

**M403 ELM STREET
TOWN BOARD MINUTES
May 9, 2016 7:00 PM**

The meeting was called to order at 7:00 p.m. by Chairperson Carolyn Opitz.

The Pledge of Allegiance was recited.

Roll Call: Debbie Derfus, Dave Swenson, Carolyn Opitz, Gary Franz present. Joe Burger – absent.

Visitors: None

Comments from Audience: None

Approval of Minutes:

Debbie/Gary moved to approve the minutes of the April 11, 2016 meeting. Roll Call: Debbie, Carolyn, Gary – All Ayes. Dave abstain. Motion carried.

Reports:

Plan Commission – John Bujalski – Not present no report.

Fire Department – *Number of calls to date: EMS Calls – 1 medical call, Fire Calls – 1 grass fire and 1 mutual aid with SAFD.*

New Applicants to Department - Dominic Gerretsen, Chris Kildahl, and Emily Ver Piller have joined the department as probationary members. One lives in township, is 18 years old.

We sent 6 members for their EVOG (Emergency Vehicle Operations Course) certification that was held in Stratford. This certification is a requirement for their job description.

Unfortunately we have had a fire fighter resign from the department. Jason Domres, Assistant Chief, has many outside obligations that he felt this was best at this time. He will be missed on the department because he brought a lot of ideas and knowledge to the group.

Adam Knapp has been voted by the officer's to be the interim Assistant Chief at this time. The EMS Coordinator position that Lorrie Bauer holds has been voted by the officer's to temporarily become a line officer's position at the Captain level for the interim. This is all temporary, the group as a whole has not been able to meet to address the vacant position.

EMS Update: Feasibility study has been sent off to the State for them to review. No response at meeting time.

Library – Ruth Voss updated the Board on upcoming event at the library to include a local food event with local farmer involvement, Marshal Arts from the academy, Draw and color animals event and a Lego night. There were 1536 books distributed, the building project is ahead of schedule and they anticipate moving in early August.

Supervisors: Carolyn Optiz – garbage, ordinances, newsletter – no report

Dave Swenson – Highway – Dave thanked anyone who wrote a note or sent a card last month while he was out. The gestures were appreciated. He stated Pat has collected all snow fence, trucks cleaned & plows off, and has been out grading. There was some road damage on the north side of the township from Implements of Husbandry that Pat cleaned up. Deb asked if IOH should be on any roads, even empty. Dave stated empty they can run.

Debra Derfus – Buildings & Grounds, Website – Debbie reported she phoned three plumbing companies to look at the septic tanks. Jaekel Plumbing will be obtaining documents from Marathon County once this is complete they will contact Deb for inspecting of the tanks.

Carolyn mentioned the need for a new door knob in office of the Town Hall. She asked Deb if this would fall to Town Hall maintenance or buildings and grounds. It was decided the issue pertains to maintenance and Gary will look into.

Debbie also mentioned that representatives from MSA discussed the possibility of receiving grant funding for a senior center. This will be discussed further with the continuing conversation of what to do with the Town Hall.

Joe Burger – IOH Permits – Town Hall Maintenance – Not present, no report.

Gary Franz – Newsletter – Town Hall Maintenance – No report. Gary talked to Cal's also regarding the tanks and was told the cost normally runs about \$1,000 per tank. Further discussion involved the number of tanks and with the possibility of not passing inspection how far do the inspections go. It was decided to inspect the tanks, not including the hall. Gary also explained he ran into Denny Redetzke and asked about the estimate; Denny forgot to complete.

Clerk – Approval of Checks and Financial Report - Financial Report for the Month of April 2016

The beginning cash on hand was \$740,941.24. Total receipts were \$41,659.61. Total disbursements were \$90,908. Ending balance of all accounts totaled \$691,692.85.

Approval of Checks – The check register from April 12th through May 9th total disbursements is \$198,654.58 and is comprised of checks 14144 – 14176 including electronic checks 87-88.

Discussion of total disbursements, questions on journal entries and invoices took place.

