

**Town of Winchester**  
8522 Park Way, Larsen, WI 54947  
**Town Board**  
**Minutes**  
September 6, 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 and 2 Winnebago County Deputies.

B. APPROVAL OF MINUTES

August 21, 2017 Town Board Meeting Minutes were presented by the clerk.

The Supervisors noted three corrections to the record. Clerk Stevens noted the corrections.

**MOTION:**

Supervisor Mathison made a motion to approve the minutes as corrected

Second by Supervisor Joas

Motion carried by unanimous voice vote

C. PUBLIC COMMENT—None

D. OLD BUSINESS

1. Roads—Discussion / Action

Supervisor Joas noted he had checked in with the contractor who told him the shouldering on Sauby Road should be done yet this week.

Chair Kriescher stated he had checked on Breezewood and the brush cutting is not done yet. He also noted that he is still waiting for a price from Jon Groth, Winnebago County Highway Department, for the patching on Oakridge Road. He also noted he is still waiting for a cost estimate for the North Loop Road ditching. He also noted he was still working on the signs.

A. NEW BUSINESS

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

Chair Kriescher reported there had been a public hearing regarding Farmland Preservation. The next step will be deliberative then to the County Board for approval. Once approved by the Board it will go to DATCP where, he stated, it will most likely not to be approved because there are not enough people involved. If it is not approved, those in farmland preservation will no longer receive their tax credits.

Chair Kriescher continued stating that on September 5, 2017, the Board had a special meeting with a special presentation by Ray Palonen, Winnebago County Highway Commissioner. He noted the primary subject was the jurisdictional transfer of the portion of County Road T from Pioneer Road to County Road II for Pioneer Road from County Road T to County Road II. The County would transfer with the Town of Clayton for those sections of road. Mr. Palonen also discussed the work being done by the new Pierce building in Neenah.

Mark Severson asked if that is the area where the round-about will be going in at the intersection of Larsen Road and County Road CB. Chair Kriescher stated it is.

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

- a) Discussion / Approval for Chief's Office

Chief Forbes stated that the office in the station is very busy with people coming in and out all the time, and he anticipates it will only get busier when the First Responders go live as of January 1, 2018. He would like the Town Board to approve the remodel of the hallway between the Town Hall and the station to serve as a Fire Chief's Office in order to provide more privacy.

Chair Kriescher stated he had spoken with Dave Christianson, as he is able to draw construction plans, and was hoping he would be able to assist. Mr. Christianson later called Chair Kriescher to inform him that he is not licensed to do commercial work and the Town Hall is considered a commercial structure which has lots of rules and regulations.

Supervisor Joas stated he would like wait until next summer or fall as it is likely to be a significant expense. Chief Forbes stated he really does not want to wait because he needs his privacy and his own office. Supervisor Joas asked where the Chief would find the funding to do the work. Chief Forbes stated he would likely be able to get a lot of the materials and even the labor donated to do the work. Supervisor Joas suggested Chief Forbes develop an action plan and get estimates for the Board to review.

Chair Kriescher said he would contact an engineer who he knows also.

b) Open House Update

Chief Forbes stated the Department has been preparing for the open house which is to be on Saturday, September 9, 2017. He stated they will be in full uniform and will have the trucks and the fire house on display during the Auxiliary Craft Fair. He noted the intention was not as a money maker, but rather for public exposure.

c) Recent Donation Acceptance

Chief informed the Board he had received an anonymous donation of \$100 and his intention was to put \$50 toward the First Responders and \$50 toward the JAWS. He asked the Board to accept the donation.

Supervisor Joas explained that under the newly adopted Volunteer Funds Ordinance, no Town Board approval is needed.

d) Recent new hire / roster update

Chief informed the Board that he has brought on a new Fire Fighter, Justin Olson. He noted he had met with him and his officers. With Mr. Olson, the roster now is at 22 with additional people interested.

Supervisor Joas asked if the Chief planned to bring the additions to the Town Board for review and approval. Chief Forbes stated he would after the drug testing is completed.

Chief Forbes then asked the Board permission to discuss the Fire Department revenues and expenditures with the Board. He explained that he had sent an email Monday night to the Clerk requesting the business be put on the agenda, but the Clerk was not able to make the addition. Supervisor Joas stated there could be a brief discussion, but no action could be taken.

