

## **Minutes of the Town of Newbold Town Board Finance and Regular Town Board Meeting held on Thursday, May 12, 2022**

The Town of Newbold Town Board met on **Thursday, May 12, 2022** at 6:00 p.m. for the Town Board Finance meeting and Regular Monthly Meeting, at the Newbold Fire Station, 4588 Highway 47, Rhinelander, Wisconsin, 54501, Oneida County, Wisconsin. The following were in attendance: Supervisors, Jim Staskiewicz, Mike Suefloh, Mike McKenzie and Dan Hess; along with Kim Gauthier, Clerk and Jodie Hess, Treasurer. Chairman Kroll was absent and excused.

The finance meeting was called to order by Supervisor, Mike McKenzie at 6:00 p.m.

### **Budget Transfers and Approval of Disbursements:**

*Motion by Mr. Staskiewicz and Mr. Hess to approve the transfer from general fund to admin. Operating budget for annual meeting mailing in the amount of \$2386.40; and transfer from designated funds town shop to garage operating budget in the amounts of \$2332.75 and \$1152 for garage doors; and transfer from designated capital equipment to equipment budget in the amount \$11,226.19 for rebuild on the boom mower. Motion carried on a voice vote of all aye. Motion also included approval of bills and disbursements, as presented.*

**Financial reports** received including banking summary, cash status and designated funds reports, along with a report of budget vs y-t-d actual.

The finance meeting adjourned at 6:19 p.m., with no objections.

**Regular Town Board Meeting:** Supervisor, McKenzie called the meeting to order at 6:30 p.m., and led the pledge of allegiance. The Clerk verified that the meeting was properly noticed on the three town bulletin boards and included the town website.

**Public comment and communication whereby the Town Board may receive input on any matters raised by the public.** None.

### **Approval of prior Town Board Meeting Minutes:**

*Motion by Mr. Suefloh and Mr. Hess to approve the minutes of April 28, 2022 regular town board meeting minutes as presented. Motion carried on a voice vote of all aye.*

**Monthly Town Assessor Report by Jef Muelver, Town Assessor and Discussion and action on Town Assessment Data:** Mr. Muelver provided the board with a written report and gave an update on the issues with the assessment technology data. The cost of the data is approximately \$9,000 to obtain an open data set from Market Drive. Mr. Muelver recommends the town seek D.O.R. backing under the municipal code to obtain a data set since the records are owned by the town. Contact information provided and a letter will be drafted for board consideration. Open book was scheduled for June 22<sup>nd</sup> from 11:00 a.m. until 1:00 p.m. and the Board of Review scheduled for June 29<sup>th</sup> at 5:00 p.m.

**Library Report by Newbold Representative:** Carla Chropkowski present and provided a written report. Mrs. Chropkowski reported on library grants and expired building donation due to the project not moving forward. Mrs. Chropkowski resigned as a Newbold representative effective tomorrow and thanked the board for the opportunity.

**County Board of Supervisors Report:** Both representatives were absent and excused.

**Monthly report of terrestrial invasive species activity by Newbold representative.** Tabled.

**Discussion and action on Oneida County Zoning Requests, Plan Commission and Citizen Zoning Requests, if any along with Plan Commission Chairman's Report.** Mr. Sueflohn, Chairman indicated the commission reviewed the following two-lot split.

**Discussion and action on proposed land division located at 4630 Apperson Drive; Section 15, T37, R8, PIN# NE-123-1, Presented by Greg Maines & Associates, owner Mr. Hoban, Town of Newbold.**

The two lot split is located where the former Newbold school building is located. Mr. Maines was present and indicated Lot 1 is a riparian lot touching a creek on the river and meets the minimum lot size. Lot 2 is zoned rural residential and meets the five acre minimum as proposed along with town and county requirements. It was noted there is a 33 foot strip of land owned by the town running along Apperson Drive on lot 2. The town will remain owner of the 33 foot strip. *Motion by Sueflohn and Hess to approve the land division as proposed and approve acceptance of the 33 foot strip of land dedicated to the town, as described. That motion carried on a voice vote of all aye. Fees paid.*

**Discussion and action on North Star quote for mold remediation/cleaning of town records.**

A quote was received in the amount of \$2,851.05 to remove town records in the basement and take off site for cleaning. The Clerk provided the board with up to date information obtained from the Historical Society after attending a meeting this afternoon and talking with the local government archivist which provided for the following procedure: Obtain an inventory of all records, seek approval to dispose within 60 days and records may more than likely be destroyed with only the need to retain those deemed "permanent" on the record retention schedule. Mrs. Gauthier would like to seek more information from North Star on how the process will be utilized to ensure security of records. The board will need to decide what inventory of records must be retained. It is recommended all others be destroyed due to the catastrophic event of the mold infiltration.

**Discussion and action on record retention schedule and town Ordinance 1.10, Public Records.**

Clerk, Mrs. Gauthier informed the board that the town has some language in the ordinance about records retention and disposal and she would like to review it further in comparison to the State Historical Society retention schedule before the board decides if the schedule from 2018 should be adopted. Tabled until the May 26<sup>th</sup> meeting.

