

TOWN OF SHERMAN
MONTHLY BOARD MEETING
February 19, 2020

Chairman Chase Potter called the February 19, 2020 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 January 8, 2020 monthly meeting. Motion to approve the January 8, 2020 monthly meeting minutes with typo correction made by Paul, 2nd by Amanda. Motion passed.

Public input- Chuck Boyer from Otter Creek spoke about the upcoming Dunn Energy election.

Ashley provided a clerk's report and update on correspondence. Ashley shared that she contacted JB Systems regarding adding a newsletter function to the Town website. Newsletter capabilities are included in the next package available, or an external mailing system link can be added to the footer of the website. Ashley will inquire with JB on cost difference and other included features in the next package available. Ashley noted that she was able to obtain contracted IT support for compliance with the election security subgrant requirements with Tom Hetzel, Microhelp. Tom has completed the external hard drive back up installation. Ashley noted that the Spring Primary election on February 18th went smooth with 110 voters. Ashley shared the county PIN report, and information for the next WTA district meeting. Chase read an email from a resident concerned about the Town cemetery and possible clean up options. Discussion on possible options will be added to the next monthly meeting agenda. Ashley noted the amount to transfer to maintain \$15,000 checkbook balance was made in two separate transfers to allow for timely payment of the first Bremer loan installment. Motion to approve payments made by Amanda, 2nd by Kelley, motion passed.

Review of CSMs-there were none

Review of Building Permits – Kerry Bartos for a poll shed

Review of Driveway Permits – there were none

Review of Utility Permits – motion to approve utility permit for work in Town right of way by telecommunication company made by Amanda, 2nd by Paul. Motion passed.

Eldora DeRaad and Jeff Schroeder with Dunn County ATV Association were present for discussion on the proposed Dunn County ATV ordinance changes. Conversation regarding jurisdiction and possible implications with restrictive rules on town roads. The next county meeting is scheduled for March 3, 2020 at 7:00pm.

Paul provided an update on Boyceville Fire and Ambulance noting the fire district completed the move into the new building February 1, 2020 with a tentatively scheduled open house for April 26, 2020 from 12:00-4:00pm. Paul shared that the new fire hall and truck have worked great. Paul provided copies of the approved and restated Boyceville Community Fire District Agreement and shared that the 5 - year planning committee will address a hazardous material issue with 5-gallon pails of foam. Paul noted that Val, the new Clerk/Treasurer for Boyceville Ambulance is settling in, the investigation is on-going, and interim Chief Kisch is doing a good job.

Terry provided an update on roadwork, including replacing signs that have been chewed on by squirrels, plowing and salt/sanding, new grader blades, and that he will be gone March 6th, 7th, and 8th. Terry noted he could use a chain repair tool, tool-box for tools, flash lights, and jack for cable chains. Agreement that Terry can pick up what he needs for the shop.

Chairman Chase moved to agenda item consider partnership pledge for 2020 census. The board agreed to check the following activities interested in participating in: Allow census to post organization's name on the census website, appoint a liaison (Amanda volunteered), display/distribute digital materials/ads through social media/website, display/distribute printed materials/advertisements and use/distribute educational materials. Motion to approve 2020 Census partnership pledge as completed made by Amanda, 2nd by Chase, motion passed.

Chase moved to agenda item consider records retention policy. The Board had previously looked at the WTA recommended General Records Schedule, Wisconsin Municipal and related records. Discussion on opting in for the entire schedule or revising portions. Amanda made the motion to adopt the entire Wisconsin Municipal and Related records schedule dated August 2018 and complete the Notification of General Records Schedule Adoption Form PRB-002 and mail in accordance to the instructions, 2nd by Chase. Motion passed. Discussion on adding guidance for managing web records, and email retention to next month's agenda.

For Discussion only. Chase noted there has not been an update on bridges P17102, and P17103 and the possibility of them requiring structural engineering review. Amanda provided a memo with answers to the HSA questions from the previous meeting. 1.) yes, \$3,600 is allowed per year, 2.) yes, the payments are pre-tax, 3.) yes, the payments roll over every year indefinitely, and 4.) yes, the account belongs to the employee so he/she takes the money if they have left employment with the Town. Kelley noted the next Dunn County Solid Waste meeting is scheduled for March 3, 2020 at 4:30pm and inquired about adding an agenda item to next month's meeting regarding informational items to make available to residents during the next election.

Next monthly meeting is scheduled for Wednesday, March 18, 2020 at 6:30pm. April monthly meeting was scheduled to immediately follow the Wednesday, April 22, 2020 6:30pm Annual Meeting.

Motion to adjourn the February monthly meeting made by Kelley, 2nd by Amanda. Meeting adjourned at 8:30pm.

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