

**MINUTES OF THE JULY 6, 2020 TOWN BOARD MEETING
TOWN OF WINCHESTER, VILAS COUNTY**

Pending Approval from the Town Board

Chairman Discianno called the meeting to order at 7:00 PM on Monday July 6, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownnewell, Supervisor Wainio, Clerk Wainio, Treasurer Sell, reporter Kayla Houp of the Lakeland Times newspaper, a representative from Pitlik & Wick, residents Arlene Kellett, Dick Smith, and Dave Chow along with many others via Zoom.

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

Minutes of the June 1 regular meeting and special meeting dated June 24, 2020 were approved 3-0 on a motion made by Chairman Discianno seconded by Supervisor Brownnewell.

Treasurer Geri Sell read her report which was approved 3-0 on a motion to accept by Supervisor Wainio and seconded by Supervisor Brownnewell.

SUPERVISOR REPORTS:

Supervisor Brownnewell

Library: The Library Board is considering various projects to utilize accumulated cash donations including construction of a greenhouse, a room addition, and/or screening in the porch. Research will be done on the historic status of the building before any structural changes can be made. The Library may re-open in stages after the Town Board clears public use. The repairs to the rotten siding on the Community Building were completed in June and a downspout will be repositioned.

Transfer Site: There have been problems with non-functioning items being left at the Transfer Site. Supervisor Brownnewell will order informational signs noting dates the Transfer Site will be closed.

Park: Ty Rayala will check the security cameras at the Park and Community Building.

Supervisor Wainio

Cemetery Committee will meet soon.

Fire Department: Is finalizing plans to replace its LIFEPAK 12 with a LIFEPAK 15 for approximately \$39,000 utilizing a portion of the donations received since 2018.

The Planning Commission met on June 22nd via Zoom and are presenting two new ordinances to the Town Board for discussion and possible approval tonight. No action was taken on an ATV ordinance.

Chairman Discianno

Recently, stop signs on Bucks Road & Old O were vandalized but quickly cleaned, locator markers along the bike trail were removed and it appeared like a motor vehicle drove across the bike trail depositing dirt on the trail.

A tire on the brusher was repaired and then a hydraulic line broke. The crew would like to replace the brusher with a batwing mower. Benches at the park need to be re-stained.

CORRESPONDENCE:

Clerk Wainio read a letter received in favor of allowing ATV/UTV use on Town Roads and an email asking if the Town would consider adopting a noise ordinance after neighbors set off fireworks 2 nights over Fourth of July weekend after midnight.

Chairman Discianno read a letter requesting a property in the town be cleaned up.

Supervisor Brownnewell reported a verbal request to finalize the shouldering on Brunell Road.

NEW BUSINESS

To accommodate the representative from Pitlik & Wick present, Chairman Discianno took up the road crack sealing projects for the following roads: Tillman Rd, West Birch Lake Road, East Birch Lake Rd from County W to fire number 7625, Keppler Rd from County W to Barrs Road and the specified 150 feet of Trails End Road. Before opening the bids, Supervisor Brownnewell questioned the procedure followed in discussing the projects with the contractors. Since Brownnewell and Wainio had inspected the roads in May, the bid posting directed any questions to Supervisor Brownnewell, but the contractors contacted Chairman Discianno. Instead of instructing Fahrner & Pitlik & Wick to call Brownnewell, Discianno took on the project without full knowledge of the status of the roads in question, Fahrner bid \$11,602.52 to crack seal the listed roads and an additional \$13,47.20 to flex patch these roads totaling \$24,949.72.

Pitlik & Wick presented a bid of \$38,989 to crack seal and flex patch the listed roads. Supervisor Brownwell expressed concern over taking too long to make a decision, but both he and Supervisor Wainio had additional questions which should have been addressed before the bids were computed by the contractors, so Supervisor Wainio made a motion to table the decision until the needed information is received. Supervisor Brownwell seconded the motion which was approved 3-0.

OLD BUSINESS

Road/lane name changes: None

New Town Garage: Brian Kilty of PhaseOne Construction will finalize the punch list by July 10th.

Chairman Discianno suggested the Town blacktop right to the building instead of pouring concrete aprons. Supervisor Wainio responded that was not advisable.

Ron Behnke is scheduled to start building the workbench in the garage by July 10th.

A&B Construction will contact Chairman Discianno with a start date for constructing the Salt Shed by July 10th.