**Discussion and possible action on town playground pavilion.**

Mr. Staskiewicz asked that the board consider a small pavilion at the playground near the town hall, with a privy restroom for those using the playground and biking/walking trail. There is a continued need for a bathroom facility. Mr. Staskiewicz asked Clerk, Gauthier to comment on research done on possible pavilion styles obtained. Mrs. Gauthier presented two ideas from one utilized by Oneida County at Almon Park/Buck Lake, which ranged from a \$30,000 open concept pavilion without restroom to an enclosed pavilion with outdoor option and stone fireplace located at Perch Lake Park, built in 2008 for \$125,000 and paid for mainly from RASTA fundraising. Mrs. Gauthier recommended the board consider a one stall flush toilet facility added to the proposed town hall if the foundation must be replaced anyway and allow access to that one restroom only from the outside. This would satisfy the need for a restroom and keep it secure, as was the concern during previous discussions. Mrs. Gauthier recommended the board pursue a fundraising initiative for the pavilion as a future enhancement. The board received Town's Association input that any structure, even a pavilion must be approved by the electors prior to placement. The board agreed the priority right now is the town hall and the restroom could be further discussed after finding out if the foundation will be new or reused. Mr. Hess asked that the board place a portable toilet at the

playground for the summer months to meet the temporary need. Mrs. Gauthier will contact A-1 Septic regarding renting a portable toilet and bring back to the board at the next meeting.

**Discussion and action on Town Hall Project.**

Mr. Hess recommended the board consider adding pecks to the concrete flooring now in the event the town wants to pursue in-floor heating or solar in the future. It's best to have it installed now. Mr. Staskiewicz recommended the board consider metal roofing, as he heard it's coming in less than shingles right now. Mrs. Gauthier recommends continued consideration of a third bathroom accessible from the outside. The next meeting with Keller, Inc. is May 24<sup>th</sup> at 10:00 a.m.

**Discussion and action and update on fundraising and financial activity of Town Projects.**

Mr. Hess indicated the paperwork for the fundraising foundation of Northcentral Wisconsin is completed with a goal of \$100,000 and approximately 5% fee towards the fundraising initiative. There is a need for a name placed on the fundraiser. It was agreed on "Newbold Town Hall" fundraiser and the paperwork should be sent to the agency. *Motion by Mr. Staskiewicz and Mr. Suefloh to approve the Newbold Town Hall fundraising request application, as described. That motion carried on a voice vote of all aye.*

**Discussion and action on rental of shipping container and/or storage shed purchase for Town Hall and Fire Equipment.**

Mr. Fetzer provided information on renting and purchasing a shipping container to hold fire department equipment and various town hall items during construction. Rental ranges from \$95/month to \$120/month and purchase between \$3850 - \$6000, and delivery of \$420. Most of the fire department items have been moved to station one, it was anticipated very little storage is needed for town hall items. The board decided an inventory of items should be taken prior to purchase or rental of a unit.

**Discussion and action on use of the town hall for Fire Department training.**

Mr. Fetzer requested consideration of the fire department using the town hall building for a prescribed structure burn training opportunity. He has contacted a wrecking company who has no issue with demolition if the structure is burned first. Mr. Fetzer will have another conversation with Devin from Keller to ensure there are no concerns prior to final board approval.

**Discussion and action on gutter and fascia work on fire station one.**

Mr. Fetzer received quotes for gutters in the amount of \$4,000 and aluminum fascia at over \$7,000. Mr. McKenzie recommended the fascia be cleaned and stained and not apply aluminum since the gutters will protect from wear on the fascia. Discuss possible contact in Newbold for staining. Mr. Fetzer will obtain a quote on the fascia and bring it back to the board.

**Discussion and action on fire station one flooring.**

Mr. Fetzer received an updated quote from Carpet City on carpet tiles and ceramic tile in the kitchen area with baseboards. A separate quote obtained for also carpeting the offices. *Motion by Mr. Hess and Mr. Staskiewicz to approve \$9000 for carpet and tile replacement in station one meeting room and hallways, as discussed. That motion carried on a voice vote.*

**Discussion and action on Purchase of Fire Engine.**

Chief Fetzer indicated the fire engine committee has discussed replacement of Engine 2 and obtained a quote at approximately \$630,000 brand new with all the accessories needed. The manufacturer mentioned they may have a 2016 used truck available for purchase in the next one to two years. No action at this time.

**Discussion and action on town shop maintenance and/or repairs.**

Mr. Fetzer discussed the concrete work with Mr. Plautz who quoted approximately \$700 in labor to do patch work. A quote for power washing and painting would need to be obtained for that portion of the project. *Motion by Mr. Suefloh and Mr. Staskiewicz to approve \$700 maximum for masonry repair to the shop building. That motion carried on a voice vote of all aye.*

**Discussion and action on bartender/operator license applications.** Applications presented to the board from Mary Timmerman, Alicia Drew and Lindsey Bergmann. *Motion by Mr. Suefloh and Mr. Hess to approve the bartender license of Mary Timmerman as presented. That motion carried on a voice vote of all aye.*

*Motion by Mr. Hess and Mr. Suefloh to deny the application for Alicia Drew until the responsible beverage server's course completion can be provided. That motion carried on a voice vote of all aye.*

*Motion by Mr. Suefloh and Mr. Hess to deny the application for Lindsey Bergmann due to insufficient proof of completing the responsible beverage server's course. That motion carried on a voice vote of all aye.*

**Administrative** review and action, if necessary, concerning general government, public safety, recycling, sanitation, culture, education, job assignments, project updates, transportation, budget items, fund transfers, and future agenda items.

Next town board meeting scheduled for May 26, 2022. Clerk, Gauthier will be absent.

Board of Review meeting to adjourn is scheduled for May 25<sup>th</sup> at 6:00 p.m.

Special meeting with Keller, Inc is scheduled for May 24<sup>th</sup> at 10:00 a.m. j

Mr. Hess indicated maintenance of buildings is very important to him and requested Mr. Fetzer fix the overhead garage door entrance to station one be repaired due to rust on the metal beam.

**Public Comment Period.** None.

**Adjournment.** *The meeting adjourned at 8:30 p.m., with no objections.*

Respectfully Submitted by  
Kim Gauthier, Newbold Town Clerk