

February 14, 2012 **February Meeting Minutes**

TOWN OF LINCOLN
10905 Falcon Rd
Board Meeting Minutes
February 14, 2012 7:02 P.M.

Board Members Present: Dick Thomer, Dave Rogers, Tom Finta, Josh Mauritz, Robert Cassaday, Carol Szymanski-Treasurer, and Kathy Lindgren-Clerk

APPROVE MINUTES OF January 10, 2012 MEETING: The minutes of the January 10, 2012 meeting were sent via e-mail to the board members on January 17, 2012. Motion to approve the minutes as submitted made by Josh Mauritz; second by Bob Cassaday. All ayes. Motion carried.

TREASURER'S REPORT: The financial report prepared and read by Carol Szymanski showed a December ending balance of \$3,150.17. January disbursements total \$856,633.60. January income of \$871,796.18 which included hall rentals of \$60.00, bartender licenses for \$37.50, transportation aids for \$25,261.10, M&I Bank transfer in the amount of \$285,000, Time Federal Savings Bank transfer in the amount of \$560,000, brush cutting invoice for \$70.00, dog licensing for \$556.00, 2011 dog surplus money for \$149.13, use value conversion charge for \$262.73, voided check #9309 for \$389.40, December interest of \$10.32, giving a January balance of \$18,312.75

Town of Lincoln Fire Department had a December ending balance of \$38,461.19. January disbursement of \$37,000 was put into the Fire Dept Truck Fund CD. January income was \$33.16, which included a donation for \$28.30 and \$4.86 interest leaving a January ending balance of \$1,494.35.

Invested money for the two CD's: Time Federal Savings Bank-Road Machinery Fund CD has a balance of \$10,054.60 and has a maturity date of 2/13/2012. Time Federal CD road work account has a balance of \$71,950.09 and has a maturity of 6/15/2012. The Time Federal Passbook savings account – Road Fund has a balance of \$44,358.82 which includes all 2010 tax/assessment money. The Working Passbook Fund has a \$791,993.05 balance and the M&I Tax Account has a balance of \$107,959.44. The final payment of \$228,218.14 was made on the fire truck. The total interest paid on the loan was \$28,218.14, which was a savings of \$21,281.86 by paying off the loan prior to 2015. \$1,744,904.68 was collected this tax season; \$64,990 is delinquent. River Edge and Venom have delinquent personal property. Garbage assessments total \$106,450.91. Motion made by Josh Mauritz to renew the Time Federal Road Machinery CD for sixth months; second by Tom Finta. All ayes. Motion carried. Motion to accept the financial report as read made by Bob Cassaday; second by Josh Mauritz. All ayes. Motion carried.

ACCOUNTS PAYABLE: Kathy Lindgren prepared and read the accounts payable/payroll report. Citizen question related to unemployment payment to former clerk; discussion about the topic by the board relating to research done on this issue. Motion to accept the payroll report and accounts payable report made by Dave Rogers; second by Bob Cassaday. All ayes. Motion carried.

REPORTS OF STANDING COMMITTEES:

Zoning Permits: There were no zoning permits and no building permits issued for the month of January 2012.

Special Orders: Letter from Dennis Juncer, Attorney at Law, was read by Dick Thomer regarding his retirement. Legal files will be retained for ten years at Dennis Juncer residence.

Public Input: Citizen comment regarding shooting being heard at the rifle shooting range as early as 6:30 a.m. and as late as 9:00 p.m. Township does not have a noise ordinance but the County might. Dick Thomer will talk to the Marshfield police chief regarding this. Citizen comment regarding township zoning not allowing mobile homes on property as a permanent residence. Citizen comment relating to stray dog issue. Citizen comment that County surveyor will be receiving an award for his work.

