

July 17th, 2019
Regular Monthly Meeting

The Regular Board of Supervisors meeting was held at the Wood River Town Shop on July 17th, 2019. Present were Chairman Ron Burg, Supervisors: Gilbert Meyer, John Hennessey, Treasurer Laura McKeag, Clerk Raylene Swanson, and Road Maint. Operator Duane Selander, Craig Selander, and 14 others.

- I. **Call to order:** Chairman Ron Burg called the meeting to order at 6:30 p.m.
- II. **Pledge of Allegiance:** Followed by the Pledge of Allegiance.
- III. **Approval of Agenda:** John Hennessey made a motion to approve the agenda for the July 17th meeting with the addition of the Fire Association Meeting report. Gilbert Meyer seconded it. All voted in favor. MC.
- IV. **Approval of Minutes- prior Board Meeting:** John Hennessey made a motion to approve the May 18, 2019, June 12, 2019 and June 26, 2019 meeting minutes as written. Gilbert Meyer seconded the motion. All voted in favor. MC.
- V. **Communications Report:** Ron Burg, on behalf of Clerk Raylene Swanson whom was recovering from recent shoulder surgery, relayed information as to notices given and when, current projects and upcoming projects.
- VI. **Treasurers Report, Laura McKeag:** Treasurer Laura McKeag submitted the June 2019 Treasurers report. The General fund balance is \$57,042.78; Highway fund balance is \$187,829.79; Savings account balance is \$6,720.60; the CD balance is \$35,643.52. Ron Burg stated that we will not make a motion to approve this month's reports until he can work with the QuickBooks program to adjust yearend tax receipts to reflect onto the current year.
- VII. **Town Maintenance/Fire Association Report (added):** Road Maint. Operator reported: grading, mowing, filling pot holes. May consider doing a preventive maintenance plan agreement on our road equipment. Discussion may be at a later time. Will be working on culverts on Crosstown soon. Gilbert Meyer gave the Fire Association Report for the recent meeting.
- VIII. **Public Forum** (3 minute limit per person, unless arranged in advance): Chuck Swenson said that Duane Selander is doing an excellent job for the Town!
- IX. **Planning Commission:** Ron Burg stated that they will be preparing to revise the Comprehensive Plan. The first meeting is set for July 23rd at 6:30 p.m. at the Town Shop. Request that citizens have an input towards this revision & to attend their meeting.
- X. **Town Hall Building Update:** Ron Burg reported that MSA found no additional contamination but will be performing a second round of well testing, at the end of August/early September, before they will give recommendations to the DNR. Regarding communication with the Dairy- all things are moving along. Town would to amend contract with Wayne Lake because of late start date. Gilbert feels we should delay startup of project if we cannot get framed in before winter. John feels we should go ahead and build on our lot and not wait for the Dairy and DNR. Delaying construction will increase costs as costs most likely will increase. Wayne Lake stated that the dirt work could possibly get done if DNR gives permission to Burnett Dairy to sell lot. Burnett Dairy lot may need to be fenced in so there is no driving over it, which would drive frost deeper, which would delay spring dirt work. Craig Selander stated that it may be October or November before the DNR clears the land to be sold. The land cannot

be sold until the Dairy gets the clear from the DNR. Ron asked for a motion to work with Wayne to amend/ extend his contract for a 2020 completion date. John Hennessey made the motion. Gilbert seconded it. All voted in favor. MC. Wayne's bond has cost the Town \$18,000 and will expire in November. The Town may have to pay out more money next year to pay for another bond. Craig will eventually need to know a start date to re-submit plans to the State, if it's to be built on Burnett Dairy site. There are some building materials ordered and in storage. This may end up costing the Town more money also.

- XI. **New Business: (a) Record Retention Policy-** A Record Retention Policy is needed to be put into place to have the right to remove documents that are no longer to keep, per the Wisconsin Historical Society. The Town must first send a request to WI Historical Society. Once approved, the Town can pass a resolution that follows their guidelines. John Hennessey made a motion to accept the Record Retention Policy. Gilbert Meyer seconded it. All voted in favor. MC. **(b) Banking resolution-** Ron Burg stated that we need to work on a banking resolution to help update processes and eliminate timely delays. Signatories of the Chairman, Clerk, Treasurer and 1 Supervisor as an alternate; Statements are mailed to the Clerk; Electronic access of account information is available to Chairman; Debit cards are issued to Chairman, Clerk and Treasurer. Bill Pay payment solution should be approved for disbursements. John Hennessey made a motion to set up a banking resolution. Gilbert Meyer seconded it. All voted in favor. MC. **(c) Fund Management recommendation:** It is recommended that the majority of the funds be put in the Money Market account, which earns 15X the interest of the checking account, to increase interest payments. No action now, but as needed.
- XII. **Audit bills and sign disbursements:** Bills were audited and paid.
- XIII. **Set Agenda for next meeting:** Fire Association Report
- XIV. **Adjournment:** John Hennessey made a motion to adjourn the meeting. Gilbert Meyer seconded it. Ron Burg adjourned the meeting at 7:50 p.m.

Raylene Swanson, Clerk

(Minutes taken by Treasurer Laura McKeag)