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Meeting Minutes for Thursday, September 14, 2017 6:30 PM

1. Call to Order 6:30pm, Pledge, Present: Scott Barton, Kirk Bucholz, Dave Lambert, Rebecca Franks & Kyle Deno
2. Confirm Notice was properly posted and adopt agenda - yes
3. Read and approve last month's minutes - Motion of 8-17-17 minutes to change Motion to be Discussion & approved with amendments by Dave & 2nd by Scott & all approved so motion carried. Motion to strike the end of sentence 5) A) by Scott & 2nd Dave vote was 2 for & 1 opposed & passed so motion carried. Motion to get rid of bold italics by Dave & 2nd Scott, all approved so motion carried. Motion to delete all of 6 A) and state Legal talked about town elected official's responsibilities by Dave & 2nd Scott. Vote was 2 for & 1 opposed so motion carried. Motion to accept august minutes with amendments by Dave & 2nd Kirk & all approved so motion carried. Motion to have draft minutes on the computer 2 weeks after meeting by Dave & 2nd Kirk, all approved so motion carried.
4. Zoning Requests – Sign 2017-52 Text Amendment about puppies – Motion no position taken by Scott & 2nd Dave, all approved so motion carried.
Motion to move Tom Hebert to speak before ATV signs by Scott & 2nd Dave & all approved so motion carried.
5. Old Business:
 - A) Review Insurance Policy quotes - Tom from Encompass Insurance - talked about the insurance policy for the township. A question came up about cemetery liability of St. Joseph's on our insurance because we are mowing it.
 - B) ATV road signs & maps – Dave L. states it will cost \$1937.80 for signs & posts only thing not priced is the bolts of 2 per sign. Motion to move \$2,000 from undesignated in reserve to ATV sign by Dave & 2nd Kirk & all approved so motion carried. Motion to purchase signs for ATV routes per ATV worksheet by Dave & 2nd Kirk & all approved, so motion carried.
 - C) Lambert Road or Oak Ridge roads for bids for \$5,000 to get grant money – Grant money can be changed to Oak Ridge Rd because grant money can be used on any logging road. Need bids to be in the paper for 2 weeks, so Scott is to get Rebecca the specs so she can put it in the newspaper. Motion to get spec sheet to Rebecca to do culvert, road rebuilt & pavement & put in the newspaper by next town board meeting Tuesday, Oct. 17, 2017 by Scott & 2nd Dave & all approved, so motion carried.
6. New Business:
 - A) Budget up to date by clerk & Schedule Budget Planning Meetings - Dave L. talked about budget from the report Rebecca prepared for the board. We have \$36, 983 left to spend for the rest of the year 2017 in Highway Expenses out of the budgeted amount of \$199,302 for all of 2017. Scott stated that Scott Construction still needs to come back & wedge so another cost of \$15,805 is out so the final amount to spend on roads to end of the year is \$21,178.
 - B) Dismantle Outhouse – sell on social media (action) – Scott needs to put lime in outhouse hole & remove old outhouse because not legal outhouse. Dave made a motion to purchase a handicap porta potty out of Town Hall utilities for \$850 & fill in the hole with lime & try to sell the old one on social media & the annual service of porta potty is to come out of this fund as well \$75 to pump.
 - C) Payment of bill & road repairs & new road projects - Hawk Island Rd Photos to explain (action) – Scott wants to fix Hawk Island Rd by Doud Rd with a culvert. But Scott will table this until he checks with the DNR for wetlands & landowners if they want the water drained.
 - D) Drop box for Time Sheets & monthly bills – Employees to send Rebecca time sheets by the 5th of the month by mail.

- E) Purchase Cones – Discussion of who’s responsible for ordering & delivery of items (action) – Dave research cones & signs with his ATV signs & also Blind driveway sign for East Pine Rd for next month.
- F) New road closed signs (action) – discussed in E
- 7. Treasurer’s Report – Kyle gave the Treasurer’s Report that is an attachment online.
- 8. Clerk’s Report
 - A) WCMA Conference report Aug. 22 – 25 – Went well & learned about Act 211, Emergency Plan, New Clerks training, & Roberts rules.
 - B) QuickBooks renewal – Need to renew by routing number because all payroll checks need to be voided & redone because all taxes were not taken out due to board not purchasing it last month for \$610 plus tax about \$636 total.
 - C) Command Central Training Oct. 5th in Sparta & going to other election training – Rebecca & Judy Hunter to go to this training.
 - D) GEC letter signed for Act 211 – Scott signs this agreement so GEC can do the building permits of new dwellings will be done electronically.
 - E) Any mail that came in after posting (discussion) – Scott needed to Sign into WisDOT form for GEC & register online by September 15. Rebecca had to pay the PILT money due the Black River Falls School & WWTC that was due Jan. 31, 2016 & still not paid to them. Rebecca & all board received a letter from ATC & Xcel Energy that the Town of Manchester is to get \$249,801 in a one-time payment for 2017 for the ATC going thru Manchester & \$29,976 annually thereafter plus a one-time payment of 5/12 in 2017 = about \$12,490. The one-time payment should be received within 6 months from the Department of Revenue.
- 9. Chairman’s Report
 - A) Emails – time sheets & bills - Timesheets & bills discussed earlier. Scott stated all employees will need to do a new I-9 form that came out in September.
 - B) Repairs to Metal shop door (discussion) - Need to fix metal door so people can not break in.
 - C) Paser Road evaluations set date for road trip & letter due by Oct. 13th for certification – Dave & Kirk are to go on the road trip to check over the roads with Scott. Scott is to set up the date with Scott construction & let Rebecca know so she can public notice the Road trip & needs to be done by Oct. 15th. Hawk Island Rd - DOT grant township will be reimbursed for A & C. Scott Construction is to pay \$1862.04 since Rebecca gave the Mathy bill to Scott Barton & the 2 supervisors
- 10. Correspondence & Meetings Reports -
- 11. Approval and Payment of Bills – Dave stated we need to get bids with all work & culverts or materials in the bid per Wisconsin state statutes for contracted jobs.
- 12. Next Board Meeting: TBD & any new agenda items – Budget Meeting is Wednesday, Oct. 11, 2017 at 6:30 pm & Regular Monthly meeting Tuesday, October 17, 2017 at 6:30pm
- 13. Adjournment at 10:12pm motion by Dave & 2nd Kirk & all approved, so motion carried,

Respectfully Submitted,
Rebecca Franks, Manchester Town Clerk
Posted 9-26-17 & revised 10-23-17