

**Town of Winchester**  
8522 Park Way, Larsen, WI 54947  
**Town Board**  
**Minutes**  
November 6, 2017  
6:30 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 8 community members.

B. APPROVAL OF MINUTES

October 16, 2017 Town Board Meeting Minutes were presented by the clerk.

**MOTION:**

Supervisor Joas made a motion to approve the minutes as presented  
Second by Supervisor Mathison  
Motion carried by unanimous voice vote.

October 23, 2017 Town Board Meeting Minutes were presented by the clerk.

Supervisor Joas asked to add the descriptor approximately on page 4, item 2, second paragraph.

**MOTION:**

Supervisor Mathison made a motion to approve the minutes as amended  
Second by Supervisor Joas  
Motion carried by unanimous voice vote

C. PUBLIC COMMENT—None

D. OLD BUSINESS

1. Roads

- a) Open Projects review and Updates

Chair Kriescher reported the Brushing along Breezewood Road has been completed, as well as the patching on Oakridge Road.

- b) Sign upgrades for Coon Rd, Fairview Rd, Evans Rd, and North Loop Rd

Chair Kriescher presented a cost estimate from Hank Mitchell, Winnebago County Traffic Operations Supervisor, for 4 No Parking signs and Street Name sign for Coon Road for a cost of \$290.00. Also estimated was the cost to install a Stop Ahead sign on Fairview Road, west of CTR M and Street Name Signs on Evans Road and North Loop Road for \$230.00.

**MOTION:**

Supervisor Mathison made a motion to approve the sign installations as proposed by Winnebago County  
Second by Supervisor Mathison  
Motion carried by unanimous voice vote

Chair Kriescher noted that Mr. Mitchell had also provided information regarding the WI DOT recommendation to minimize the use of warning signs, as had been requested to be installed on Fairview Road and Pleasant Valley Road, because overuse negates the value of all warning signs—motorists tend to ignore them if there are too many.

He also noted he would be connecting with Mr. Mitchell to tour the Town roads to determine if there are any other signage needs. He said he would update the Board regarding their findings.

E. NEW BUSINESS

1. Winnebago County Board Report— (First Town Board Meeting of each month)  
Larry Kriescher, District Representative

Mr. Kriescher reported that bills were paid and small items discussed at the last Winnebago County Board meeting. He noted they are primarily focused on Budget review.

2. Fire Protection—(First Town Board Meeting of each month)
  - a) Office update/discussion and approval

Chief Forbes reported he is scratching the idea for the office expansion. He stated he would instead like to remodel the Fire Department Office by painting, installing carpet tiles, and different desks. He would also like to modify the placement of the electrical outlets. He asked the Board if they were willing to fund all or part of the project as building maintenance.

Supervisor Joas asked if the Chief had an idea of the total cost. Chief Forbes explained he had received an estimate for the carpet tiles of \$650.00 to \$675.00, and that the paint and electrical work should be able to be completed for \$300.00 or so, and asked if the Board would contribute a total of \$1,000.00, toward the project. He noted he would get the remainder done through donations or by using some of the budgeted Fire Department monies.

**MOTION:**

Supervisor Joas made a motion to approve the remodeling work for the Fire Department Office including the carpet tiles installation, painting, and electrical work for a cost not-to-exceed \$1,000.00.

Second by Supervisor Mathison

Motion carried by unanimous voice vote

b) Dissolution funds discussion

Chief Forbes requested a meeting to review the Dissolution Funds and the expenditures which have been paid using those monies. He stated he is second guessing some of what was specified as Start-up expenses and would like to have a meeting to discuss it. He stated he would like Treasurer Schwartzbauer, Pam Jentz, himself, a Town Board member, and Clerk Stevens to meet.

Clerk Stevens asked when those involved were available and a meeting was set for 6:30 p.m. on Thursday, November 9, 2017.

c) Fire Department Operational Update

Chief informed the Board that by January 1, 2018 the First Responders would be up and running, if not sooner. He stated he wants to have Winnebago County Dispatch to have everything in place before year's end. He asked the Board if a letter needs to be written and sent to the Town of Clayton informing them that their services are not longer needed, once an exact activation date is determined. The Board requested the Chief write a letter and that he and Chair Kriescher can sign it.

