

MINUTES OF THE TOWN OF BARNES MONTHLY TOWN BOARD MEETING

Tuesday April 23, 2019
6:30 PM in the Barnes Town Hall

UNAPPROVED

Chairperson Chris Webb called the Monthly Town Board Meeting to order at 6:30PM. A roll call with Donna Porter, Tom Emerson, Seana Frint and newly elected supervisor Susan Jansen present. Clerk Judy Bourassa verified public notice.

The pledge of allegiance to the flag was said by all.

Motion made (Frint/Porter) to approve the agenda and the minutes of the 3/19/2019 Monthly Board Meeting and the 3/7 Special Board Meeting and to dispense with the reading of those minutes. Voice vote was taken with no opposition, motion carried.

Public Comment Session: there were no public comments

Clerk Correspondence- Timber cut notice; letter from Bayfield County Planning & Zoning Department re: Ordinance Amendment; letter from the Bayfield County Administrator regarding their adoption of an Emergency Services Volunteer Responder policy and encourages towns to formalize a policy. The clerk reported that the Open Book to view the assessment roll is scheduled for Saturday, May 4th from 8am-10am in the Town Hall. The Board of Review will be Monday, May 20th from 9am-11am in the Town Hall.

Re-appointment of Judy Bourassa as Clerk/Treasurer through May 4, 2022.

Motion made (Porter/Frint) to appoint Clerk/Treasurer Judy Bourassa to an additional 3 year term. Voice vote taken with no opposition, motion carried.

Request by Judy Bourassa to attend the WMCA Northern Wisconsin Professional Clerk Training in Eau Claire May 9 & 10th and the Clerk's Institute in July of 2019.

Motion made (Emerson/Frint) to approve the clerk's training as stated. Voice vote taken with no opposition, motion carried.

Resolution #19-04 to transfer \$100,000 in the Money Market Account from the Land Acquisition sinking fund to the sinking fund for the new Fire & Ambulance Hall.

Motion made (Porter/Emerson) to approve Resolution #19-04 transferring funds from the Land Acquisition fund to the Fire and Ambulance Hall fund. Voice vote taken with no opposition, motion carried.

Vouchers approval –March vouchers

Motion made (Frint/Porter) to approve the March vouchers. Voice vote taken with no opposition, motion carried.

Clerk/Treasurer Report: prepared by Judy Bourassa

The clerk reviewed the March Treasurer's Report. The total of all accounts is \$1,647,863.42 and the year-to-date interest earnings is \$922.24.

Motion made (Emerson/Frint) to approve the March Treasurer's report. Voice vote taken with no opposition, motion carried.

Clerk Bourassa requested that the board make a motion to update the bank signature cards at the banks

Motion made (Porter/Frint) that previous Town Board Supervisor, Zach Desrosiers, be removed and new Town Supervisor Susan Jansen be added to all Town of Barnes bank accounts at Chippewa Valley Bank and Associated Bank where he was a signer. All other signers and titles will remain the same. Voice vote taken with no opposition, motion carried.

Highway Department -

Highway Policies review and discussion-Mailbox damage, road resurfacing or reconstruction

Chairperson Webb read the policy as follows:

Mailbox Damage

Mail boxes installed in the Town road right of way are placed at the owner's risk. Each mailbox should be sufficiently solid to withstand snow-clearing operations. A large plow moves many tons of snow when plowing and especially when widening roadways. The rolling action of the snow will destroy or damage all but the strongest of mailboxes and posts.

***It is the property owners' responsibility to clear snow around the mailboxes to assure mail delivery by the U.S. Postal Service.

***Property owners can minimize the risk to mail box damage by clearing a fifteen-foot path in front of (the direction the plow comes from) their mailbox. This allows for the snow load to be dispersed prior to arriving at the mail box location. Seasonal residents should remove the mailbox and post or make arrangements to keep mailbox clear of snow.

Operators are instructed to be very cautious near mailboxes. In most cases a properly installed mail box will permit a snowplow wing to clear snow from under it. Most cases of damaged mailboxes are caused by heavy snow hitting the box. The mail box is seldom hit by the plow.

The Town, Town Board, or Town Employee assumes no liability for mail box damage or loss.

The policy regarding Considerations when Reconstructing or Resurfacing Road was then read by Chairperson Webb:

Considerations when Reconstructing or Resurfacing Road

Submit proposal of reconstructing or resurfacing of any road to the Town Board for approval before starting any type of work.

Determine if any Engineering is required and send Request for Proposal (RQP). If grants are being sought or used to fund the project, Engineering is required.

Write letter to property owners, and all involved to inform them of plans. Letter should include where, when and why.

