

**Public Budget Hearing, Special & Board Minutes for Wed, November 15, 2017 6:30 PM**

1. Call to Order 6:30pm, Pledge, Present: Scott Barton, Kirk Bucholz, Dave Lambert, Rebecca Franks & Kyle Deno & 20 electors of the township
2. Scott asked for public comment on the Budget.
  - A. Ed Chamberlain first asked why the GTA funds dropped \$20,000. Rebecca answered that the old board had not spent enough over the 3-year average in GTA funds, so we lost \$11,000 in state road aids & \$9,000 was deducted for the old clerk not having the CT form done on time, so Rebecca had to work with the accountant to get it done. Scott also said that we had to spend not only the GTA funds but also 15% more to maintain the amount of GTA funds. Scott said the old board did not do their job and spend correctly so we need to do better in the future to maintain our GTA funds. If we would have spent correctly we would have \$144,000 to spend on roads but we only have \$124,000 to spend on roads in 2018.
  - B. Ed then asked why we are paying for an accountant? Scott stated we had to clean up the books and problems. Rebecca stated we had went to CLA before she started and continued to use them to do 941 because right after she started we received a letter from the IRS with a fine of \$3,600 from 2014 but with the help of the accountant the IRS reduced it to \$1,600 for answering them back quickly. Rebecca will be doing the 941 but might be using the accountant to check things so we do not get fines like we received from 2014. The accountant also had to fix problems from past years to get the books up to date.
  - C. Next, Ed asked why the Clerks training was so high & why lower next year? Scott said it was for the clerk to get trained in her job & the board lowered it, so they will limit what she is going to next year. But Scott said it is up to the board to decide what she goes too. Ed said why not go to free WMCA training and Rebecca stated that that is what she has been going to and it is not free. Scott said she is also going to WTA meetings quarterly.
  - D. Then, Ed asked why the Attorney was so high this year? Scott stated for 2 reason one is to pay back the comprehensive plan for almost \$3,000 over the next three years & the second was for internal struggles.
  - E. Ed then asked what plans the board had for the \$250,000 ATC fund money. Scott suggested that the big sum of money can be used on environmental things, so he thought maybe build a park with a new town hall, but the board has had no discussion on the \$250,000.
  - F. Lastly Ed said he received a letter, but no one signed it about the budget meeting tonight & said if people pass these letters around they should sign them. He said when he handed out flyers he always put his name on it.
  - G. Loomis asked what is happening with the outhouse? Scott stated that we have a \$300 bid if we haul it. Loomis stated that he would like to put in a bid on the outhouse & he would haul it himself.
  - H. Discussion of Salt/Sand purchased in 2017 & old Chairman Danny Iverson was asked to provide input.
3. Scott closed the public hearing at 7:02pm

Then Scott opened the Special meeting of Electors at 7:03pm.

1. Scott opened the meeting by reading the resolution the Clerk, Rebecca had made to adopt the Levy Limit proposed in the 2018 Budget of \$48,706. The resolution passed with 23 ayes & 2 nays. So, then the board will need to vote to adopt the Budget of \$48,706 later in the board meeting if they choose too. Then Scott & Rebecca signed the resolution to be posted in the 3 places.
2. Scott then closed the Special Meeting at 7:06pm.

Then Scott opened the Regular Board meeting at 7:06pm.

1. Moment of Reflection for the passing of Lavon Adams.
2. Confirm Notice was properly posted and adopt agenda – yes
3. Read and approve last month's minutes - Motion to accept 10-17-17 & 11-1-17 minutes by Dave & 2<sup>nd</sup> by Kirk & all approved, so motion carried.
4. Zoning Requests – 2017-55 Michael Major passed both at the township & county zoning level.
5. Old Business:
  - A. ATV road signs ordered & to be here in 2 to 3 weeks for \$1937.80. Also, the barricades & other signs were ordered. Dave L. stated we also ordered Gillbanks Hidden Driveway sign.
  - B. Lambert Road was to be done by Superior Asphalt per their bid, but Scott said he would not sign their check because they did not do the job right. Rebecca stated she had not wrote out the check because the job had not been completed correctly per bid. Scott said it is now an emergency hazard, so we need to get it fixed before hunting this week end. Scott had Pat Franks talk about the culvert job and said it was not 100 ton of gravel. Pat said why would you want 100 ton of gravel you just need to ditch it anyway & why

