

Town of Winchester
8522 Park Way, Larsen, WI 54947
Town Board
Minutes
December 4, 2017
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 9 community members.

B. APPROVAL OF MINUTES

November 20, 2017 Town Board Meeting Minutes were presented by the clerk.

MOTION:

Supervisor Mathison made a motion to approve the minutes as presented

Second by Chair Kriescher

Motion carried by 2-0. Supervisor Joas abstained.

C. PUBLIC COMMENT

Darlene Bork, 5173 County Road II, asked why the Town does not have an AED unit in the Town Hall.

The Board asked Chief Forbes for an approximate cost of a unit. Chief Forbes estimated the cost at \$1,700.00. Chair Kriescher requested the Chief look into a more exact cost for the Board to consider. He also directed Clerk Stevens to add the business to the next agenda for Board discussion.

Dave Pavlik, 5179 Fairview Road, asked about the status of the road signs around town and those that needed attention. He noted the Dead End sign on North Loop has not been moved yet. Chair Kriescher stated he has not yet called Hank Mitchell, Winnebago County, to set a date to tour the roads.

Mr. Pavlik also commented on the Town credit card which is on the agenda for discussion. He stated, in his opinion, it is a bad idea for the Board to authorize as it is not a controlled method of purchase and it could open the Town up to potential issues.

Mr. Pavlik continued commenting on the business item which is to discuss opening a house account with Office Max. He stated it seems the Board is considering opening too many charge accounts. He noted the Town already has a Kwik Trip account, and a Menards account, and opening a credit card account and an Office Max account seems like too many. He said he would rather see better planning for this type of purchase, making them using the regular check / bill payment method.

Finally, Mr. Pavlik addressed the business item on the agenda to appoint the Town Clerk rather than elect the Town Clerk. He questioned the action of the Board to adopt an Ordinance, stating he feels it should be a "proposed" ordinance. Chair Kriescher explained that Attorney Sorenson instructed him to have the Board adopt an ordinance and then take the change to the voters in the form of a referendum question on a ballot.

Mr. Pavlik asked the Board why they were proposing the change, asking if there was some problem they were trying to correct. The Board indicated there was no problem or issues being corrected. He noted the position has always been elected and, in his opinion, should remain that way. It is the voters' voice and as many positions as can be elected should remain that way. He stated that it appears the Board is taking the action for personal reasons.

Dan Buser, 8965 Faith Road, requested the Town Hall be tentatively reserved for January 12, 13, 19, and 20, 2018 for the Fire Department Christmas Party. He noted the exact date would be determined at the Fire Department meeting to be held on December 6, 2017.

Chief Forbes commented that it is his opinion that the Town needs a credit card for purchases, as well as, an Office Max account for office supplies.

Scott Mathison, 5088 County Road II, asked the Board what happens now that the electors did not approve exceeding the levy limit. Supervisor Joas stated the Board will have to re-evaluate the 5-year project plan.

D. OLD BUSINESS

1. Roads

- a) Open Projects review and Updates

Supervisor Joas again noted the 5-year plan will have to be re-evaluated.

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

Chair Kriescher stated he had not yet called Hank Mitchell, Winnebago County, but would be doing so in order to schedule a tour of the Town road signs.

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

Supervisor Joas explained the committee met on November 30, 2017. Four towns had submitted project applications, the Towns of Neenah, Rushford, Algoma, and Winchester. He continued stating the committee awarded the Towns of Winchester and Rushford grants for their projects. He noted the County's error in omitting the Town from the hot mix bids during the last round of projects was a contributing factor to the decision.

The Town of Winchester will receive grant funding (hot mix match funding) of \$49,582.00 for the two projects submitted (the remainder of Sauby Road and Oakridge Road from Steeple Hill to the East town line).

Scott Mathison questioned if the base of Oakridge Road is good enough or if it needs to be rebuilt. Supervisor Joas explained the intent is to pulverize and pave the roads. Mr. Mathison questioned if Oakridge should just have a paving overlay in order to avoid disturbing the base. Supervisor Mathison stated it may be worth considering wedging and paving as an alternative.

Scott Mathison asked if the grant funding is done every year. Supervisor Joas explained the funding is done on a two-year cycle. He said the Board will likely submit a grant application again in 2019, but because we received the grant for this application cycle, it is unlikely the Town would get funding during the next round as the County encourages distribution to as many Towns as possible.

E. NEW BUSINESS

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

Larry Kriescher, District Representative

Chair Kriescher reported that the Board voted to allow Life Promotions to build a \$750,000 stage on the site where the race track formerly was located. The County will be contributing about \$180,000 to complete the demolition of the track area and other services to facilitate the development.

He also noted that the fee schedule for the Expo Center was updated, as were the per diem rates for County officials.