Chief Forbes stated he intends to make changes where he puts the money, using fewer accounts. He said it would be simplified. He said he feels some of the accounts should be able to be combined and he really didn't even understand the separate funds. Supervisor Mathison stated he would be able to explain the different funds to the Chief.

The Chief also stated he would be requesting a monthly report of the Fire Department Revenues and Expenses.

Chief Forbes then asked for clarification that the Board had allocated \$60,000 for the purchase of the new engine and questioned why the \$8,800 in repairs to the new engine were paid for using start-up funds. Supervisor Joas explained that the funding all came from the same "pool" of money and that the "account" assignment is just an method of tracking expenses. Chief stated he wants the \$44,000 and the \$8,800 to all come out of the \$60,000 the Board had allocated to the purchase. He also noted that there had been approximately \$40,000 in what was classified as a truck fund and he would like to be able to use that for equipment purchases.

The Chief continued inquiring as to why his budget is not increased by the amount of the 2% dues payment which was approximately \$6,000 this year. Supervisor Joas explained that the 2% Dues are actually a revenue source for the Town which is used to subsidize the Fire Department Budget. The Chief then asked if the dues decreased, would his budget decrease, as he did not think that was fair. Supervisor Joas stated the Board will do what they can in order to maintain the funding, but the Town's funding is a limited resource and the Board has to balance a lot of items. Chief Forbes stated he feels the 2% dues payment should be given to the Department over and above the budget.

Chief Forbes then asked about the First Responders funding. He noted that the Town is currently paying the Town of Clayton \$9,640 for services. He asked if those monies would be added to his budget as of January 1, 2018 when the Town's own First Responders go live. Supervisor Joas explained that the monies are already part of the Fire Department Budget but that instead of making a payment to Clayton, the money would stay in house in order to fund the services. The Chief questioned how the funds were budgeted stating he thinks it should be over and above his \$64,000 budget. The Board was unsure if the First Responders were part of the Fire Department budget for 2017 or if they were a separate budget item. They noted they would have to take a look at it.

Chief Forbes stated he needed to get a better hold on expenditures and revenues and would be sitting down with the Treasurer and Clerk to go over things.

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. Dry Hydrant Modification Request

Dan Buser explained he had spoken with a diver from Mountain Bay who estimated the cost to move the dry hydrant from one pond to the other at \$150 - \$200. He noted he had also checked with the Winnebago County Sheriff who did not want to perform the work. Also, a private officer had also contacted him and after learning that Mountain Bay would do it for \$150 - \$200, he said he would not even be able to touch it for that cost.

Mr. Buser stated he would like to move the hydrant while the weather is still good and asked the Board for their approval.

**MOTION:**

Supervisor Mathison made a motion to have the hydrant moved at a cost not-to-exceed \$200.

Second by Chairman Kriescher

Motion carried by unanimous voice vote.

## 6. Website Proposal—Discussion / Action

Supervisor Joas explained that the upgrade would make the website more mobile friendly which he thought was important because more and more people are accessing information using their smart phones. He explained the annual maintenance fee would remain the same at approximately \$465 and the upgrade would be a one-time charge of \$529. He also noted the upgrade could be done so that billing for it occurs in January.

**MOTION:**

Supervisor Mathison made a motion to approve the upgrade at a cost of \$529

Second by Supervisor Joas

Motion carried by unanimous voice vote

## 7. Local Roads Improvement Program (LRIP) Project Consideration

Supervisor Joas stated that he had been considering various projects which might be good candidates for the LRIP application including the following:

- Steeple Hill Drive, approximately 1 mile of overlay at an estimated cost of \$115,000. He suggested requesting grant funding for the hot mix which would be about \$90,000 to \$100,000.
- Oakridge Road, approximately 1 mile of overlay at a cost similar to Steeple Hill unless it is determined to be more involved requiring additional repairs
- Lakeview Road, approximately 2 miles of overlay which likely would be too large of a project
- Breezewood Lane, approximately ½ mile, a much smaller project. Supervisor Joas stated he would like to submit a larger project.

Supervisor Joas noted a professional engineer would have to sign-off on the project and draft the application for the Town.