isn't the township buying the culvert for the job. Kirk said that the road needed to be brought up, so it would not flood over the road. Kirk asked Pat Franks where he got the specs from & he said Scott. Kirk said the ad said to get the specs from the Clerk, Rebecca Franks. Dave Lambert stated that the board decided months ago that we would not accept any bids that the contractor did not supply all the materials for the job because that is illegal under State Statute from the WI Towns Association. Contractors must supply all materials in the bid. Scott said we need to get Lambert Road fixed right away. Scott made a motion to remove the culvert & fill in the hole & pay Sternaman only for gravel & 2<sup>nd</sup> by Dave. No vote was taken. Dave Lambert said I will call Sternaman to fix it & he will call Scott if he can not get it fixed soon. If not, Scott said Pat Franks will be fixing it.

6. New Business:

A. Scott moved on to Budget action & made the motion to leave the Budget as is for 2018.

Then Pat Franks spoke up and stated to not cause any hard feelings with Sternaman let them come and fix it and see what they will do. So, the motion above was stricken because no vote was taken & a new motion was made. Scott made a new motion to have Dave call Sternaman to ditch it out & put in a 40 Foot culvert & plus gravel to complete the job but not 100 tons as the original bid stated only enough gravel to fill the culvert replacement & Dave 2<sup>nd</sup> & all approved, so motion carried. Scott stated if he doesn't cooperate then Pat Franks will be fixing it.

Scott then restated his motion to accept the 2018 Budget & Kirk 2<sup>nd</sup> & all approved, so motion carried.

B. Scott said he would have a resolution with job description for plowman next month & if we get snow Kirk will fill in until we get applications in. Lewis Lowe stated that he had his application in & Rebecca stated that she has his application.

C. Rebecca asked the Board if they had watched the Nurse Hotline Video. Kirk & Rebecca have watched the video but Dave & Scott still need to watch it. Dave & Scott need to watch it before the next meeting to know how to handle worker's comp claims correctly.

D. LUCA is the Jackson county version of the Census 2020. Rebecca received the binder of addresses and needs to make sure all addresses & fire numbers are entered correctly. Dave said the board should help.

7. Treasurer's Report – Kyle gave Treasurer's Report & she said she will be collecting taxes the last Saturday in Dec. & a couple of Saturdays in January.

8. Clerk's Report

A. Rebecca asked about getting a credit card with \$1,000 or \$1,500 limit on it to buy QuickBooks payroll every year & office supplies on-line because she will not use her own on the township computer. Co-op Credit Union will do it if the board approves it. Kyle asked her to check at the Jackson County bank. The board tabled it for now.

B. Rebecca has WMCA quarterly meeting at the Skyline on Dec.14th for Emergency Management training & how to handle Emergencies in the township. Scott made a motion to go to this training & 2<sup>nd</sup> by Dave & all approved, so motion carried.

C. Rebecca received her Main Core Elections Certificate & has completed 10 hours of total training so far.

9. Correspondence & Meetings Reports – Scott said that we went to the WTA meeting & they talked about the Census 2020 binder, Randy is retiring & all townships are asking for more highway road aids.

10. Chairman's Report

A. Scott met with FEMA & DNR. DNR had to approve all culverts fixed for FEMA & he had to get a DUNS number to get the FEMA money.

11. Approval and Payment of Bills - Board paid bills for November. Scott Construction is to be paid the remainder of the bid which is \$16,604.64.

12. Next Board Meeting: Wed, Dec. 13, 2017 6:30pm

13. Adjournment at 8:30 pm Motion by Scott & 2<sup>nd</sup> by Dave & all approved, so motion carried.

Respectfully Submitted,

Rebecca Franks, Manchester Town Clerk

Posted 11-29-17 & revised 1-4-18 per board on 12-13-17 meeting