

**MINUTES OF THE JUNE 1, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:06 PM on Monday, ~~May 4~~, June 1, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, Treasurer Geri Sell, reporter Brian Jopek of the Lakeland Times newspaper, residents Rick Clem, Mike Potts, and Arlene Kellett, along with many others via Zoom.

Supervisor Wainio moved to accept the agenda at the discretion of the Chair, seconded by Supervisor Brownwell. The motion was approved 3-0.

Minutes of the May 4 regular meeting and special meeting dated May 14, 2020 were approved 2-0 on a motion made by Supervisor Brownwell, seconded by Supervisor Wainio.

Treasurer Geri Sell read her report which was approved 2-0 on a motion to accept by Supervisor Brownwell and seconded by Supervisor Wainio.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library expects to be closed until around July 1st., but continues to offer curbside pickup on Thursday and Saturday. Extreme Construction will start on siding repairs about June 5th. Ideas for construction of a greenhouse and gazebo on Library property will need to be presented to the Planning Commission.

Transfer Site: The appliances that were not disposed of last Fall were brought to the Hwy G Landfill by Don Melzer in May. A new post was installed at the entrance to secure the gate properly. 21 vehicles participated in the brush day May 17th. Mr. Brownwell expects to offer another opportunity to dispose of brush in late June or early July along with during the Fall. Don Melzer collected \$140 in disposal fees which were given to Treasurer Sell for deposit in the Town bank account.

Park: There has been some occurrences of vandalism in the Park during May, so residents are being requested to advise the Town Board members if anything suspicious is observed. Mr. Brownwell has installed new locks on the bathroom doors which will remain locked outside of planned events.

Supervisor Wainio

The *Fire Department and Cemetery Committee* have not met since March due to the Corona virus threat. The Fire Department has continued to serve the community as needed during the pandemic in a safe manner utilizing any necessary equipment and procedures to protect both the responders and patients. An additional member has qualified and become certified as an EMR during this time and another member is participating in EMT training. Chief John Melzer is still working on cutting the cost to purchase the tanker needed by the department.

The *Planning Commission* met on May 27th via Zoom and are presenting one new and one updated ordinance to the Town Board for discussion and possible approval tonight. Two other ordinances reviewed were not changed.

South Turtle Boat Landing: Mr. Wainio has not heard anything from Coleman Engineering since their request for information on the 2014 permit received by the Town for upgrading which was smaller in scope than what is now wanted.

Culverts: On the agenda tonight.

Chairman Discianno

Mr. Discianno discussed additional vandalism at the Park including evidence that a vehicle like a car or truck was doing donuts in the grass. He also noted that although they are not allowed ATVs and UTVs have been observed in the Park.

The Town Crew has requested the Town consider purchase of a backpack blower for their use. Mr. Discianno will research the cost to purchase. Crew member Bill Sell was able to pull all the blocks at the South Turtle Boat Landing back in place and will attempt to anchor them in place. Don Melzer has been mowing the grass on the Town properties.

The Lions Club is going to donate a spruce tree to be planted in the Park for decorating at Christmas time.

CORRESPONDENCE:

Mr. Discianno received correspondence raising concerns over the fact that Transfer Site Attendant Don Melzer is not wearing a mask while working. Mr. Brownwell has discussed this with Don and noted that

it gets too hot in the building for the attendant to wear a mask at all times. Mr. Brownwell has instructed Don Melzer to keep appropriate distance between himself and those disposing of items. The attendant will have a mask available if it is necessary to assist anyone directly.

Clerk Wainio read a letter received from Beth Kebl of the World Championship Musky Classic (WCMC) advising the Town that due to the uncertainties presented by the event has been cancelled for 2020 due to uncertainties coronavirus, the WCMC Board decided to cancel the event for 2020. Unless new groups, i.e. Chambers of Commerce from the surrounding towns volunteer to take the event over 2019 will have been the end of this event which awarded over \$200,000 in college scholarships to graduates of North Lakeland Elementary School. Mrs. Wainio also presented Mr. Discianno with a questionnaire received from J.R. Ryan Bonding regarding the status of the Municipal/Emergency Services Building construction and an unpaid invoice from Country Charm Carpet for replacement of damaged tile in the Town Hall meeting room caused by the negligence of Athens Lumber during the project.

OLD BUSINESS:

Road/lane name changes: Mr. Wainio made a motion to approve the names of Little Wakefield Lane, Birch Berry Cove and Eagle Point Lane for private drives located off E. Pardee Lake Rd and Old O. Mr. Discianno seconded the motion which was approved 3-0.