Debbie/Dave moved to accept the financial report and checks as presented. Roll Call: Debbie, Dave, Carolyn, Gary –All Ayes. Motion carried.

Treasurer – Financial Report

CHECKING ACCOUNT BALANCE, BANK	22,210.80
LESS OUTSTANDING CHECKS	(2,246.99)
PLUS OUTSTANDING DEPOSITS	<u>0.00</u>
RECONCILED CHECKING ACCOUNT BALANCE	19,963.81
TAX SAVINGS ACCOUNT	529,244.35
PARK FUND SAVINGS ACCOUNT	8,950.65
VOLUNTEER FIREFIGHTERS FUND SAVINGS ACCOUNT	33,130.50
FIRE DEPT EQUIPMENT CD (9/12/2016)(.015 %)	20,120.17
PUBLIC WORKS REPLACEMENT APPARATUS CD (7/20/2016)	80,283.37
	<u>691,692.85</u>

Citizens State Bank of Loyal Loan (2002 Fire Truck)	<u>113,392.76</u>

Debbie asked when the loan payment is due and if the date is prior to the next board meeting? Gary stated he didn't get copy of outstanding checks in his paperwork; Steve printed the report for the board. Carolyn asked if the reimbursement for culverts was received. Treasurer & Clerk will look into this. Dave Swenson asked what the protocol including time frame for adding an outstanding check back into cash is. Debbie stated typically a six month time frame. Check #13436 should then be added back into cash. QuickPrint check dated 9/14/15 #13715 for \$92.07 is that fall fest? It is believed to be a fall fest expense.

Debbie/Gary moved to approve the Treasurer's report as presented. Roll Call: Debbie, Carolyn, Gary – All Ayes. Motion carried.

Unfinished Business – Call for Bids for TRI Program Grant Road Project - Prep work for Birch, off of Hwy T. Dave move to call for bids for Birch St east of Hwy T. Debbie second. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes

Award Bids for Calcium Chloride & Road Materials - Dave we received a bid subsequent to last months meeting for Calcium Chloride 45,000 gallons 38% solution \$1.00 per gallon; Mag chloride 45,000 gallons 30% solution \$.97 per gallon; prices includes delivery and fuel surcharge from Wisconsin Salt Solutions, John Meyer

Dave move to accept the bid for calcium chloride from WI Salt Solutions at \$1.00 per gallon. Gary asked when the bid came in and Carolyn stated the bid was received after last month's board meeting. Debbie second. Gary asked how many applications were needed? Dave stated, typically one application, approximately 3 loads. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes. Motion carried.

Road materials – Base Course: Earth & Paul Bugar Trucking submitted bids for gradation #2 aggregate. Earth's bid did not include the sieve analysis certificate nor the certificates of insurance called for in bid. Paul Bugar Trucking's bid did include the requested documents. Dave move to accept the gradation #2 aggregate bid from Paul Bugar Trucking \$7.12 per ton. Debbie second. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes.

Road materials – Granite: Ladick Road Materials Inc submitted a quote for screened decomposing granite delivered anywhere in the township for \$9.45 per cubic yard. Dave move to accept the quote of \$9.45/cu yard for screened decomposed granite from Ladick during 2016. Debbie second. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes. Motion carried.

Road materials crack filling: Lakes Asphalt Maintenance submitted a bid for crack filling at \$1.20/pound - blow out route out and fill; for approximately 15 miles of roadway \$53,256. Lakes recommendation for Galvin, from Elm St to 97 is the road needs chip seal which is over an \$8K item. Dave's recommendation is to do crack filling maintenance road by road and hold Lakes to this price.

Galvin Ave: American Asphalt of Wisconsin submitted a bid to mill a joint at each end of road, sweep and prep for overlay, overlay ultra thin asphalt mix average thick of 1" (overlay estimated at 12,320 sq yd/1 mile 21 feet wide) \$56,825. The bid is for staged construction where the Town would pay per stage. Dave suggested what the road needs is crack filling and wedging which is estimated by Lakes at \$8,821.

Dave/Debbie move to accept Lake Asphalt bid for crack filling for \$53,256; \$1.20/per pound. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes.