Emergency Services Building (E.S. Bldg.) Update: Striping the parking lot is on Pitlik & Wick's schedule. The power flushers in the new bathrooms have been repaired, but the toilet in the original section of the Fire Station still needs to be properly fastened. Chairman Discianno feels the bonding company can be advised the building is finished.

Gutters/Ice control at E.S. Bldg.: Chairman Discianno contacted Badger Seamless Gutters and R&B Seamless Gutters for quotes on gutters for sections of the E.S. Building. R&B turned in an estimate for the entire building with no breakdown. Supervisor Brownwell made a motion to table the discussion until comparable bids were received. After Supervisor Wainio seconded, the motion was approved 3-0.

Brunell & Strebe Road Repairs: Chairman Discianno has not spoken with anyone from Pitlik & Wick or Bike Trails, Inc. since the June 1, 2020 meeting, but noted that the paving was done at no cost to the Town. Brunell Road resident Mike Barton took pictures showing cracks in the pavement before the shouldering was completed. Supervisor Brownwell does not think the roads were shouldered correctly. Chairman Discianno will set up a meeting with Pitlik & Wick to discuss the problems with the pavement on Strebe & Brunell Roads along with the ditching along Strebe Road.

Maintenance Agreement with Bike Trails, Inc. (BTI): Chairman Discianno will set up a meeting with the representatives of BTI to work out concerns with the current agreement including hours of operation, adding the Town of Winchester to the Escrow Account established for the Town of Manitowish Waters, concerns regarding adjacent property owners' rights, sections of the bike trail along County K that lie within the Town of Winchester's boundaries. Supervisor Brownwell wants to know who is in charge at BTI since information is not being passed on to the EAU employees doing the work. Why are we talking to Dale White?

Stop signs at the intersection of Hwys W&K: A small stop sign has been placed at the southeast corner of the intersection; however, the northeast corner still has no stop sign.

2020 Road Work Construction: After the road inspection in May, Supervisors Brownwell & Wainio feel that Kling Road, Mud Lake Road, Old Hwy W, Lakeshore Drive, Logan, and a section of Rainbow Roads need attention. Before posting for bids the board needs more information on the proper choice of either cold rolled or hot mix on these roads. Besides Delmore Construction, there is a firm in Rhinelander, Town & Country Engineering that advises municipalities on the advisability of road surface types. Supervisor Wainio will try to arrange for a representative to attend the August meeting regarding this type of service.

Town Facility usage: Supervisor Brownwell made a motion to keep the Town Hall, offices, Library and Community Room and Park Pavilion closed until after the August 3rd Board meeting. Chairman Discianno seconded the motion which was approved 3-0.

Operator License Renewals: No additional renewals have been received by the clerk, so no action was taken.

NEW BUSINESS

Proposed Ordinances received from Planning Commission: Supervisor Wainio read the "Finance" ordinance as written by the Planning Commission. Supervisor Brownwell made a motion to adopt the ordinance as presented, Chairman Discianno seconded. Vote to adopt the Finance ordinance:

Brownwell aye; Discianno aye; Wainio aye

Supervisor Wainio then read the proposed ordinance to allow destruction of public records. Chairman Discianno made a motion to adopt the ordinance which Supervisor Brownwell seconded. The ordinance was adopted as follows: Discianno aye; Brownwell aye; Wainio aye.

Ordinance Requests for Planning Commission: The Planning Commission's June meeting agenda included utilizing Winchester Town roads to connect to the ATV trails in Iron County and the Upper

Peninsula of Michigan, however the commission members consensus was to open up all town roads to use by ATV/UTV/Golf Carts. After discussion, Supervisor Brownwell made a motion for the Planning Commission to write an ordinance allowing ATV/UTV use on Town roads. Supervisor Wainio seconded the motion which passed 3-0. Chairman Discianno requested the review and clarification of the fines included in the Nuisance Ordinance. Supervisor Brownwell made a motion to have the Planning Commission write an ordinance to only require 1 fire inspection annually. Chairman Discianno seconded the motion, which passed 3-0.

Appointment of Planning Commission Member: The only letter of interest was received from Craig VanArk. Supervisor Wainio made a motion to appoint Mr. VanArk to the Winchester Planning Commission for a three-year term. Supervisor Brownwell seconded the motion. Mr. Discianno, Brownwell and Wainio all voted in favor of the appointment.

