

**MINUTES OF THE AUGUST 3, 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 August 3, 2020 at the Winchester Municipal Building. Attending were Chairman Discianno, Supervisor Brownwell, Supervisor Wainio, Clerk Wainio, reporter Kayla Houp of the Lakeland Times newspaper, Jeff Delmore of Delmore Consulting, Mark Barden representing Town & Country Engineering 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 2-0.

Minutes of the July 6, 2020 regular meeting were approved 2-0 on a motion made by Supervisor Brownwell and seconded by Supervisor Wainio.

Clerk Wainio read the treasurer's report as prepared by Treasurer Geri Sell. Supervisor Brownwell made the motion to approve the report as read, Supervisor Wainio seconded the motion which was approved 3-0.

SUPERVISOR REPORTS:

Supervisor Brownwell

Library: The Library Board is still looking at options for utilizing some of the cash donations they have received.

Transfer Site: A new service has been found to handle the oil disposal; Don Melzer has cleaned up the excess miscellaneous donated items for re-use. Supervisor Brownwell presented \$170.00 in disposal fees to Clerk Wainio for Treasurer Sell to deposit, noting that it is getting close to the end of the season for this service.

Park: The park restrooms are closed at this point and will probably stay closed for the rest of the season. Unless the water heater can be repaired it will have to be replaced.

Lakes Committee: Although Supervisor Brownwell was not able to participate, the Lakes Committee met on July 30th. They will be requesting Town Board approval of new representatives for Adelaide Lake, Blaze Burton, and Harris Lake, John Grimmer at the next regular Town Board meeting.

Supervisor Wainio

Cemetery Committee is scheduled to meet Wednesday August 12th.

Fire Department: Has purchased the LIFEPAK 15 and the EMT/EMRs received training from the manufacturer on July 7th. The department checked the operation of its' portable equipment in June.

The Planning Commission met on July 7th via Zoom and began discussing a possible ATV/UTV ordinance. are presenting two new ordinances to the Town Board for discussion and possible approval tonight. No action was taken on an ATV ordinance. It was determined that golf cart operation on town roads will have to be handled separately under what DOT refers to as Low Speed Vehicles. They will continue to research both ordinances. The joint ordinances with Presque Isle pertaining to Papoose Lake will need to be re-written to comply with DNR water regulations.

Chairman Discianno

Ron Behnke fabricated 3 vent stack supports for our metal roofs which were damaged by snow sliding off the roofs last Winter. Chairman Discianno met with Vilas County Highway Commissioner Nick Scholtes to discuss tree removal along County W to improve the sight line by the Emergency Services Building.

The Town Crew is in the process of moving all equipment into the garages along with removing debris on the garage property, and Chairman Discianno gave the Supervisors' project request list to Joe & Bill.

Reinders of Minocqua will be planting the tree donated by the Lions Club towards the end of August. If enough Lions Club members feel comfortable in this COVID-19 environment, they will be donating labor to stain the benches in the park.

CORRESPONDENCE:

Chairman Discianno read an anonymous complaint regarding the property at G2058 (new number 7763) Townsite Road under Winchester Ordinance #2018-11. Chairman Discianno will be contacting the owner of the property after an inspection.

NEW BUSINESS

1) *Road Consultants Presentations:* To accommodate the representatives from Delmore and Town & Country, Chairman Discianno turned the floor over to them. Jeff Delmore gave a detailed Power Point presentation of the services offered by his company. Mark Barden advised the board that his company

works across the state and most recently in our area with Boulder Junction and Three Lakes. After answering questions from the board and the public, the representatives suggested that the Town of Winchester submit an RFP (Request for Proposal) to their firms if there is any interest.

2) *Swearing in of Planning Commission Member:* Chairman Discianno administered the oath of office to Craig VanArk as member to the Planning Commission in place of resigned member Andrew Harris.

OLD BUSINESS

1) *Road/Lane name changes:* There were no road/lane name changes to discuss.

2) *Town Garage Updates:* PhaseOne completed installation of the exterior corners, finished the metal trim around the PTAC (air conditioning unit) and the office trim. Specs are needed to advertise for bids to install concrete aprons on the garage. Chairman Discianno will handle this.

The Salt/sand shed construction is scheduled to begin August 24th.

Pictures of damage to the overhead door trim and first panel of the wall on the North side of the building by the overhead door were sent to Ray Kilty to acquire the correct material for repairs. Bollards will also have to be installed when the repairs are made.

