Road and he saw no issues with the drainage.

Supervisor Joas noted the complaint was in regard to the area east of Mike Anderson’s house to County Road M. Chair Kriescher stated he would take another look at the area.

E. NEW BUSINESS

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

Larry Kriescher, District Representative

Chair Kriescher reported that the Winnebago County Board approved the Farmland Preservation Plan and sent it on to DATCP.

Supervisor Joas asked if the County Zoning Department and/or the County Board has taken any action in regard to the recently adopted Town Zoning and Subdivision Ordinances. Chair Kriescher said he would check on the status.

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

Chief Forbes reported that he has received the ISO Audit report. He stated that when it was a joint department, the score was a 7. He explained the score can be anywhere from 1 to 10 with a 1 being the best. He said the new report keeps the Department’s score at a 7. He noted he was pleased with the result. He also noted that the Department may request an audit every two years.

## a) Office supplies/purchase

Chief Forbes asked the Board to consider opening a charge account for office supplies. He also stated he would like to see the Town open a credit card account which would be in the treasurer's possession only and would be able to utilize to make online purchases. He stated he felt it would be a big benefit to the Town.

Mark Severson, 5295 White Pine Drive, stated he feels the Town should have a debit card to make tax exempt purchases. He said a financial institution is able to set up a card so that sales tax is not paid on transactions. He also stated that no Town representative should have to put out their own funds to pay for Town expenses.

Chairman Kriescher asked Clerk Stevens how the credit card is used. Clerk Stevens explained that minor purchases, usually for office supplies are made on her credit card. She explained that she then provides a detailed expense report including receipts for each transaction for reimbursement purposes. She explained that the Town does not pay her credit card bill, but rather reimburses her for purchases she has financed using her own resources.

Supervisor Mathison noted that the Town Board considered a credit account a few months ago, and advised against it.

Supervisor Joas stated a debit account is far too risky. If the account were hacked, the hacker would have access to all account monies. He stated a credit card would be better because, if hacked, the most that could be charged would be limited to the credit line.

Treasurer Schwartzbauer stated she could check with the government banking associate in Milwaukee in regard to the use of a credit card.

Supervisor Joas noted that 10-15 years ago the Town had an account which was discontinued. He noted that the Board would have to approve a Resolution to authorize a credit card and a Policy in regard to credit card use.

Dan Buser, 8965 Faith Road, stated he has a problem with a Town employee using a credit card because they get the benefits.

Geri Pavlik, 5179 Fairview Road, noted she deals with fraud all the time and suggested getting a prepaid card to use as a trial basis. She stated a card could be loaded with funds and used for expenses and reloaded as needed.

## b) 2% dues

Chief Forbes stated it is his opinion that the Fire Department should have its own checking account into which all the Volunteer funds, all the allocated budget monies, and the 2% dues gets deposited for Fire Department use. He stated that the 2% dues are to be used for specific purposes and it would be easier to track the use of the dues if they were deposited into a fire department checking account.

Supervisor Joas noted that the applicable uses for the 2% dues far exceed the funds received and tracking of their use should be relatively simple.

Chief Forbes stated he wants a separate checking account for the Fire Department which should simplify and make things easier.

Chief Forbes continued by stating that after going over last year's budget, he realized he actually made a mistake by including the First Responders Contract Fees as part of the Fire Department Budget. He stated the approximately \$10,000 for the First Responders should have been in addition to the \$64,015 Fire Department budget making the total budget approximately \$74,000.

Chief Forbes continued by stating that if the Fire Department got their own checking account, he would be willing to accept the \$64,015 plus the 2% dues payment as his CY 2018 budget.

Supervisor Joas asked the Chief to provide examples of other departments which have their own checking account as he has proposed for Winchester. Chief Forbes stated Winneconne does. Supervisor Joas noted that Winneconne is actually a fire district which is different than a municipal fire department. He continued by stating that the volunteer funds may be treated differently than the municipal funds.

Supervisor Joas asked the Chief, if given a separate account, how would he expect to get the funds distributed to the account, on a monthly basis, quarterly basis?

The Chief stated he would like to get the funds as of the first of the year. Supervisor Joas explained that the Town does not receive its revenues at the beginning of the year, and in fact, a large portion of the revenue is not received until the August settlement and about 85% of the shared revenue is not received until November. The Chief asked what would happen if he came to the Board and needed \$64,000 for a purchase. Would the Board say no because they don't have the money? The Chief said the money was allocated to his budget, it is his money and the Board would deny it?

Treasurer Schwartzbauer commented that the accounts have averaged \$300,000 for the last 12 months. She said she realizes there are bills to be paid, but there is money in the accounts.

Supervisor Joas noted that much of those funds is allocated. Clerk Stevens explained that the emergency contingency funds should be approximately 16 to 17 percent of the operating budget which encumbers about \$120,000. She also noted that some of the funds are encumbered for various fund accounts.

Chief Forbes stated again that it would be easier to keep track of his funds if he had his own account and would like the Board to consider it. Additionally, he would be willing to make the \$64,000 plus the 2% dues work for his budget and would not come after the Board for more money if he is given his own account.