Fire Department: Minutes of the February 2, 2012 meeting were read by Larry Gleichsner. Batteries were changed in the breathers and a variety of minor maintenance was done. New members were trained on pager use. Quotes received for the thermal imaging unit were \$7,661.00 & \$9,200.00; demonstration models were not available at this time. The decision was made to wait until a demonstrator unit became available to see what pricing would be on that. A Thank-You was received from property owners of a house fire. The Fire Department responded to 3 first responder calls in the month of January. A tanker truck in the price range was located but was quickly sold. CPR training class will be held at the Town Hall on February 25, 2012 and is open to the public for a minimal fee. Positive pressure training will be on February 21, 2012 at 6:00 p.m. Three new members have started fire training. Financial report as read above in treasurer's report. Year-end audit report was submitted by Tom Finta.

CONTINUING BUSINESS:

Open Bids: Dust Control, Base coat (gravel), crack filling: No bids for dust control were received. Despite several phone calls received by board members, only one bid for base coat gravel and one bid for crack filling were received. Bid for base coat for gravel was received from Boon Construction for \$9.00/yard. Motion made by Tom Finta to accept Boon Construction bid of \$9.00/yard; second by Dave Rogers. All ayes. Motion Carried. Bid for crack filling was submitted by Fahrner for \$1.35/lb. Motion made by Dave Rogers to accept Fahrner's bid for crack filling; second by Josh Mauritz. All ayes. Motion carried.

Road Work 2012: Plan had been given to board members at prior meeting.

Sign Program: A sign evaluation method needs to be adopted to comply with state regulations. Requirements are that a

person at least 60 years of age is a passenger of a 2000 year or newer SUV style vehicle at night to evaluate sign visibility on a pass/fail basis. Within the next month, Dick Thomer and Bob Cassaday will drive the Township roads and evaluate the road signs.

Snowplowing: Complaints regarding property owners plowing snow across the road and concerns for safety of snowplow operators and impact on equipment. If this practice is noted, it will be reported to the Town Chairman and he will make a visit to the violator.

Stray Dogs: A Dog Policy was written and read regarding the hours that stray animals will be picked up: between the hours of 8:30 a.m. -10: a.m. Monday – Saturday and 4:00 p.m. to 5:30 p.m. Monday – Friday & on Sunday. Only sick and very wild appearing cats will be picked up as cats do not have to be picked up. The dog policy will be posted. Motion by Tom Finta to purchase a dog catching restraint pole for \$125.00 maximum; second by Bob Cassaday. All ayes. Motion carried. Motion by Josh Mauritz to accept the dog policy with the omission of the Parkview Pet Motel hours; second by Bob Cassaday. All ayes. Motion carried

Building – Sealing & Insulating of Town Hall Walls: Marawood Construction has been working on repairs of the window sills; the insulation project has been finished. Stratford Builders will look at the doors this month. Cost saving items were submitted by Anderson Electric: suggestion to install ceiling fans in the garage bays as the heat is installed in the ceiling and the fans may also prevent condensation now that the bays have been insulated; replace lights with more energy efficient lights-use 50% less electricity and require no warm-up time and are brighter. There is a \$60/light rebate; the estimate to replace three lights is \$900 after the \$180 rebate. Estimate to install light at east end of wash bay, near large door and install baseboard heater in office bathroom area; electric heater is being used now. Stucco damage on areas of the building needs to be repaired as water is seeping in. Anderson Electric also suggested that an exhaust fan be installed in the wash bay but ductwork needs to be installed. Anderson Electric would not do the install, they would do the electrical hook-up, so could not submit an estimate. Suggestion to have a building maintenance meeting to create a long-range maintenance plan. Motion to have Anderson Electric install 2 ceiling fans in the fire bay and 1 in the wash bay made by Dave Rogers; second by Bob Cassaday. All ayes. Motion carried.

Old Safe: No identifying numbers were located on the safe as requested by locksmith, so safe will be taken to Shaw's for scrap.

Motion by Tom Finta to move the employee compensation review and hall rental fee item to last item; second by Josh Mauritz. All ayes. Motion carried.

Unemployment Compensation: Discussed above under Accounts Payable.