3) *Emergency Services Bldg. Updates:* Parking lot was striped since the last meeting; however, the handicap spot needs to move over one space to the North. Chairman Discianno will contact Austin of Pitlik & Wick to request this change. Supervisor Wainio brought up the installation of a dusk to dawn sensor at the front entrance again. Chairman Discianno will talk to BJ Bauers regarding installation. Supervisor Wainio noted that members of the Fire Dept. had removed the post which held the Emergency Services sign by the southbound exit to the building, noting that the electrical conduit that served the sign needs to be pulled or cut and capped, also noting that electrical service needs to be brought to the location of the electronic sign to supply light for the American Flag.

4) *Gutters/Ice Control at E.S. Bldg.:* Chairman Discianno received a text message from R&B clarifying their pricing for only 2 sections of the Fire Department and the front door area of the office addition would total \$2500. Badger Seamless Gutters bid for the same areas was \$1225-\$1325. During his conversation with Highway Commissioner Nick Scholtes, Chairman Discianno found out that the Highway Department garage has ice control on their membrane roof. Mr. Scholtes is to call Chairman Discianno with information on the product. Chairman Discianno made a motion to award Badger Seamless Gutters the project to install 139' of gutters including downspouts at an estimated cost of \$1225, not to exceed \$1325. Supervisor Wainio made the second which was approved 3-0.

5) *Brunell & Strebe Road Repairs:* Chairman Discianno will coordinate a meeting between the Town Board and Pitlik & Wick (P&W) to walk Brunell & Strebe Roads to determine how to correct the cracking problems. Brunell Rd sustained some damage by a contractor working on some food plots located adjacent to the road. They will be asked to park somewhere else than on the road in the future. Neighbor Eugene Schellinger questioned whether part of the problem lies in the fact that the shoulders of the road are so soft that they are not supporting the asphalt. Supervisor Wainio requested that P&W supply the board with the specification used to build the road since the job was handled entirely by Bike Trails Inc. (BTI). Chairman Discianno will request the information be brought to the meeting he is scheduling with P&W. Supervisor Brownwell is in the process of coordinating a meeting between BTI, EAU and 4 property owners along the bike route/trail who have concerns on effects to their properties since this road paving and trail along County W was completed.

6) *Bike Trails Inc. Maintenance Agreement:* Chairman Discianno advised the supervisors that due to the fact that this is a contract, the suggestions for change will have to be made in writing and presented to our attorney Greg Harrold who will review and then present to BTI for response.

7) *Missing bike trail stop sign:* A stop sign has still not been installed for the where the bike trail crosses County K from the parking lot of Smokey's. A suggestion was made to add it to the current post for the roadway stop sign.

8) *2020 Road Work construction plan:* The current estimate to reconstruct a mile of road is \$150,000. No action will be taken until further information is received from the road consultants.

9) *Public use of town facilities:* Due to the spike in local COVID cases, there will be no change in the current board policy.

10) *Crack Sealing Projects:* It appears that the best fix for West Birch Lake Rd. will be reconstruction. Based on the bids opened at the July 6, 2020 meeting, Supervisor Wainio made a motion to award the bid to Fahrner at \$5,236.65 for crack sealing. Supervisor Brownwell seconded. The motion was approved 3-0. Supervisor Wainio then made a motion to have Fahrner perform flex patching on the roads except for W. Birch Lake for \$3,164.80 which was seconded by Supervisor Brownwell and approved 3-0.

- 11) *E.S. Building Flagpoles*: After discussion Supervisor Brownewell made a motion to purchase 3 flagpoles; 1-30' and 2 25' for a total price of \$2,432.89 less sales taxes. Chairman Discianno seconded the motion. Motion approved 3-0.
- 12) *North/South Turtle Bridge façade repairs*: Tabled for more information.
- 13) *2020 Annual Meeting Date*: Tabled due to COVID-19.

NEW BUSINESS:

- 3) *Loan application for Fire Dept Tanker purchase*: Awaiting paperwork from the Board of Commissioners of Public Lands. No action could be taken.
- 4) *LIFEPAK 15 Maintenance Agreement*: Supervisor Wainio made a motion to pay \$4,589.00 from the Ambulance budget for a 3-year maintenance agreement to cover the LIFEPAK 15 purchased from the donations received by the Fire Department. Supervisor Brownewell seconded and the motion was approved 3-0.
- 5) *Future Agenda Items*: Request for Proposal (RFP) from road consultants.

The meeting was adjourned to public participation at 9:14PM and reconvened at 9:15PM

Supervisor Brownewell made a motion to approve vouchers #DDDonMelzer to EFT0689. Supervisor Wainio seconded the motion. Motion approved 3-0.

The meeting was adjourned at 9:19PM

Respectfully submitted,
Joan Wainio, Town Clerk