Chair Kriescher asked if they wanted to consider the remaining portion of Sauby Road. He also noted that Oakridge Road has a lot of traffic. He also asked when the LRIP Committee reviews the applications. Supervisor Joas stated consideration and determinations are usually made in early November.

Chair Kriescher stated he would like to discuss this further at the next Town Board meeting.

## 8. Roads—5 Year Capital Improvement Plan Funding

The Board reviewed the 5 year plan. Chair Kriescher questioned the next section of Sauby Road and whether it too should be pulverized and paved. Supervisor Joas stated he could update the spreadsheet to show that. He noted the change would bump up the estimated cost by approximately 20 percent.

Chair Kriescher requested Supervisor Joas place the 5 year plan on the website. Supervisor Joas noted it has already been posted for quite some time now.

Supervisor Joas asked the Board members if they had given any more thought to how to fund the road work which needs to be done. He explained the Board could adopt a resolution asking the taxpayers to exceed the levy limit again, the Board could borrow the funds through the State Trust fund, or the Board could do a combination of both.

Supervisor Joas explained that he has entered the updated information regarding the roads into the State Paser / WISLR system and ran a few samples of projected 5 year plans, and it appears the Board has done a good job determining which roads are in need of improvements. He noted that the State's program puts a strong emphasis on maintenance and therefore had a few of the projects with different treatments like chip sealing and crack sealing and a few in a different order.

Chair Kriescher asked how long the chip seal treatments last. Supervisor Joas stated approximately 5 years. He noted that roads treated that way can be done again, in order to lengthen the result.

Supervisor Joas asked the Board if they had any funding thoughts. Chair Kriescher stated he has considered \$50,000 or \$100,000 in order to get some of the work done. He said he would rather have the taxpayers pay it, rather than

borrow the money and paying interest on the borrowed funds. He stated he would like to see a resolution which would stay year after year because there will always be other things to pay for after the roads.

Supervisor Joas asked Clerk Stevens if she had a chance to check on the resolution to exceed the levy and whether the funds stay at that rate moving forward or return to the former levy limit. Clerk Stevens stated she talked with the local government services department at the WI Department of Revenue who informed her that it was dependent upon how the resolution was written. If written as an ongoing resolution, then it continues. If written as a one-time funding, it would drop back down. She then read the paragraph from the resolution which stated it was for the 2016 tax year, payable in 2016-2017.

Supervisor Mathison stated that he feels the roads should be paid for by raising the levy limit rather than borrowing, because there is always more work to do year after year. Therefore, he stated, the more we can get by raising the levy limit, the better. He also noted he feels the resolution should be written to be an ongoing resolution. Supervisor Joas stated he would check with the Town’s Association to see how to write a resolution as a continuing action.

The Board discussed the amount to exceed by and determined they would like to exceed the levy limit by \$100,000. Supervisor Joas noted they would also have to reauthorize the 15 percent which they exceeded by last year as well. He stated he would do some additional research on how to write the resolution.

E. CORRESPONDENCE

- o Commissioner of Public Lands Disbursement Letter and Amortization Schedule
- o Engineering Service information: Strand Associates
- o TRIP Committee Letter from Winnebago County
- o Radtke’s 2017-2018 Snow Removal Rates Agreement
- o Winnebago County CY 2018 Highway Maintenance Agreement
- o Winnebago Waterways August Newsletter

F. APPROVAL OF DISBURSEMENTS

**MOTION:**

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

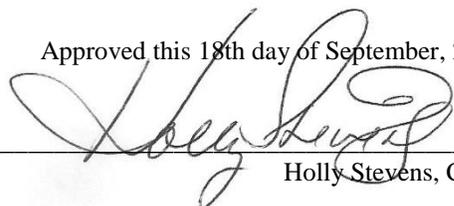
G. NEXT MEETING

The next regular Town Board Meeting will be September 18, 2017 at 7:00 p.m.  
Agenda items are to include discussion of possible Local Road Improvement Projects (LRIP), Winnebago County Highway Maintenance Agreement, Written Bill Pay procedure, and any other business which may arise.

H. ADJOURNMENT

Supervisor Joas made a motion to adjourn at 7:58 p.m.  
Second by Chairman Kriescher  
Motion carried by unanimous voice vote

Approved this 18th day of September, 2017




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Holly Stevens, Clerk