

Town of Manchester
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Meeting Minutes

Monday, July 10, 2017 6:30 PM

1. Call to Order and Roll Call and moment of reflection – for Danny’s mom and aunt.
2. Confirm Notice was properly posted and adopt agenda - yes
3. Read and approve last month’s minutes – yes with edits
4. Zoning Requests -none
5. Old Business:
 - A) ATV road signs - Dave says we need to sign every intersection. Dave will map all roads & see how many signs we need at the next meeting. Mario gives Kyle \$100 in donations for ATV signs.
 - B) Acceptance of sale of old truck - Scott said a tire was slashed so it had to be replaced. He replaced it at Walmart for \$84. He stated he has only received one offer for truck for \$400 from Nicholas. So, after new tire & new battery 400-84-96 = \$220 for truck. ***Motion by Scott to sell truck for \$400 & 2nd by Dave. Motion passed 2 for & 1 opposed. Someone in the crowd said can you use the money to put cameras in at the town shop so Scott said to put it on next month’s agenda.***
 - C) Review Insurance Policy & Workers comp extra bill - Tim Spray from Rural Insurance was present to discuss their insurance quote. Buildings are replacement amounts. We need to delete Woods mower because it is the one we sold to the county. We need to add the new diamond mower. Volunteers are not covered on insurance under worker’s comp. We do not have business auto so we might need to change that. ***Motion to change personal property to \$10,000 & 2nd by Dave & all approved & motion carried.*** Scott is to be checking with two other companies and get the best pricing on insurance.
 - D) New town lock – By next month Scott will change the lock to town hall & only Clerk & Chairman will have keys to it. For town shop the only keys will be Chairman and employees of Dave Gebhardt, Mark & Leroy. Get Karl to do new tumblers on locks it will be a lot cheaper. Rebecca still needs the tool inventory. Dave Lambert said the inventory is on a Cd but the clerk doesn’t have it. Scott counted the dump bags and we have 15 boxes of 250 = 3,750 bags. Dave G will let us know when we get down to 750 bags so we can order more.
6. New Business:
 - A) No Guns in Town Hall - Chairman Scott Barton put on the agenda to ban guns at the town hall and after discussion he tabled it.
 - B) Roles and responsibilities of board members – Scott hands Rebecca, the clerk, her roles and responsibilities from the lawyer and preceded to complain about the \$1,600 in bills from Clifton Larson Accounting (CLA) to fix the CT form and IRS 941 problems that was supposed to be done by the last clerk but left for Rebecca to do. We talked about an audit and he said 8 years would be \$50,000 but Rebecca had checked with CLA and they said it would \$10,000 to \$14,000 for 2 years. Kirk brought up two discrepancies in Torkelson job and Scott construction bids. Scott said no answers to them yet. Kirk said we need to get the Scott Construction double billing of \$1862.04 from almost 3 years ago straightened up before we pay them for this year’s work.
 - C) Approval of emergency gov’t action on Hawk Island Rd- points 1-3 – ***Motion to declare Hawk Island & Fire Tower Road as a disaster to get fixed by Emergency Management by Scott & 2nd Dave. Motion carried. Hawk Island will cost \$22,000. Oak Ridge is washing out again & will need to be fixed next month.***
 - D) Fire Tower Culvert & Emergency Repairs – Scott turned in the bill for Hawk Island for \$1,200 to fix Fire Tower Rd culvert.

- E) Transfer funds in the budget (Action Required) - In 2016, we had \$56,000 left in the budget that was not used. ***Motion by Dave to put \$5,000 in clerk budget for accounting to fix accounting errors from the last clerk & \$25,000 to roads & Kirk 2nd & all approved, so motion carried. Scott signed the paperwork to pay back the comprehensive plan & gave it to Kyle to take to the county and when Rebecca gets paperwork back she will pay the bill. Motion by Scott to put in \$3,000 in budget from fund balance & 2nd by Dave & all approved. So now transferred \$33,000 of the \$56,000 into 2017 budget.***
7. Treasurer's Report – Kyle presented her report.
8. Clerk's Report
- A) IRS Letter due 7/18 or penalty \$3614 from 2014 941 tax discrepancies – Rebecca went to CLA and they helped her fix the 941 from 2014. The IRS informed Rebecca that the former clerk had been contacted by mail many times and with no response that is why we had until July 18th to get it done.
- B) Sign Contract for appraiser – Scott signed new contract we will need to budget more over the next three years. ***Motion to accept appraisal by Dave & 2nd by Kirk & all approved, so motion carried.***
- C) Poll workers for elections – Rebecca presented the Poll Workers list: Judy Hunter, Margaret Legois, Karen Kubicek, Pat Bucholz, Connie Tatge, Ann Berekvam, Teri Kenyon, Robin Bucholz, Tom Franks, Carl Pederson, & Todd Olson. But we cannot verify these until Republican and Democrat lists are given to the clerk.
- D) Any mail that came in after posting – Rebecca needs a credit card to order things on the computer. So, someone in the crowd said what about getting a prepaid card. ***Motion by Dave to let the clerk purchase a \$200 prepaid debit card for emergencies & 2nd by Kirk, so all approved & motion carried.***
August 3rd next district WTA meeting at the courthouse & all said they would attend.
9. Chairman's Report
- A) Repairs to tractor radiator – Scott gave Rebecca a bill from Kevin's Transport for \$540 to fix radiator & wash dump trucks & Hizer Auto Repair to charge A/C for \$50.
- B) Cost to remove debris from roads from June 12th - Kirk to do a map of trees down because we might get reimbursed from emergency management. We need to get bids next month for culvert on Hawk Island Road that is not covered by emergency management rules.
10. Correspondence & Meetings Reports - none
11. Approval and Payment of Bills - Kirk and Dave questioned Scott on renting a lawn mower to mow town hall and shop and 7- 10 hours to do it. Scott said he would check into it.
12. Next Board Meeting: August 17th & any new agenda items – Put on attorney & portable bathroom
13. Adjournment – 9:55pm Motion by Dave & 2nd Kirk

Respectfully Submitted,
Rebecca Franks, Manchester Town Clerk
Posted 8-14-17, Edited 8-17-17