Chair Kriescher requested that Chief Forbes go over with the Town Board the plans for First Responders before actually going live with the service. Chief Forbes said he could have a detailed update of the First Responder program for the first meeting in December.

Chief explained he currently has 22 members with Fire Fighter I, with another member coming on board soon. He stated there are 11 First Responders.

Chief Forbes asked if the Kwik Trip account should be tax-exempt. Supervisor Joas stated he would check into the account. Clerk Stevens noted that the tax-exemption certificate was included with the initial account application. She also noted that fuel tax is different than sales tax and tax exemption may not apply the same way.

Chief noted that the Town Board had authorized \$18,500.00 of the Dissolution funds to purchase EM S supplies. He stated they ordered the supplies and spent \$16,482.23. He said they yet need to purchase a locking cabinet. He researched it and found that Fleet Farm has a cabinet that will work for \$199.99. He asked the Town cut a check to Fleet Farm for the cabinet.

**MOTION:**

Motion by Supervisor Mathison to issue a check in the amount of \$199.99, payable to Fleet Farm, for the purchase of a lockable steel cabinet for the First Responders.

Second by Supervisor Joas

Motion carried by unanimous voice vote.

d) Grass 44 replacement update

Chief Forbes stated the Town Board, in February 2017, had allocated \$60,000.00 to purchase a new engine, and \$45,000.00 to purchase a new grass rig.

Chief Forbes stated it was spur of the moment that this came up, but he had talked with Chair Kriescher on Thursday, November 2, 2017 regarding it. He stated he had found a 1999 Ford F450 with a four-door cab on the Wisconsin Surplus website. He and Scott Mathison drove down on Friday, November 3 to inspect the vehicle which they found to be in immaculate condition with no rust. He noted the body is poly so it will never rust. He continued stating the auction ended today, Monday, November 6, at 10:00 a.m. He stated he contacted Chairman Kriescher who authorized him to bid on the truck. Chief did so, and won the auction. The cost of the truck is \$32,500.00 plus auction fees for a total of \$35,100.00. He stated deadline for payment is \$35,100.00 is November 9, 2017, with a vehicle pick-up deadline of November 13, 2017.

The Chief continued stating that the payment must go to Wisconsin Surplus which is located west of Madison, and the vehicle is located east of Madison. The Chief expressed concern about the mileage to drive the check down and stated Wisconsin Surplus does allow for wire transfers. Supervisor Joas asked if Treasurer Schwartzbauer had any experience doing larger fund wiring. She stated she had not. Clerk Stevens noted there may be fees associated with a wire transfer. Treasurer Schwartzbauer stated she didn't think we would have to pay fees. Supervisor Joas asked if the check could be sent via Fed-Ex or UPS overnight service. It was determined that it would be best to utilize the standard process with all signatures on a check for authorization, and to over-night the payment.

**MOTION:**

Supervisor Joas made a motion to approve the purchase of the 1999 Ford F450 rescue truck from Wisconsin Surplus for the amount of \$35,100.00 which includes the seller's commission and to have the check issued and sent by over-night service for receipt on or before November 9, 2017.

Second by Supervisor Mathison

Motion carried by unanimous voice vote.

Chief continued stating he had talked with Supervisor Mathison and they agreed to take old Engine 44 and the Old Grass rig and place it on the Wisconsin Surplus auction site for sale. He stated that we control where the bidding starts and they have some values in mind. He noted that the Wisconsin Surplus representative stated that most vehicles are selling within 5 weeks.

Supervisor Mathison asked if the Chief would want to wait to list the grass rig until the new rig is in service. The Chief stated he would like to list both vehicles right away as the new grass rig only needs lettering done and then it will be ready to go into service.

The Chief stated they had discussed starting the engine at \$10,000.00 and the grass rig at \$2,000.00.

**MOTION:**

Supervisor Mathison made a motion to list the 1995 Engine for \$10,000.00 and the 1975 GMC for \$2,000.00 on the Wisconsin Surplus website.

Second by Supervisor Joas

Motion carried by unanimous voice vote.

Clerk Stevens asked the Board to clarify where the \$35,100.00 to pay for the new vehicle is to be paid from. Supervisor Joas stated it will be funded out of the Dissolution monies.