New Town Garage: Ray Kilty of PhaseOne Construction had to reorder the corner pieces for the garage because they were the wrong profile and should return this week and install. PhaseOne is behind in their work due to COVID-19 but will continue the punch list. Mike Barton has been requested to look at installing aprons at the overhead and entrance door locations. Mr. Wainio suggested that grates be installed in the concrete by the entrance doors so that mud and snow can be scraped off workers boots before entering the building. Mr. Discianno received a bid from Ron Behnke for construction of a 32" w X 38" h workbench in the garage. Mr. Brownwell made a motion to hire Mr. Behnke to build the workbench for the bid cost of \$1295.00. Mr. Discianno seconded the motion which was approved 3-0.

Emergency Services Building (E.S. Bldg.) Update: Door sweeps on the overhead doors have been replaced. The contractor refuses to return and remedy the plumbing issues since he was not paid for additional expenses. Mr. Wainio will contact Schmidt & Sons Plumbing to fix the problems with both the power flush systems in the new toilets and to secure the toilet in the original section of the Fire Station. The only other item Mr. Discianno believes all that remains on the punch list for is striping of the parking lot by Pitlik & Wick. Weatherstripping on the overhead doors in the original section of the Fire Station need to be replaced with new vinyl. Mr. Brownwell volunteered to install the weatherstripping himself without charging the Town if the Town purchases the materials. Mr. Wainio made a motion to have Mr. Brownwell install the weatherstripping after the Town purchases the material. Mr. Discianno seconded the motion. The motion was approved Mr. Discianno-aye, Mr. Wainio-aye, Mr. Brownwell-abstain

Gutters/Ice control at E.S. Bldg.: Mr. Discianno contacted Badger Seamless Gutters and is in the process of contacting additional firms for information. The name of the firm that installed the membrane roofing is not available, but Ray Kilty will obtain information on possible remedies to the shedding of snow and ice from the Fire Dept. drive-through bay.

Brunell & Strebe Road repairs: When Bike Trails, Inc.(BTI)requested utilizing Brunell and Strebe Roads for part of a new bike trail within Winchester, the previous Town Board was assured that both roads would be built to Town road specifications and the expense would be incurred fully by BTI. These two roads were blacktopped by Pitlik & Wick (P&W) in the Fall of 2019 and showed severe lateral cracking by April 2020. Mr. Discianno contacted Dale White of BTI requesting repairs be made to the roads. P&W informed Mr. Discianno they were only hired to add gravel to the existing chip seal road, pulverize, grade, and then pave with hot mix asphalt. P&W insists the problem is not due to the structural integrity of the asphalt but due to subgrade issues which P&W was not hired to address. P&W has offered to crack seal both roads and nothing more. Mr. Wainio made a motion to pursue correction of the problems in these two roads and if Brunell and/or Strebe Roads continue to deteriorate the Town will require P&W to completely re-do the road(s). Mr. Brownwell seconded the motion. Mr. Wainio-aye, Mr. Brownwell-aye. In addition to the road problems, Rick Clem was assured by BTI that his property adjoining Brunell Road would be restored to its condition prior to the construction. To date that has not been accomplished.

Cluster Mailboxes: Mr. Brownwell will repaint the mailboxes with paint purchased by the Town and the Town crew will move them to Northeast corner of the E.S. Building parking lot.

Bear Naked Technologies: Mr. Brownwell made a motion to approve the agreement with Bear Naked Technologies to supply the IT support to maintain the Town computers to minimum security standards required by the Wisconsin Elections Commission. Mr. Wainio seconded. Motion approved 3-0.

Culverts & 2021 Bridge Aid: In addition to the culvert replacements at Bruette Roads and Old O previously discussed, Mr. Wainio will contact the DNR to determine if a permit is required to replace the Papoose Creek culvert under Papoose Lake Road and if possible include that project in the application for aid from the Vilas County 2021 Bridge Aid program. The application will be submitted by Mr. Wainio this week.

Maintenance agreement with BTI: Supervisors Brownell and Wainio feel it will be necessary to meet again in person with representatives of BTI to discuss concerns over infringement of private property, timing of work performed, lack of signage on the trail, use of ATV/UTVs by BTI on Town roads, and the failure to take care of the Clem property. BTI informed Mr. Discianno that Down to Earth Landscaping is supposed to take care of the Clem property and Rick Clem should contact Bob Anderson of Down to Earth regarding the claim. Due to the safety and liability issues of the lack of trail signage, Mr. Wainio made a motion to send a letter to Bike Trails, Inc. stating the Town's displeasure with the activities of Bike Trails, Inc., and that unless the bike trail between Hwys. K & J is properly signed within a week it be closed. After hearing comments from the public and Mr. Brownell, Mr. Wainio amended his motion to "close the bike trail from Hwy K to J immediately and not re-open until it is properly signed". Mr. Brownell seconded the motion. Mr. Brownell, Mr. Wainio and Mr. Discianno all voted aye.