Appointment of Town Clerk/Deputy Clerk, Set Salary – Carolyn received the recommendation from Ad Hoc Committee Chair Joe Burger, who submitted the name of Patti Rahn as most suitable applicant. Carolyn moved to appoint Patti Rahn as Clerk for a term of one year. Debbie second. Discussion of hours being between 20 & 24 hours a week took place. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes.

Dave asked what the current hourly rate was. Carolyn/Debbie move to pay the clerk at the rate of \$16/hourly. Dave want to make part of record that he appreciates the work the interim clerk has done since coming in to help in January. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes.

Revisit Ethics Code §67.6 Fair and Equal Treatment –Carolyn asked Gary to clarify the discussion of this agenda item. Gary state this topic came about when the board voted to approve car washes for fire department personnel and he got phone call from someone who said we have an ordinance stating we can't do that; Gary further stated either we have to rescind ordinance or change the policy. Carolyn read code of ordinance §67.6 and the approved policy for compensation. Carolyn explained the action is allowed per policy and ordinance and if a resident of the community would like the same benefit, they can apply to join the department or volunteer for some action the fire department may need. Gary stated the ordinance also says, the use in official town business. Rod clarified the policy gives the authority to make such a decision to the Chief and this benefit is not just because a person is on the roster, it's a compensation for showing up and working within the department. Gary stated he realizes that and not per se against, but it appears the two conflict. Debbie stated the ordinance says "unauthorized use", if it's authorized then we're ok. Dave asked if Gary had received one complaint, one call or more than one? Gary stated this came about when Ron was in there washing vehicle and he closed door on him. After the board passed the policy, then he got a call saying the policy conflicted with ordinance. Rod stated Ron is honorary member and volunteer of the Fire Department which allows the benefit.

Carolyn stated there also was a question of paying volunteers. She looked up the social security administration definition on this which states, volunteers may be paid expenses and reasonable benefits, nominal fee or a combination thereof. After the discussion, the board took no action on this agenda item.

New Business – Appointment of Supervisory Positions - Carolyn stated if everyone is happy where they are we'll leave the appointment as is.

Call for Bids for Galvin Avenue Repair Project – No action was taken.

Surplus & Sell Highway Department 2002 Truck - Truck Country offered \$21,250 for trade in, of this vehicle on the purchase of the new plow truck. The town then received a letter from Town of Eau Pleine offering \$27,500 to purchase the 2002. Carolyn wrote to WTA for advice; who suggested the town simply sell to another township, statutes do not require quotes for vehicles or equipment. Dave/Carolyn move to sell truck, plow and sander to Town of Eau Pleine for \$27,500. Gary asked how the other town found out about the truck. It was explained probably through interaction between town employees. Debbie asked is there is a possibility of getting more? Carolyn read remainder of advice from the attorney regarding bidding process and the requirement to take the lowest bid. Roll Call: Debbie, Dave, Carolyn, Gary - All Ayes

Cash Public works CD and Transfer Funds for Purchase Payment of Highway Truck – During the budget process \$90,000 was put into budget for purchase of the new truck. There is currently approximately, \$80,000 in the CD, and the truck purchase price is \$142,380. The entire amount of the CD won't be transferred toward the purchase price, however the cost of fenders would be included in this amount. After further discussion of cashing in the CD and the waiver by the bank of any penalty for withdrawal, Dave/Debbie move to cash in and transfer funds for the purchase payment of highway truck. Roll Call: Debbie, Dave, Carolyn, Gary – All Ayes.

Country Wireless Internet Service Agreement - Agreement is for a two year period for internet service at the highest bandwidth available through Country Wireless. The equipment at the Clerk's Office has been upgraded, free of charge, but in order to get the lower month fees and agreement for service is needed. Dave/Debbie move to approve the Country Wireless agreement as stated by clerk. Roll Call: Debbie, DAVE, Carolyn, Gary – All Ayes.

Debbie moved to adjourn the meeting at 8:32pm. Gary second. All in favor. Motion carried.

Respectfully submitted,

Patti Rahn