Supervisor Joas stated he would contact some departments to see how they operate in regard to accounting.

Chair Kriescher asked the Board to have a special meeting on Monday, October 9, 2017 at 6:00 p.m. to discuss the bill pay procedure. Clerk Stevens asked what the Board wants to include on the agenda for the meeting. Chairman Kriescher said Financial Protocol. Supervisor Joas suggested working on the budget also.

c) Office addition

Chief Forbes stated he had an engineer from Miron Construction come out to draw up the office addition which he has proposed. He noted he has not received any pricing. He also noted he had called Keller, but they did not want to participate. The Chief said apparently there was another addition proposed a while back which they put a lot of work into which did not develop into anything and therefore they did not want to participate in this project.

d) Fire department account

(Discussed during item "a")

e) EMS payment to Clayton

Chief Forbes reiterated that as he stated he is willing to work with the \$64,000 plus the 2% dues.

f) First Responder start-up cost

Chief Forbes stated he went through equipping everyone that is going to be a first responder. He stated we have nothing here. The First Responders are starting from scratch. He stated the cost to set up the bags comes in at \$18,200. He noted that he would like to get the equipment order by November 1, 2017 so that it arrives by mid-November, which will allow everyone enough time to get familiar with the equipment so that they are ready to go on January 1, 2018. He asked the Board to authorize the monies to spend on the equipment.

Chief Forbes noted that the Board had previously allocated another \$45,000 for a truck purchase. He plans to hold off on the additional purchase until the first responders are up and running, the other truck sells and engine 44 is up and running. Therefore, if the department has to come up with funding for the first responders, some of those monies could be used. He just needs Board approval to make the purchases for the first responders.

Supervisor Joas stated the Board needs to figure out the sourcing for the funds. He referred to the report provided by the Clerk in regard to the dissolution funds, noting the balance of approximately \$54,000. He suggested allocating \$18,500 from those funds to pay for the equipment purchase.

**MOTION:**

Supervisor Joas made a motion to authorize the purchase of first responders equipment at a cost not-to-exceed \$18,500 with the funding to come from the remaining dissolution monies.

Second by Supervisor Mathison

Motion carried by unanimous voice vote.

g) Vehicle upgrade

As discussed earlier, the Chief stated he is holding off until they figure out what is happening with the other engine.

h) E44 repair update

(Discussed briefly above.)

i) Up to \$500 spending without approval (reconfirmation)

Chief Forbes clarified that he is authorized to spend up to \$500 without Board review. He asked for clarification as to how that works with the check writing, does he still have to wait for a Board meeting to get a check written and signed?

Supervisor Joas clarified that the Alternate bill Pay Procedure Ordinance allows for checks to be written outside of the Board meetings and then reviewed at the next regularly scheduled meeting. Chairman Kriescher stated there are three lines for signatures on the checks and he wants all signatures on all the checks.

j) Craft fair/open house update

Darlene Bork, Auxiliary Chair, reported that it was a great event, noting beautiful weather and super participation. She said there were 42 vendors, all who stated they did very well. She explained they had boots

scattered around the area, and in the boots alone, they collected \$379.38. She said they had cash donations and gift cards which amounted to \$425.00.

Mrs. Bork reviewed the fundraising profit history as follows:

2015--\$1448.67  
2016--\$2090.41  
2017--\$3544.45

She noted they are really growing. She said she had gone to the Greenville Craft Fair and was handing out flyers. Many vendors there expressed interest in getting involved here next year. She noted her goal for next year is a profit of \$5000. She noted the date for next year's event is September 8, 2018.

Mrs. Bork also noted that the Auxiliary voted to allocate \$3500 of the profits to the purchase of a new set of JAWS.

k) New firefighter introduction

Chief Forbes announced that after much consideration and pondering, he has hired a new Fire Fighter and he introduced Tim Kempin to those in attendance.

l) Fire department updates

Supervisor Joas asked the Chief about the status of the Automatic Aid Agreements. Chief Forbes stated some changes were made and the agreements went back to the other municipalities for review and approval. He stated he is currently working on his MABAS cards and once those are completed, he will revisit the auto aid agreements.

3. Facility Maintenance—(Second Town Board Meeting of each month)

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

5. Office Window Replacement

Darlene Bork, 5173 CTR II, presented two bids to replace the two windows in the Town office, one from Weather Gard Systems and the other from WASCO Windows.

**MOTION:**

Supervisor Joas made a motion to approve the WASCO Windows bid for a cost of \$2,335 to replace the office windows.

Second by Supervisor Mathison

Motion carried by unanimous voice vote

6. Wolf River Veterinary Clinic Stray Animal Boarding Contract

Supervisor Joas reviewed the contract as provided noting the change in the holding period from 7 days to 4 days. He also noted that the service has been working well for the past few years.