2020 Road Work: Mr. Wainio presented the 2020 Road ratings as determined after the inspection performed May 9, 2020 by himself and Mr. Brownell. During their inspection, many discrepancies between actual signage and Department of Transportation (DOT) records were discovered and need to be remedied. Mr. Wainio will contact DOT and determine how to consolidate sections of roadway as short as 100 feet with the remaining portions of the same road. Fahrner is to continue crack sealing the following sections of roadway not completed in 2019: Old O from the park to the new asphalt, Agony Point Road, North Turtle Drive, and the Town's portion of West Circle Lake Rd. Mr. Brownell made a motion to bid the following roads/sections of road for crack sealing in 2020: Tillman Road, West Birch Lake Road, East Birch Lake Road to fire number 7625, Keppler Road from Hwy W to Barr's Road and the North side of Trails End Road for 150' from the intersection of Papoose Lake Road. Mr. Wainio seconded the motion which was approved 3-0.

NEW BUSINESS

2020-21 Liquor, Cigarette and Operators' License: Mr. Brownell made a motion to renew the Class B Combination License for The Wainio Corporation, Sulo Wainio agent. Chairman Discianno seconded the motion. Vote to approve Brownell-aye; Discianno-aye, Wainio-abstain. Mr. Brownell made the motion to renew the Class B Combination License for Northwoods Smokey's, James Zett agent which Mr. Discianno seconded. Vote to approve Brownell-aye, Discianno aye, Wainio-abstain. Mr. Brownell made a motion to renew the Cigarette License for Thirty Point Trading Post and Tap, Sulo Wainio agent. Mr. Discianno seconded. Vote to approve Brownell-aye; Discianno-aye, Wainio-abstain. Operators' Licenses were applied for by the following: Sandra Coan, Angel Johnson, Rebecca Potter, James Zett, Kent Long, Thomas Kaminsky, Theresa Umbach, Sulo Wainio and Joan Wainio. Mr. Brownell made motions individually to approve each operators' license applications which Mr. Discianno seconded. Vote to approve Brownell-aye, Discianno-aye, Wainio-abstain.

Ordinances: Mr. Wainio made a motion approve Ordinance 2020-01 "Licensing and Control of Dogs". Mr. Discianno seconded the motion. Approval: Brownell-aye, Discianno-aye, Wainio-aye. Due to errors in the wording of the Finance Ordinance sent to the Board, it will need to be corrected by the Planning Commission. Mr. Wainio reminded the Board it will need an ordinance to appoint alternate members to the Board of Review for 2020.

Planning Commission Member Resignation: Mr. Wainio made a motion to accept the resignation of Andy Harris from the Planning Commission and thank Mr. Harris for his service. Mr. Brownell seconded the motion which was approved 3-0.

Advertising for Planning Commission: Mr. Wainio made a motion to advertise for new members with a term of 3 years to the Planning Commission. The motion was seconded by Mr. Brownell and approved on a 3-0 vote.

Zoom Meeting Contract: Although the Town will hopefully be resuming in person Board meetings sooner, Mr. Wainio made a motion to reimburse Mr. Discianno for the year-long contract paid personally by Mr. Discianno in the amount of \$158.15. Mr. Brownell seconded, and the motion was approved 3-0.

Road Management Consultant: Since no one on the Town Board is an expert on road construction, Mr. Wainio suggested the Town consider hiring a consulting firm like Delmore to review and suggest best procedures. Mr. Brownell made a motion to table until more research is completed.

Assignment of additional Town Email accounts: In order to follow proper protocol of Town electronic correspondences Mr. Wainio made a motion to assign all members of the Planning Commission, Lakes Committee, and the Librarian accounts with the winchester54557.org designation. Mr. Brownwell seconded, and the motion was approved 3-0.

Scheduling of Community Events for remainder of 2020: Due to the uncertainties over COVID-19 questions had been raised on advisability of hosting Town events at this time. At this time Cory Siegner and Arlene Kellett feel positive they can coordinate and run the Picnic and Park and Boat Parade in a safe manner as scheduled for July 11, 2020. Mr. Brownwell made a motion to allow the events to proceed at this point, allowing the possibility they may need to be cancelled closer to the actual date. Mr. Wainio seconded, and the motion passed 3-0.

Future Agenda Items: Bids on road projects

The meeting was adjourned to public participation at 9:24 PM on a motion by Mr. Wainio, seconded by Mr. Brownwell. Rick Clem questioned whether the surveillance cameras at the Town Park were operational. They will be reviewed to attempt to determine the identity of the person(s) involved in the recent vandalism.

The meeting was reconvened at 9:27 PM. Mr. Wainio made a motion to approve vouchers from payroll direct deposit of 5/1/2020 to EFT 1432. Mr. Brownwell seconded with 3-0 approval.

Upon preparing to enter closed session, Mr. Discianno announced that the Town crew members wish to sit down in person with the Board during regular working hours to discuss the Employee Handbook. Based on that information Mr. Wainio made a motion to cancel the planned closed session which Mr. Brownwell seconded with unanimous approval.

The meeting was adjourned at 9:31PM.

Respectfully submitted,
Joan Wainio, Town Clerk