

TOWN OF SHERMAN
MONTHLY BOARD MEETING
September 18, 2019

Chairman Chase Potter called the September 18, 2019 Monthly Board Meeting to order at 6:30 p.m. at the Sherman Town Hall and stated that the meeting had been properly noticed and published.

Chairman Chase Potter, Board Members Paul Heifner, Amanda Klosterman, Kelley Krause, Clerk/Treasurer Ashley Score, and Patrolman Terry Ford were present. (Refer to sign in sheet for others present).

Chairman Potter asked if there were any additions or corrections to the minutes from the August 13, 2019 monthly meeting. Kelley requested an edit to page 1, paragraph 6, line 3 to include the word “procedure” in the sentence “General discussion on project cost with estimated material and *procedure* comparison...”. Motion to approve the August 13, 2019 meeting minutes as amended made by Kelley, 2nd by Paul. Motion passed.

There was no public input.

Ashley provided a clerk’s report and update on activities including completing the quarterly 941, state withholding, and unemployment reports. Ashley shared she attended the clerk meeting at the County to prepare for the 2020 elections and noted Julie Wathke, County Clerk, indicated new election equipment would likely need to be purchased in 2021. Ashley also picked up the 2018 Audit materials from Wipfli and completed the paperwork and Dunn County Drug and Alcohol program enrollment for Kevin Brown. Ashley shared a sanitary permit from the County as well as the PIN report. Ashley noted she will need to send in the registrations for the WTA Dunn County unit annual meeting and meal that is scheduled for October 29, 2019 with registration beginning at 6pm, meal at 6:30pm and the annual meeting to immediately follow the meal. Kelley, Amanda, Terry (and Beth) and Randy will attend. Motion to approve \$95 payment for 5 attendees and annual dues to WTA, made by Amanda, 2nd by Chase. Motion passed. Motion to approve invoices paid report made by Amanda, 2nd by Paul, Motion passed.

Review of CSMs-there were none.

Review of Building Permits – Ashley issued 2 permits. Todd Kolek for a shed, and Leah Garbe for a lean to.

Review of Driveway Permits – Chase issued Mike Blooms driveway permit as discussed at the August monthly meeting.

Review of Utility Permits -there were none

Paul provided an update on Boyceville Fire noting there has been 56 calls to date and the fire department has participated in local parades with the new equipment. Paul also noted that the fire department was able to sell the gear from a previous volunteer fire fighter for \$1,200. The expected completion of the new fire hall is November 20th 2019. Budget planning meeting is scheduled for October 2nd at 5pm, and the next Fire meeting is scheduled for October 16th to immediately follow the 6:30pm Boyceville Ambulance meeting.

Chairman Chase moved to agenda item Consider final 2018 Wipfli audit report. Discussion on Kelley's questions regarding the difference between accrual and cash accounting, the number of supervisors disclosed, and the process for tax collection taking place in 2 fiscal years. Amanda questioned the statement under "Internal Control Matters (continued) Financial Accounting and reporting" where it states "Because the Town relies on Wipfli to provide necessary understanding of current accounting and disclosure principles and drafts the financial statements and accompanying notes, a significant deficiency exists in the Town's internal controls." Discussion on how to possibly alleviate the "significant deficiencies in the Town's internal controls." Ashley will contact Wipfli to inquire about the possibility of the Town drafting their own financial statements to help alleviate the significant deficiency as well as possibly save some money in audit expense. Ashley will also check the WMCA to inquire if other clerks prepare the financial documents, if an accountant does, or if the auditors do in other municipalities. Motion to approve Wipfli final report made by Amanda, 2nd by Kelley, Motion passed.

Chairman Chase moved to agenda item Consider Records Retention Policy. Amanda shared that the Town cannot get rid of any records unless they have a records retention policy in place. And that there are old records still in the old town hall. The Wisconsin Historical Society has a sample Records Retention Policy that the Town could adopt as is, or adopt with revisions, without creating a new one from scratch. Amanda also noted, she has been in contact with the Dunn County Historical Society and they are interested in taking a look at the old records for archiving at the County. Amanda will forward the WI Historical Society Records Retention Policy for everyone to review and leave consideration of it on the agenda for the October monthly meeting.

Chase moved to agenda item Roadwork update. Terry noted he has been putting up new signs/posts, cutting ditches, taking care of down trees, grader patching, and hand patching. Discussion and agreement on holding off on coldmix grader patching until next year when the weather helps it perform better. Terry ordered new tires from Churchill, and Paul noted there was a toilet dumped on the cut across road connecting 330th street to County Road J.

Summer Road Work. Chase provided an update on 760th. The wedge is down, and Monarch will be finishing the project soon. Chase shared that he has been in communication with Trevor Radburn regarding Stark Road improvements for when they build back on the property in spring 2020. Discussion on cutting back some trees and adding gravel to make it passable for the excavating

equipment to pass. General agreement that the Board would like at least 60 days notice prior to beginning so applicable road improvements can be made.

Chairman Chase moved to agenda item Consider Telecommuter Forward Resolution. Chase indicated that the free Telecommuter Forward resolution is a state program in support of broadband expansion. He also noted that Dunn County has already joined and having the Town of Sherman join may make future grant proposals look better. Discussion on waiting to sign resolution until West Wisconsin Telcom rep is able to attend the Board meeting, or signing now. Kelley made a motion to wait for resolution consideration until the October meeting, Kelley withdrew motion when Amanda made a motion to approve and sign the Telecommuter Forward Resolution. Paul 2nd the motion. Roll Call vote as follows: Paul-Yes, Chase-Yes, Amanda-Yes, Kelley-Yes. Motion passed to approve resolution with 4 in favor, none opposed.

Motion to schedule the November monthly board meeting for Wednesday, November 20th at 6:30pm made by Chase, 2nd by Amanda. Motion passed.

Motion to set the October budget planning meeting for Wednesday, October 23, 2019 at 6:00pm with the regular October monthly meeting to immediately follow budget planning meeting made by Amanda, 2nd by Kelley, motion passed.

Beth Ford, the Town Chief Election Inspector shared that Marilyn Heifner is interested in becoming an election inspector, and Ashley noted the Board considers approval of the election inspectors list for the 2 year term this coming December. Beth also would like to have all election inspectors do webinar trainings in preparation for the 2020 elections.

Motion to adjourn meeting made by Paul and 2nd by Chase, Motion passed. Meeting adjourned at 8:20 pm

Submitted by: Ashley Score, Clerk/Treasurer, Town of Sherman