**MOTION:**

Supervisor Joas made a motion to approve the Stray Animal Boarding Contract with Wolf River Veterinary Clinic as presented

Second by Supervisor Mathison

Motion carried by unanimous voice vote

7. Roads—Local Roads Improvement Program (LRIP) Projects Document Review

Supervisor Joas explained he had contacted three engineering firms, Omni, McMahon, and Martenson & Eisele (M & E). Omni declined, McMahon quoted the prep for the two grant applications at \$1,500, and M & E quoted \$500 for the prep of the two grant applications. Supervisor Joas noted the Board can choose a different engineering firm for the actual project development work which is separate from the grant application work.

**MOTION:**

Supervisor Mathison made a motion to approve M & E to prepare the LRIP Grant applications for a cost of \$500.

Second by Chairman Kriescher

Motion carried by unanimous voice vote

8. Roads—Snowplowing Road and Facility Coverage

Supervisor Joas noted that Radtke Contractors had taken over the plowing of the subdivisions and the Town Hall and Fire Station for the 2015-16 and 2016-17 snowplowing seasons.

**MOTION:**

Supervisor Joas made a motion to approve Radtke Contractors to plow the roads as listed by the Clerk and as they have done for the past two seasons.

Second by Chairman Kriescher

Motion carried by unanimous voice vote

**MOTION:**

Supervisor Joas made a motion to have Scott Mathison plow Brynmore Lane on an as-needed basis for the 2017-18 snowplowing season

Second by Chairman Kriescher

Motion carried by a 2-0 vote. Supervisor Mathison abstained.

## 9. CY 2018 Preliminary Budget Discussion

Clerk Stevens provided the Board with a draft of the CY 2018 Budget noting the budget was not in balance. She requested Board input in order to balance the revenues and expenditures.

Supervisor Joas suggested several edits and clarifications which brought the budget closer to being balanced.

The Board scheduled a special meeting for Monday, October 9, 2017 at 6:00 p.m. to continue budget discussion, along with discussion of a resolution to exceed the levy limit, and bill pay procedures.

## 10. Fire Department Surcharge Addition to Tax Bills

Supervisor Joas stated he had researched the possibility of adding a surcharge to property tax bills to supplement the Fire Department. He noted that while it is possible to add a fee, it would not benefit the Town because the total amount raised by the fee would then have to be deducted from the allowable levy. Because the surcharge would not add any additional funding, over and above the allowable levy, the Board decided not to pursue it.

## 11. Resolution to Exceed the Levy Limit

Supervisor Joas noted the Board needs to finalize the CY 2018 budget before it can determine how much additional funding will be needed to fund the proposed expenditures. He noted that he expects to write the resolution to exceed the levy by \$100,000 to \$125,000. He suggested discussing the resolution further at the special meeting to be held on October 9, 2017.

## 12. Centurylink Telephone 2017 Proposed Telephone Cable Construction

Chair Kriescher provided a map from Centurylink which indicated the work would be on the west end of Grandview Road running parallel to the road and then up a driveway.

**MOTION:**

Supervisor Joas made a motion to approve the Application for Construction Permit for Centurylink

Second by Supervisor Mathison

Motion carried by unanimous voice vote

## 13. Town of Winchester Former Landfill Site Lease Proposal

Chairman Kriescher stated he received a phone call from an interested party who regularly rides his horse near the former Town Landfill Site, inquiring as to the possibility of leasing the site to graze cattle.

Supervisor Joas expressed concern for the testing wells which are on the site, not only for potential damage to the wells, but for contamination of the water. He asked Chair Kriescher if the intent was to lease the entire 40 acre site or just a portion of it.

Chair Kriescher was unsure of what the inquiry all entailed. He stated he would get more details regarding the proposed lease.

## F. CORRESPONDENCE

- Wisconsin Towns Association, Winnebago County Unit Meeting Notice
- Fire Inspection Reports—Town Hall, and Par and Bleachers
- Water Levels on Lake Winnebago—Public Presentation Information
- Badger Labs Well Monitoring Report

## G. APPROVAL OF DISBURSEMENTS

Clerk Stevens presented the accounts payable report.

**MOTION:**

Supervisor Mathison made a motion to approve the disbursements as presented.

Second by Supervisor Joas

Motion carried by unanimous voice vote

## H. NEXT MEETING

The Board scheduled a special Town Board Meeting for October 9, 2017 at 6:00 p.m.

Agenda items are to include CY 2018 Budget, Resolution to Exceed the Levy Limit, and Financial Protocol.

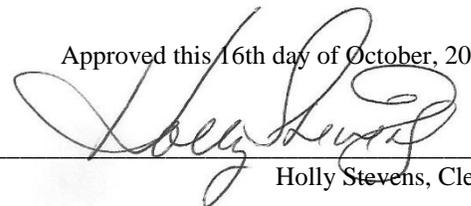
The next regular Town Board meeting will be Monday, October 16, 2017 at 7:00 p.m.

Agenda items are to include LRIP Committee and Project update, Landfill Lease Proposal, and any other business which may arise.

I. ADJOURNMENT

Supervisor Mathison made a motion to adjourn at 8:18 p.m.  
Second by Supervisor Joas  
Motion carried by unanimous voice vote

Approved this 16th day of October, 2017



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Holly Stevens, Clerk