Determine if any permits will be required. Designate responsible party as contact person with DNR, State, County or other agencies; and who will see that proper paperwork is filed.

Determine right-of-way width. Brush and remove trees to required width. Contact utilities involved. Inform them what is planned, when and discuss any conflicts involved, (culverts, poles, utility boxes).

Send Request for Proposal (RFP) to contractors. Request should include full scope of work. Contractors should respond with estimate cost and time table to complete.

Determine equipment needs and if town crew can do the appropriate work.

Determine material needs. Does the town have enough of the quantity and proper kind of materials to shore up base and meet in-slope specs. Remember to consider quantity of gravel to shoulder after blacktopping has been completed.

Chairperson Webb requested that Tom Emerson bring these policies to the RROW Committee for Review

Review quote from Century Fence Co. for centerline striping of various roads (Barnes Rd, Pease Rd, Lake Rd from Hwy 27 to County Rd Y, South Shore Rd, George Lake Rd and Birch Lake Rd)

Motion made (Porter/Frint) that we hire Century Fence Co. to strip the roads listed above. Voice vote taken with no opposition, motion carried.

A 20 year Inspection of the aboveground 5,000 gallon diesel fuel tank is needed at a cost of \$2,200.

Motion made (Emerson/Porter) to approve the \$2,200 quote for the inspection. Voice vote taken with no opposition, motion carried.

Interim Foreman Eric Polkoski read his report of the April projects and what is planned for May.

April Projects 2019

1. Switched equipment over from winter to summer- Taking off plows and wings. Removing box and sander off trucks. Removed wing from loader and put wheel packer back on.
2. Tree removal on Denver Rd. The first mile of the right away is complete.
3. Took down braces in channels, docks put back in.
4. Leaves and sand blown of the roads.

5. Fixed/replaced broken signs.
6. Started grading northern roads on the truck route.
7. Worked on getting the fuel tanks up to code.

Motion made (Emerson/Porter) to open the floor to hear from a Conservation Club member regarding the Upper Eau Claire dock. Voice vote taken with no opposition, motion carried.

Mike Tremblay reported that it was not addressed at the Conservation Club meeting, but they did discuss the dock on Mimi Lake.

May projects for highway crew

Installing three culverts on Denver Rd

Finishing tree removal on Denver Rd. Cut and chip what we can with help from the prisoners.

Seed and mulch Moore Rd to the Tomahawk Park. Add more gravel to the shoulders.

Continue grading roads getting them back in shape after the plowing season by bringing gravel back onto the roads.

Cut down shoulders on Denver Rd. Add 3" lift of gravel before pulverizing.

Make parking lot at trails head on Barnes Rd.

Site prep on the new fire hall-stripping topsoil and hauling in sand for the lift.

Make walking trail around the town hall. Trail will be 8 ft wide.

Rake the cemetery before Memorial Day weekend.

Regarding Denver Rd, the Town is doing some of the preparatory work. The work to be done will not prevent the road from flooding, as we are not able to raise the road. **Denver Rd will be closed at least one day when the culverts are installed. This is anticipated to be prior to May 20th and as much notice as possible will be given when the road will be closed.** Morgan & Parmley will handle all bidding documents and process.

Motion made (Emerson/Frint) to authorize the town clerk to advertise for bid for pulverizing and resurfacing Denver Rd. Voice vote taken with no opposition, motion carried.

The Town Board will be researching options to deal with the water on Pease and James Roads.

The updated design plans for the new Fire and Ambulance Hall at the Industrial Park site were reviewed. Tom Renz reported that he met with C&S Design today and staked out the area where the new Fire/Ambulance Hall could be built. One change to the plans is the roof line is no longer a shed roof. Clerk Bourassa reported that an estimate for electrical service and a transformer at the site came in at \$2,731.00. Tom proposed Jerry Witt, Mike Tremblay, Bob Paszak be the members of the Fire/Ambulance Hall Building Committee. Chair Webb recommended Rick Rehl and Greg Martin as well.

A quote to survey the Industrial Park property was reviewed.

Motion made (Emerson/Frint) to approve the quote from Nelson Surveying estimated between \$1,100 and \$1,300 to survey Lot 1 in the Industrial Park. Voice vote taken with no opposition, motion carried.

Tom is requesting approval to purchase a new "rugged" laptop for the ambulance service and it is kept in the ambulance. It requires fingerprints to open so it's very secure.

Motion made (Porter/Frint) to authorize the Ambulance Director to purchase of a “rugged” laptop for the ambulance service at a cost of \$2,123.00. Voice vote taken with no opposition, motion carried.