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

a) Fire department operating update

Chief noted he is interviewing an applicant on Wednesday, December 6, 2017. If accepted, there will be three fire fighters starting Fire Fighter I training in January. He also noted there will be a few people taking the Fire Fighter II course as well.

The Chief also explained they have been making changes to the station, specifically making more room in the office.

b) EMS update

Chief Forbes stated he is waiting for State correspondence regarding the EMS service. He stated he is all set with Winnebago County and will send a letter to the Town of Clayton once the State approves. He also noted there is likely to be another First Responders Class in the spring.

c) Vehicle sale update

Chief stated the old engine is listed on the Wisconsin Surplus auction site with a conclusion date of December 13th. He noted the bidding is up to \$4,500 with a reserve price of \$8,000. He explained the grass rig will be listed by the end of the week also.

d) Purchase updates

The Chief noted the newly purchased truck will be in service as of Wednesday, December 6, 2017. He explained to the Board that he has additional purchases to make yet this month and will have several other invoices to submit before year's end.

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. Winnebago County Zoning Town of Winchester Erosion Control 2018 General Permit

The Board reviewed the application as provided by Winnebago County, noting it is an annual requirement which allows for the Town to work in the Right-of-Ways along County roads.

MOTION:

Supervisor Mathison made a motion to authorize the submission of the application for CY 2018.

Second by Chair Kriescher

Motion carried by unanimous voice vote

6. Winnebago County Industrial Development Board Per Capita Funding Program

The Board reviewed the information sent from the Winnebago County Industrial Development Board regarding the per capita funding allocated to the Town in the amount of \$1,994.00.

Supervisor Joas explained that the Town would need to have a viable Economic Development Program in order for the Town to use the funding itself. He noted that the lack of such a program has resulted in the Town's historic allocation to neighboring municipalities because many of the residents of the Town work in those places. He noted that CY 2017 funds were allocated to the Village of Fox Crossing and CY 2016 and dating back to CY 2009 were allocated to the Village of Winneconne.

MOTION:

Supervisor Mathison made a motion to allocate the CY 2018 Industrial Development Board per Capita funding to the Village of Fox Crossing.

Second by Supervisor Mathison

Motion carried by unanimous voice vote

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

Chair Kriescher asked the Board how the Board got to the point of considering a credit card.

Chief Forbes stated he had requested the credit card so that people would not have to use their own money to make purchases for the Town and then request reimbursement. He noted that the Office Max account might make more sense, but there is certainly a need for a credit card. He noted his experience when picking up the newly purchased truck and blew out a tire on the highway. He said the service provider wanted immediate payment, but he was able to get them to work with the Town to submit a bill. He said it would have been nice to just have a credit card to pay with. He noted that most places are very good about working with Fire Departments. In his opinion, both a credit card and an Office Max account are needed, but if he had to choose, he would go with the Office Max account.

Supervisor Joas noted that he had looked through all the recent transactions and does not see the need for a Town credit card. He also noted he does not want to open the Town up to the opportunity for embezzlement or fraud. He also noted that Attorney Sorenson recommends against the credit card and recommends using the check writing / approval process for transactions. Supervisor Joas noted that because of these reasons, he is not in favor of a Town credit card.

Chair Kriescher stated the business needs to be brought forward and then voted on.

MOTION:

Motion by Chair Kriescher made a motion to approve the Resolution authorizing Town Officials to Use Bank-issued Credit Card for transacting Certain Town Business.

There was NO second

The motion failed.

8. Office Max House Charge Account Set-up

Chief Forbes said he is pushing for this account to purchase the necessary office supplies without having to put out personal funds.

Scott Mathison asked if the Kwik Trip account is valid at other Kwik Trip stores. He noted that with MABAS, the Fire Department may be at another location and it would be nice to be able to refuel using the credit account.

Supervisor Joas noted the account is a house account for the Winchester location only, but that he would look into the options available through corporate. It was suggested that a fuel card (\$50-\$100) be placed in the glove box of each truck for use in this type of situation. Supervisor Joas stated he would check into the options available.

Dan Buser stated he does not think any volunteer Fire Fighter or Emergency Responder should be using any money of their own. He said he does not want to have to "kiss somebody's you-know-what" to get his money back. Supervisor Joas again stated he would look into the options with Kwik Trip.

Chair Kriescher stated he is more in favor of an Office Max account than he was for a credit card.

Supervisor Joas suggested setting up a house account with a \$500-\$800 line of credit. Chief Forbes stated he thinks the credit line should be \$2,000-\$2,500. He stated it would be better to have the amount higher and available for use in case it's needed, but that it doesn't mean it would have to be used.

The Board asked what some of the recent transactions for office supplies totaled. Clerk Stevens noted the most recent were approximately \$200 or a little more, but that the transactions took place several weeks apart.