Dave Pavlik asked if the values set in the last motion to sell the old vehicles is a reserve bid. Supervisor Mathison stated the values are the minimum bid amount.

**MOTION:**

Supervisor Mathison made a motion to amend his previous motion to set the reserve price for the 1975 GMC at \$2,000.00 and for the old Engine 44 at \$10,000.00.

Second by Supervisor Joas

Motion carried by unanimous voice vote

e) Secure Wednesdays for 2018

Chief requested the Clerk reserve the Town Hall for the first and third Wednesdays of each month for Fire Department use.

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. CY 2018 Fire Department Budget Detail Review

The Chief asked if the Town Board received the emails which he had sent them. Chair Kriescher stated he had not received it. Supervisor Joas shared his copy with Chair Kriescher. Supervisor Joas asked if there were any major changes from 2017. The Chief stated there were no major changes. He simply adjusted a few amounts based on the current year's spending and separated out the 2% dues money as a separate category.

Supervisor Joas noted the Chief had sent the Board information regarding the proposed uses for the \$20,000.00 which is going before the electors for approval to exceed the levy limit to fund it. He asked the Chief to expand on the information.

The Chief stated he had allocated \$7,500.00 of the \$20,000.00 as Fire Fighter compensation. He stated he figured \$300.00 per Fire Fighter per year. He noted the Fire Fighters would have to meet 50% of all calls and 50% of all training in order to qualify. He continued stating that he is considering changing that to 25% of all calls and 50% of training. He stated there would be a certain number of hours which must be met in order to qualify. He stated he did a quick calculation of what it would work out to hourly, and it came out to approximately \$3.00 per hour. He stated it is a little something at the end of the year for those who actually show up, as well as, it gives him a little power to discipline if necessary. He noted it is hard to discipline a complete volunteer.

He noted he would like to add new lighting and chevrons for the trucks. He stated he would like to have the chevrons put on the trucks and updated lights put on the older vehicles for sure. He also stated that when the split occurred with Clayton, that Winchester came out rather short on hose and additional hose purchases are needed. He also stated there are other updates to equipment which could be done as well.

**MOTION:**

Supervisor Joas made a motion to approve the CY 2018 Fire Department Budget as presented by the Chief.

Second by Chairman Kriescher

Motion carried by unanimous voice vote

6. Larsen-Winchester Lioness Donation of Memorial Tree

The Board briefly discussed placing a tree as a memorial to Marion Doehling. Clerk Stevens noted that the Doehling family has a nursery outside of Waupaca where they would likely purchase a tree, but had asked for direction from the Board. Supervisor Joas stated he would like to see something native to Wisconsin or the Midwest. A white pine was suggested. Supervisor Mathison asked if they want to pick a location or wait until spring.

Supervisor Joas said to suggest to the club, the purchase of a White Pine or a species native to Wisconsin or the Midwest. The Board tabled the selection of a location until Spring, 2018. Treasurer Schwartzbauer stated she would inform Lona Schroll of the Board's comments.

7. Roads—Local Roads Improvement Program (LRIP) Projects and Committee Updates

Supervisor Joas presented copies of the project applications as completed from M & E. He noted he had submitted them to Ray Palonen, Winnebago County Highway Commissioner, before the November 10, 2018 submission deadline.

8. First January Town Board Meeting Date Selection (1<sup>st</sup> Monday is a holiday)

The first Monday in January falls on January 1, a holiday. The Board discussed moving the meeting to Tuesday, January 2, 2018 at 7:00 p.m.

**MOTION:**

Supervisor Joas made a motion to change the first Town Board meeting in January from Monday, January 1 to Tuesday, January 2, 2018.

Second by Chairman Kriescher

Motion carried by unanimous voice vote

9. Resolution Authorizing Town Officials to Use Bank-Issued Credit Card for Transacting Certain Town Business

Supervisor Joas noted Attorney Sorenson had sent an email stating the draft of the Resolution is fine, but he has a concern about the safety of the card including other people having access to it. His questioned if the card itself would be kept under lock and key at the Town hall along with all of the account information. He also expressed concern that the use of the card be kept to a minimum, while keeping the regular bill paying process in place making payments by check after Town Board approvals whenever possible. He stated that with financial matters, it is not good to be on the leading edge of the crowd, but rather to take a more conservative stance, and recommends clinging to the current process as long as possible. He stated that if necessary, the card should be used by a very limited number of people, such as the Treasurer and the Chairman.