Tom is recommending that the board approve a CPR and First Aid course through ASHI for all town employees (including Transfer Site, Boat Landing Monitors and Highway employees) to be held at the Town Hall on a Friday.

Motion made (Porter/Frint) to have the Ambulance Director schedule a CPR class for all town employees. Voice vote taken with no opposition, motion carried.

Fire and Ambulance Departments’ monthly BES reports was read by Tom Renz. He recommends that Whitney Jeanetta be upgraded from trainee to firefighter.

Motion made (Frint/Porter) to accept Whitney Jeanetta as a firefighter on the Barnes Fire Dept. Voice vote taken with no opposition, motion carried.

Tom Emerson requested that Tom Renz provide addresses of motor vehicle accidents in his report so the RROW Committee can follow up to see if the roadway was a cause or contributed to the accident. Chairperson Webb asked what is the required distance from the helipad for any businesses that might be established in the Industrial Park? Tom replied 100 feet.

Committee Assignments for board members

Chris Webb was named the board liaison to the A.I.S. Committee, Sue Jansen will be the board liaison to the Cemetery and Transfer Site Committees, Tom Emerson will remain on the Planning Commission and RROW Committee, Donna Porter will remain on the Parks & Recreation Committee and Seana Frint will remain on the Tourism Committee and Emergency Medical Services Commission. Donna Porter will replace Chris Webb as the board substitute if Seana Frint is unable to attend the Emergency Medical Services Committee. Greg Martin will chair the Transfer Site Committee and Susan Pagnucci will chair the Parks & Recreation Committee. Applications have been received from Tam Larson for the Tourism Committee and Bob Paszak for the Transfer Site Committee, as well as Terry Kolberg and Marc Lybeck for the Parks & Rec Committee. The respective committees will consider the applications at their next meeting.

TOB Committee and Commission Reports

- a) Transfer Site – Tom Emerson
 1. Review quotes for new garage doors-Tom recommends that the quotes be reviewed by the Transfer Site Committee and suggested getting another quote. A meeting will have to be scheduled. Chairperson Webb said we didn’t budget for doors this year.
- b) A.I.S. Committee – Chris Webb
 1. 1st meeting of 2019 will be Mon. April 29th at 9am in the Town Office-all interested parties are welcome to attend
 2. There are currently openings on the committee, if interested, please come to the meeting or fill out the form on the Town’s website
 3. Boat Landing Monitors-A.I.S. Committee members interviewed 3 candidates and recommend that the board hire James Clements and Judith Schmidt as monitors and Therene Gazdik as an alternate

Motion made (Porter/) to hire James Clements, Judith Schmidt as monitors and Therene Gazdik as an alternate. Voice vote taken with no opposition, motion carried.

4. Matt Berg will be hired to do lake surveys this summer. The BAISS boat will be used on the Upper this year before going back to Tomahawk and Sand Bar Lakes.
- d) Parks & Rec Committee –
1. Tomahawk Lake Park update-Mike Tremblay, who was asked to plant clover on the Ski Trail, spoke about the roots on the Ski Trail and questioned why clover should be planted. He said the condition of the trail is great for a Ski Trail but he doesn't think it should be planted with clover because it's an animal magnet and hunters are using the area. He feels it should be left as natural as possible and you would have to lose the canopy if you want the clover to survive. The board agreed that clover shouldn't be planted. Chairperson Webb reported that the warming hut is coming along well, the siding is almost installed. The Highway Crew is looking at the grading at the site.
 2. Town Park Walking Trail-the equipment purchased will be installed once the trail is built. The Highway crew will be working on the trail in May.
- e) Planning Commission- Tom Emerson
1. Special Use application for trailhead on Barnes Rd by Bayfield County, Owner, and Town of Barnes, Agent. The Planning Commission recommends approval by the town board.

Motion made (Emerson/Porter) to approve the special use application by Bayfield County, owner, Town of Barnes, agent, for a trailhead on Barnes Rd. Voice vote taken with no opposition, motion carried.

2. Special Exception for Barnes Area Historical Assoc. to allow a 61 ft. setback from North property line at 52440 Lake Rd. The Planning Commission recommends approval with the permit fees reflecting the after-the-fact nature of the request.

Motion made (Emerson/Frint) to approve the special exception application from BAHA to allow a 61 ft. setback and the permit fees reflect the after-the-fact nature of the request. Voice vote taken with no opposition, motion carried.

Action Items and Timeline-they were reviewed and updated

Motion made (Porter/Frint) to adjourn. Voice vote taken, motion carried.

The meeting was adjourned at 8:34pm.

These minutes represent the general subject matter discussed in the meeting but do not reflect a verbatim documentation of the subjects and conversation that took place.