Repairs to façade of bridge between North & South Turtle Lakes: Mr. Discianno reported that 2011-12 was the last time anything was done here. Questions were raised on whether the Turtle Lakes Assn. (TLCA), which did the original façade work was responsible for the upkeep. TLCA President Mike Bantz who participated via Zoom did not believe the TLCA had committed to the maintenance but assured the Town Board that the Association would be willing to donate to help with the expense. Supervisor Brownwell made a motion to post for bids to make the necessary repairs. Supervisor Wainio seconded the motion and the vote to approve was 3-0.

Noseum Boat Landing Repairs: Supervisor Wainio explained that the Town Crew simply needs to add some gravel on the road and cut some trees that have fallen and are laying inches from the roadway.

Projects for Town Crew: Supervisor Brownwell gave Chairman Discianno a written list.

2020 Annual Town Meeting: No date was set due to the continued uncertainties posed by the COVID-19 pandemic.

New Flagpole(s) for E.S. Building: Supervisor Wainio presented some information on costs of 20-30-foot-high flagpoles to supplant or replace the one flagpole in front of the E.S. Building. Fire Chief John Melzer will advise Mr. Wainio the sizes of the 3 poles at the new Manitowish Waters Fire Company station, and Supervisor Wainio will research alternate flagpole suppliers. It was agreed that a 4' X 6" American Flag is the appropriate size to fly at the E.S. Building. The Fire Dept will remove the 2 cedar poles which held the Fire/EMS placard and install the placard on the exterior wall of the Fire station drive-through bay.

Purchase of Fire Dept. Tanker Chassis: Fire Chief John Melzer explained that the entire cost of building the tanker is not finalized, but he has received a price on the chassis from Peterbilt. He is working with Pierce, Stainless Mfg., and US Tank to build the body. After reducing the price of the chassis by approximately \$66,000, the entire unit should cost the Town approximately \$274,000 - \$334,000. After putting the new tanker into operation, the ISO rating for Winchester should drop by at least 1 point and possibly 2 rating points, lowering homeowners' insurance costs. Zoom attendee Lee Stengel questioned the life span of the tanker. Chief Melzer explained that NFPA does not place a shelf life on tankers like on engines, but we can easily expect the equipment to serve the community for 30+ years. Supervisor Wainio made a motion to purchase a Peterbilt 348 chassis at \$112,134. Chairman Discianno and Supervisor Brownwell simultaneously seconded the motion. Chairman Discianno, Supervisor Brownwell, and Supervisor Wainio all voted in the affirmative. Chief Melzer thanked the Town Board for their support.

Temporary Class "B" License application by Fire Dept.: Supervisor Wainio made the motion to issue a Temporary Class "B" Beer License to the Winchester Fire Dept for use at the Picnic in the Park to be held on July 11, 2020 at the Town Park. Supervisor Brownwell seconded the motion which was approved on a 3-0 vote.

Supervisor Wainio made the motion to issue a Temporary Class "B" Beer License to the Winchester Fire Dept for use at the Boat Parade July 11, 2020 at the bridge between North & South Turtle Lakes. Supervisor Brownwell seconded the motion which was approved on a 3-0 vote.

Employee Handbook Review with employees: After being assured by Chairman Discianno that he will provide written input from the Town Crew to Clerk Wainio by Monday July 20th, it was agreed to hold the review 8:30 A.M. on Wednesday July 22, 2020 at the Town Hall. Clerk Wainio will distribute the paperwork to Supervisors Brownwell and Wainio so that it can be evaluated prior to the meeting.

Future Agenda Items: Supervisor Wainio was advised that he did not need to add replacement of door into the original portion of the Fire station to a future meeting agenda, but was instructed to go ahead and order the door and hardware needed to install the door into the block wall.

At 9:34 PM the meeting was adjourned to public participation on a motion by Supervisor Brownewell, seconded by Supervisor Wainio.

Lee Stengele, John Melzer, and Mike Bantz thanked the Town Board for a productive meeting. The meeting returned to open session at 9:35 PM.

Supervisor Wainio made a motion to approve vouchers #29522 through 29556 for a total of \$70,689.38. Supervisor Brownewell seconded the motion which was approved 3-0.

The meeting was adjourned at 9:36 P.M.

Respectfully submitted,
Joan Wainio, Town Clerk