

Board Meeting Minutes for Wed, December 13, 2017 6:30 PM

1. Call to Order 6:30pm, Pledge, Present: Scott Barton, Kirk Bucholz, Dave Lambert, Rebecca Franks & Kyle Deno
Moment of Reflection for the passing of Randy Morris.
2. Confirm Notice was properly posted and adopt agenda – yes
3. Read and approve last month's minutes - Edit 2 changes: 1st in Public Hearing 2 H. Scott made motion & Dave 2nd & vote to revise it 2 for & 1 present & so motion passed. 2nd change is to add into number 11 of board meeting minutes by Dave & 2nd Scott & all approved so motion carried. Motion to accept minutes with 2 edits for 11-15-17 by Scott & 2nd by Dave & all approved, so motion carried.
4. Zoning Requests – none.
5. Old Business: Scott asked if we had a member of press present & Dick Deno said yes.
 - A) ATV road signs came in so Dave Lambert, his daughter Laila, Louis Lowe, & Dave Hunter put up the signs, so Manchester is legal to drive ATV in now.
 - B) Lambert Road Discussion – Superior Asphalt was given options: take culvert out & smooth it out, or take \$500 & culvert & walk away. Sternaman counter offer was to take out culvert, pay \$2950 & pay an additional amount to do it again. Sternaman said they had put their equipment away for the year so we would have to wait until Spring. We might get sued so attorney is to answer any questions. Hawk Island fixed Lambert Road and charged \$300.
 - C) FEMA – Scott met with FEMA on 11-29-17 with Jason. They inspected all culverts & site visits on 12-5-17 & they will pay for pavement on Fire Tower of 50x18, Otto 75x20 when complete we will get 82% of bill paid for. So, when we get the FEMA money we will need to spend more to maintain the GTA for roads.
 - D) Loomis is to buy the old outhouse from the township for \$30 & give the money to the Treasurer motion by Scott & 2nd by Dave & all approved so motion carried.
 - E) Plowman job description - Dave Lambert had 3- 4 descriptions & Scott revised it to the way he thought the job description. The board discussed it and there are still revisions to be made so tabled until next month.
6. New Business:
 - A) Election Workers – Rebecca read nominations for election workers of Margaret Legois, Terri Kenyon, Connie Tatge, Karen Kubicek, Judy Hunter, Ann Berekvam, Tom Franks (Republican), Todd Olson (Republican) & Carl Pedersen (Republican) & Debbie Pedersen after August. Patricia Bucholz & Robin Bucholz resigned due to health issues. Kirk made the motion to accept the election workers & 2nd Dave & all approved, so motion carried.
 - B) Adding plow & salt/sand dispenser for the pickup truck – Scott brought up getting a plow & salt/sander for the pickup & Dave Lambert is to research it. The treasurer is to check if we can do driveways with the pickup.
 - C) Mileage sheet for pickup – Scott made a mileage sheet for pickup & started it on Oct.31st. When a page is filled it is to be turned into the clerk for the records of mileage. Dave made the motion to put a mileage sheets in all vehicles & Kirk 2nd & all approved, so motion carried.
7. Treasurer's Report –
 - A) Investing ATC monies – We received the \$249,801 & \$12,490 so Kyle would like to put it in a CD & CCU has the best CD rates of 6 months for .65% & 1 year for 1.01%. The \$249,801 is for environmental & parks & can request it for something different & usually hear back in 14 days. Scott would like a new town hall & park with the \$249, 801 so put in a 6-month CD & put \$12,490 in building fund then it will give us until Spring to see if we can get the money for the Town Hall. Scott made the motion to put the large amount \$249,801 in a six-month CD at CCU & 2nd by Dave & all approved, so motion carried. Then Plan B if ATC rejects the large sum for town hall use the \$30,000 every year for the building as a loan until it is paid off. No actions were taken for the \$12,490 because Rebecca reminded the board had already used the money in the budget for 2018 so to put it in the building fund they would have readjust the budget & they decided to leave it in the 2018 budget.
 - B) Then Kyle gave her Treasurer's Report
8. Clerk's Report

- A) Credit card Applications for limited amount at CCU or Jackson County Bank- Rebecca said we can get cards at either bank. It would be safer than giving out our routing number to the QuickBooks like we had to do last year to do payroll. Also, the state is having clerks watch out for scammers and hackers. Rebecca stated we need to get the computer cleaned up because personal email addresses appear in Walmart & other email areas when using the computer. Also, Netflix & other programs need to be removed. She gave the board a copy of the elections commissions email on protecting against ransomware Cyber Threats in their packets.
 - B) Election Training at the courthouse on Dec. 8th for Judy, Ann & Rebecca for Chief Inspectors & then Rebecca will be holding more training for the rest of the workers.
 - C) Go over Budget to expenses for the end of the year – right now we might have about \$3,000 left over in the budget from what was budgeted. We also spent about \$181,000 in highway aids & we needed to spend \$153,000 to maintain our GTA funds.
9. Correspondence & Meetings Reports – Received mail on FEMA password reset & Rebecca hasn't changed it. Scott said a problem with the system. Rebecca must fill out Dave's unemployment paper work, so she needs to know if he is working or not & what day to put done for resignation for DWD. Scott is get back to Rebecca tomorrow afternoon 12-14-17 so she can report it to DWD. Also, Rebecca is to find the 2016 Tax assessment roll to take 5 acres out of MFL for Linda Stapleton.
10. Chairman's Report
- A) Hiring Employee Resolution – Scott read a Hiring Resolution 02-2017 that stated that instead of going into closed session and the board hiring employees that under 60.37 that if a resolution is made that one board member can do the hiring, firing, & oversee the employees. So, this resolution will give the Chairman this responsibility. Kirk was opposed to this resolution and said all three board members should hire & fire like has been done in the past. Scott made the motion to pass the Employee Resolution 02-2017 & Dave 2nd so the vote was 2 for & 1 opposed & so motion passed. Scott has 4 employee applications so far for the plow jobs: Lewis Lowe, Danny Iverson, Anthony Phillips, & Jimmy Iverson. He will be doing other resolutions in 2018 of dog, nuisance & board members plowing for same wages.
 - B) Discussion of emails from clerk -
 - C) Location of Pickup – At Scott's house because no room for it in the shops with plows on.
 - D) Plows on Truck in garage – The workers put the plows on the trucks for the winter,
 - E) Discussion of Plow operators – Scott has the list of applicants, so he will be hiring the plowman this weekend. They will be trained this weekend & start plowing whenever the next snow fall happens.
11. Approval and Payment of Bills - Board paid bills for November. - Put on next month's agenda: Scott's Construction, Chairman's Resolutions.
12. Next Board Meeting: Tue, Jan. 16, 2017 6:30pm, changed meeting to Wed., Jan. 24, 2017
13. Adjournment at 9:49 pm Motion by Dave & 2nd by Kirk & all approved, so motion carried.

Respectfully Submitted,

Rebecca Franks, Manchester Town Clerk

Posted 12-29-17 & revised 1-9-18(meeting date) & edited 1-24-18.