Grader Maintenance Fee Contract: Submitted by Fabco for 2yr/1000 hr, \$4. 31/hour-\$4,310; maintenance is done every 250 hours. Grader tires were back ordered so will be installed in fall. Motion by Tom Finta to accept the Fabco maintenance contract; second by Bob Cassaday. All ayes. Motion carried.

Ordinance to Extend Town Officer Terms in Response to Election Law Changes: Under new law, officers take office the third Tuesday in April, one week after the election, so an ordinance to extend terms to cover this lapse may need to be adopted. This will be addressed at the March Board meeting, after the February 24, 2012 Wisconsin Town's Association meeting on conservation.

Hall Rental Fees: End of the year statement showed Town Hall rental income of \$2,500. Rental cost comparison was done with Marshfield Wildwood Station. Capacity of the Town Hall was determined to be about 125 not the 325 maximum as indicated on the sign. It was also noted that there are 161 chairs and 15 banquet tables with each seating 10 for a total of 150 and 51 parking stalls. It was noted that this is the towns' people hall and should not be a money maker but the rental cost should cover the expense so other budget items are not being used to subsidize the hall rental. After much discussion on the number of official uses, public rentals, percent of use, review of the cost of supplies, it was determined that the rental income was not covering the cost of the rental use. Motion by Josh Mauritz to raise the ½ day rate to \$70.00 and keep the whole day rental at \$100.00; second by Bob Cassaday. All ayes. Motion carried. The new rates are effective for new rental inquiries. Motion by Josh Mauritz to increase the Hoedowner's rate from \$15 to \$20.00 per use with the continued agreement to resurface the floor twice annually; second by Bob Cassaday. All ayes. Motion carried.

Employee's Compensation Review:

Highway Operator Position: Highway Operator 2011 rate was \$16.50/hour plus health insurance of \$250/month and 1 week paid vacation. After discussion, it was noted that this position had not had an increase in the past three years. An increase of insurance reimbursement of \$50/month would calculate to just under a 2% increase, but it may not have increased to \$300/month, so then it would be even less than 2%. Motion by Tom Finta that Highway Operator pay rate and benefits would remain the same (\$16.50/hr) and insurance reimbursement would increase to up to \$300.00 per month; second by Dave Rogers. All ayes. Motion carried.

Assistant Highway Operator Position: Motion by Josh Mauritz to set the 2012 Assistant Highway Operator pay rate at \$12.00/hour; second by Bob Cassaday. All ayes. Motion carried.

Building Manager Position: 2011 Building Manager rate was \$13.75 plus cost of insurance. Comments on the rising operating costs of the township and the decrease in revenue over the years. After a review of rental expenses versus rental income noted above under Hall Rental Fee it was determined that reimbursement of health insurance for the Building Manager is not being covered by the rental income. After calculating hourly wage with benefits it was determined that the position of Building Manager was \$20.21/hr. Thoughts were that it requires a greater skill set for the Highway Operator position and yet the wage and benefit package offered is less. Option regarding reimbursing Building Manager on a per rental amount was discussed. Discussion on making an on-call list of contacts for rental issues. Motion by Tom Finta to increase the Building Manager position to \$14.25/hour without health insurance reimbursement effective April 1, 2012; second by Josh Mauritz. All ayes. Motion carried.

Century County: Dick Thomer attended the meeting held at the library regarding the creation of Century County. This

would involve Marshfield and surrounding counties. There will be future meetings on this.

Accounting Software: Prior approval by board at August 2011 meeting to spend up to \$1,000 for accounting assistance; \$573.50 has been spent on this to date. Appointment will be made with Clifton Gunderson for further assistance.

ANNOUNCEMENTS: The Wood County Unit of the Wisconsin Towns Association will be held at 7:30 p.m. on Friday, February 24, 2012 at the Sand Hill Game Farm. Wisconsin Town's Association District meeting at Eagles Club on March 3, 2012.

Motion to adjourn made by Josh Mauritz at 11:38 p.m., second by Bob Cassaday. All ayes. Motion carried.

Posted on February 28, 2012
by Kathleen M Lindgren, Town Clerk