

TOWN OF SHERMAN  
MONTHLY BOARD MEETING  
March 18, 2020

Chairman Chase Potter called the March 18, 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 Chase noted that with the WTA recommendations of cancelling non-essential business meetings due to the COVID-19 pandemic, if there were no objections, non-essential agenda items will be skipped over and postponed to a later agenda. There were no objections.

Chairman Potter asked if there were any additions or corrections to the minutes from the February 19, 2020 monthly meeting. Amanda requested further clarification to page 2, paragraph 5, line 4 to add additional details to item 4 regarding HSA account monies. Motion to approve the February 19, 2020 monthly meeting minutes, with edit as stated, made by Paul, 2<sup>nd</sup> by Amanda. Motion passed.

Public input- Joe Dudek inquired about a possible update to the Town's ATV ordinance regarding the Counties efforts to unify Town ordinances. Chase indicated the topic could be addressed this summer. Tim Dold, a resident from the Town of Sherman, from Dold Brothers Tree Service introduce himself and provided some information about his business should the Town need a tree removal service.

Ashley provided a clerk's report and update on correspondence. Ashley shared that she contacted JB Systems regarding the cost difference in upgrading to a different website package to utilize more features including: newsletter option, more than one homepage banner, an FAQs page, homepage alerts, weather widget, new tool to share events, and small business directory. Ashley also noted she added a census link and absentee voting information to the homepage of the website. Ashley shared 2 state sanitary permits issued for Derek Evenson, and Ray Witke, County PIN report, Dunn Energy election ballot, and County zoning permit for Kevin Hoyt. Ashley reported on April election prep including attending the WEC Election Contingency planning webinar in response to COVID-19, and status of absentee ballots issued and ordered. Ashley added that stylus utensils have been ordered for the touchscreen edge voting machines so they can be sanitized between each voter, ballot marking pens will be sanitized after each use, hand sanitizer will be available, as well as extra hand soap, Clorox wipes, and COVID-19 informational signs. Ashley noted a correction on the invoices paid report with check number 7474 in the amount of \$8,988 is for Menomonie Ambulance 2020 assessment, (not Menomonie Fire assessment). Motion to approve payments report made by Amanda, 2<sup>nd</sup> by Kelley, motion passed.

Review of CSMs-Chase shared a request to approve a lot split for Tim Rundle without a CSM completed yet. The surveyor is unable to finish the CSM until the County has completed editing the corner lots. The lot split meets the town sub-division ordinance requirements. Motion to approve the lot

split for Tim Rundle provided a CSM is completed to meet the Town sub-division ordinance requirements as soon as the County section corners are set made by Paul, 2<sup>nd</sup> by Chase, motion passed.  
Review of Building Permits – there were none  
Review of Driveway Permits – there were none  
Review of Utility Permits – there were none

Agenda item “Report from Boyceville Fire and Ambulance Meetings” was skipped.  
Agenda item “Roadwork Update” was skipped.

Chase moved on to agenda item “Consider Contract for Bridge Inspections”. Chase shared that Dunn County Highway Department has coordinated with a private company, KBIS, LLC, to complete bridge inspections and has extended the contract offer and price to the Town of Sherman as well as the other Towns located in Dunn County. Motion to approve the 2020 Bridge Inspection Agreement form for both 20 foot and greater bridges at \$175 each as well as bridges less than 20 foot at \$100 each made by Paul, 2<sup>nd</sup> by Kelley. Motion passed.

Agenda item “Discuss Fire District Agreement” was skipped.

Chase moved on to Cemetery clean up policy. Randy Hathaway expressed his desire to continue with the cemetery mowing and upkeep. Concerns were raised regarding consistency of mowing, flower pick up, sign maintenance, and stone management. Discussion on ways to improve the look of the cemetery, Terry will contact Peter and Deb Mchenry to see if they are interested in doing the sign improvements. Randy will look in to how many stones need adjusting, mowing should be done routinely, not to exceed 2 weeks apart, flowers will be picked up and disposed of in a timely manner, and not piled up next to cemetery, Renee Cowdery and Amber Jakes expressed interest in helping with cemetery upkeep as well, the Board asked if they could provide contact information should additional help be needed for cemetery maintenance.

Agenda item “Consider Records Retention Ordinance and Electronic Records Retention Policy” was skipped.

Chase moved to April election preparation. Kelley provided a draft handout of information that could be provided to residents at the next election. Kelley will email the draft handout to board members to make edits. Chase raised the question of the possibility of poll workers being unable/unwilling to work the upcoming election due to the COVID-19 concerns. Ashley will call and follow up with the scheduled election inspectors prior to the April election.

Chase indicated he did not want to discuss Summer Road Work in detail, but instead, review the cash position of the Town. Discussion on increasing the cash on hand from the recommended 6 months to 12 months operations in the event of an economic recessions due to COVID-19. Roughly, the Town will

have approximately \$220,000 outside of monthly operating expenses in 2020 to spend or retain to help decrease next year's tax burden.

Next monthly meeting is scheduled for Wednesday, April 22, 2020 to immediately follow the 6:30pm. Annual meeting. Amanda made the motion to schedule the May monthly meeting for Wednesday, May 20<sup>th</sup> at 6:30pm, Chase 2<sup>nd</sup>. Motion passed.

For Discussion only. Paul provided the name and phone number for the Dunn County District Attorney handling the Boyceville Ambulance investigation and encouraged the Board members to contact her to inquire about a possible completion date. Discussion on possible options for Boyceville Ambulance District Board to consider in bringing resolution to the situation. Paul inquired if the Town has a demolition ordinance. No, the Town of Sherman does not have a demolition ordinance.

Motion to adjourn the March monthly meeting made by Amanda, 2<sup>nd</sup> by Kelley. Meeting adjourned at 8:00pm.

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