Dave Pavlik noted that larger purchases should be better planned and could be made using the conventional check writing method and that such a large line of credit seems unnecessary.

Chief Forbes stated that smaller purchases are planned as well, but it is inconvenient to get a check before making the purchase.

Supervisor Joas noted that the Menards account has a \$1,500 limit and that seems like a reasonable number for the Office Max account.

Treasurer Schwartzbauer asked who would be authorized to use the account. The Board suggested the Chairman, Clerk, Treasurer, and the Fire Chief.

MOTION:

Supervisor Joas made a motion to open an Office Max house account with a credit line of \$1,500 and to authorize the Chairman, Clerk, Treasurer, and Fire Chief to make necessary Town purchases.

Second by Supervisor Mathison

Motion carried by unanimous voice vote.

9. Ordinance to Appoint the Town Clerk

Chair Kriescher stated that he believes in electing but that somebody needs to be available more and the position should almost be full time.

Dan Buser stated the Board should approve the Ordinance and let the tax payers vote on it.

Scott Mathison noted that this has been brought up many times and never acted on.

Supervisor Joas stated he has put a lot of thought into it over the past few weeks. He reviewed the WMCA 2016 wage survey and that the average salary for a part-time clerk is \$20, 334 which makes the current wage paid right in line with other Towns. However, he is unsure if that wage is sufficient to attract qualified candidates. The Town has no insurance benefits to offer either.

Supervisor Joas continued stating the job description is basically defined by Statute, and that he found a good description by the Town of Oshkosh too. He noted that having the separate Clerk and Treasurer provides more checks and balances for the Town and is preferred. He also noted that if the position is elected, the clerk is responsible to the voters, and if the position is appointed, the position answers to the Town Board. He noted the appointment by the Board is a very large grant of authority to the Town Board.

Supervisor Joas stated that because of these reasons, he is not in favor of the Ordinance at this time.

Supervisor Mathison asked how this Ordinance got started. Chair Kriescher stated the idea was brought up at the Annual meeting and the electors made an advisory vote for the Town Board to consider the option.

Dan Buser said to put it up to the voters to decide.

MOTION:

Supervisor Mathison made a motion to approve the Ordinance to Appoint the Clerk and to take the question to referendum on the April, 2018 ballot for the electors to vote on.

Second by Chairman Kriescher

Motion carried by a 2-1 vote with Supervisor Joas voting Nay.

F. CORRESPONDENCE

- Wisconsin Towns Association communication regarding Board of Review Training
 - Supervisor Joas noted he is looking into attending in February. Chair Kriescher stated he would likely attend as well.
 - Clerk Stevens noted she had completed the training again in spring, 2017 and therefore is certified through 2019.
 - She also noted that if both Board members plan to attend she will need to post the meeting.

G. APPROVAL OF DISBURSEMENTS

Clerk Stevens presented the accounts payable report.

Supervisor Joas inquired about the Farm Bureau Annual Dues payment of \$47 included with the insurance premium payments. Clerk Stevens provided a copy of the billing statement. Supervisor Joas noted the payment is optional and suggested opting out of the dues.

MOTION:

Supervisor Joas made a motion to approve the disbursements with the exclusion of the \$47 Farm Bureau Dues Payment
Second by Chair Kriescher

Motion carried by a vote of 3-0

Chief Forbes stated he had one more bill for \$70.50 for the new truck registration that he would like added to the accounts payable.

MOTION:

Supervisor Joas made a motion to go back and review the accounts payable again.

Second by Chair Kriescher

Motion carried by a vote of 3-0.

MOTION:

Supervisor Joas made a motion to approve the disbursements with the exclusion of the \$47 Farm Bureau Dues Payment and the addition of payment to the Registration Fee Trust for truck registration in the amount of \$70.50.

Second by Chair Kriescher

Motion carried by unanimous voice vote.

H. NEXT MEETING

The next regular Town Board meeting will be Monday, December 18, 2017 at 7:00 p.m.

Agenda items are to include Town Signage Evaluation/Recommendation, AED unit for Town Hall, Resolution appointing Election Inspectors for the 2018-2019 election cycle, and any other business which may arise.

I. ADJOURNMENT

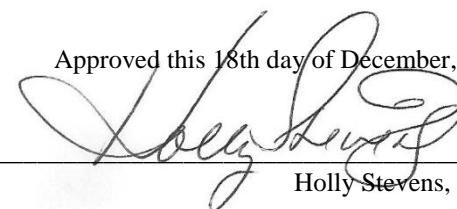
MOTION:

Supervisor Joas made a motion to adjourn at 7:57 p.m.

Second by Chair Kriescher

Motion carried by unanimous voice vote

Approved this 18th day of December, 2017



Holly Stevens, Clerk