Supervisor Joas stated he reviewed Resolutions from several different Towns and tried to write the Resolution to keep the purchasing process as close to the current system as possible. He noted all transactions would require the Chair and the Treasurer to authorize all purchases together, within 10 days of any purchase, the receipts and related documentation to purchases would be provided to the Clerk, and that the monthly statements along with corresponding receipts would be audited by the Town Board on a monthly basis.

Dave Pavlik questioned item #5 of the Resolution, which states, "The Town Board Chairman and the Town Treasurer shall have sole access to any and all credit card number, access code, and/or security code. Credit card purchases may only be made jointly by the Town Board Chairperson and Town Treasurer." Mr. Pavlik asked how that is even possible, once a purchase is made, the numbers and information are out there. Also, how do you make purchases "jointly." Supervisor Joas stated it would require that both people be present when purchases are made. Supervisor Mathison suggested removing the word "jointly" and having it state "and / or" instead. Chief Forbes asked if "jointly" means having the Treasurer notify the Chairman of any and all purchases. Supervisor Joas stated he would strike the word "jointly" and change it to "and / or."

Mr. Pavlik asked how the numbers and card information will remain secure. He noted that once written down, it is easy for anyone to access a card. He noted the fraud issues associated with credit cards are quite common.

Supervisor Joas noted that most of the resolutions he looked at did not go into any detail regarding how to secure the information. Supervisor Joas noted that is also why he included the monthly review so that the Board is looking at the statements every 30 days or so. He also noted the credit limit is set at \$1,500.00 so if any fraud occurs, it would be a limited amount.

Supervisor Joas asked Treasurer Schwartzbauer if the card had limited fraud liability associated with it. She stated she did not know, but could find out.

It was decided to make the verbiage change in the resolution and to check into the fraud liability. The Board directed Clerk Stevens to add the business to the November 20, 2017 agenda. Supervisor Joas stated he would have Attorney Sorenson review it again as well.

F. CORRESPONDENCE

- o WASCO Sales Agreement
- o Rural Mutual Insurance Workplace Injury Posting
  - o The Board directed the Clerk to post the Injury Information
- o Email Correspondence from Jeff Sanders, Community Planning and Consulting, LLC, re: CY 2018 rates
- o Email Correspondence from Dave Christianson, re: recommendation to NOT sell cemetery plots at St. Peter’s Cemetery until the Cemetery is platted
- o Email Correspondence re: Information Session given by DATCP regarding Farmland Preservation

G. APPROVAL OF DISBURSEMENTS

Clerk Stevens presented the accounts payable report.

**MOTION:**

Supervisor Mathison made a motion to approve the disbursements with the addition of the payment to Fleet Farm for \$199.99 for the First Responders cabinet, payment to Wisconsin Surplus for \$35,100.00 for the 1999 Ford F450.

Second by Supervisor Joas

Motion carried by unanimous voice vote

H. NEXT MEETING

The next regular Town Board meeting will be Monday, November 20, 2017 at 7:00 p.m. Agenda items are to include Town Signage Evaluation/Recommendation, Adoption of the Levy as approved by the Electors, Recycling and Refuse CY 2018 Fee, Approval of the CY 2018 Budget, Credit Card Resolution, St. Peter’s Cemetery Suspension of Plot sales, Front Door Lock replacement, Clerk Position—appointed versus elected, and any other business which may arise.

The Public Hearing for the CY 2018 Operating Budget and the Special Meeting of the Electors to Approve the 2017 Tax Levy Payable in 2017/18 is scheduled for Monday, November 13, 2017 at 7:00 p.m.

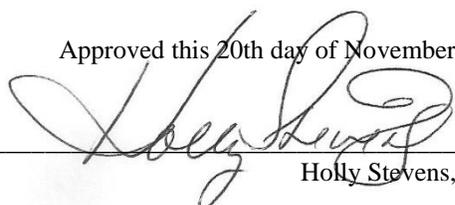
I. ADJOURNMENT

Supervisor Mathison made a motion to adjourn at 7:37 p.m.

Second by Supervisor Joas

Motion carried by unanimous voice vote

Approved this 20th day of November, 2017




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Holly Stevens, Clerk