

Town of Winchester

CY 2016

ANNUAL REPORT

April 19, 2017

8522 Park Way, Larsen, WI 54947
920.836.2948
www.townofwinchesterwi.com

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OFFICIALS

Chairman	Lawernce Kriescher	(920) 836-3576	uxcjex2499@sbcglobal.net
Supervisor I	Glen Mathison	(920) 716-8070	cwfdc738@gmail.com
Supervisor II	Ben Joas	(920) 836-2076	bnjoas@yahoo.com
Clerk	Holly Stevens	(920) 836-2948	winchesterclerk@centurytel.net
Treasurer	Sue Schwartbauer	(920) 836-2948	winchestertreas@centurytel.net

TOWN BOARD MEETINGS

Held at the Town Hall, 8522 Park Way, on the first and third Monday of each month beginning at 7:00 p.m.

Assessor	Troy Zacharias	(920) 766-7323	tzacharias@actionappraisersinc.com
Plan Commission	Ben Joas, Chair	(920) 836-2076	bnjoas@yahoo.com
Building Inspector	Jim Emmons	(920) 779-6810	

PLAN COMMISSION MEETINGS

Held at the Town Hall, 8522 Park Way, on the first second Tuesday of each month beginning at 6:30 p.m.

EMERGENCY SERVICE PROVIDERS

Fire Protection	Emergency	911	
Fire Protection	Winchester F.D.	Chief Tom Forbes	(920) 312-1587
Controlled Burns		(920) 727-2890	
First Responders	Emergency	911	
First Responders	Non-emergency	Clayton Fire Rescue	(920) 836-2170
First Responders	Cindy Pfankuch	EMS Division Chief	(920) 836-2194

OTHER SERVICE PROVIDERS

Refuse / Recycling	Advanced Disposal	(800) 688-4285	
Sanitary District	Mike Pfankuch, Pres	(920) 836-2194	
Dog Control	Katherine Joas	(920) 836-2076	

REVENUES

	2015 ACTUAL		2016 ACTUAL	
PROPERTY				
TOWN	154104	154104	178868	178868
WILLOW PINES PERS PROP	6675	18236	6837	1694
I FOREST CROP/MANGAGED	1980	1980	1980	1109
LOTTERY CREDIT	5145	5145	5145	4561
TOTAL TAXES	167904	179465	192830	186232
INTERGOVERNMENTAL REVENUES				
STATE SHARED	33534	33534	33534	33534
FIRE INS 2%	5589	5389	5589	5669
TRANSPORTATION AID				
Local Trans	94863	132835	106269	106269
Highway Revenue	200	200	200	0
Trip Grant (49000)	49000	0	49000	0
RECYCLING GRANT (DNR)	2019	2019	1000	2375
RECYCLING REBATE (County)	0	0	1500	465
OTHER STATE PAYMENTS				
In Lieu of Taxes	3362	3379	3379	2216
TOTAL INTERGOVT REVENUE TOTAL	188567	177356	200471	150528
LICENSES AND PERMITS				
LIQUOR, BEER, CIGS	2060	2020	2020	2490
OPERATOR	680	700	700	995
BUILDING PERMITS	4500	5800	3600	3989
CAPITAL IMPROVEMENT FEE	0	0	1500	1500
ENGINEERING AND CSMS	300	775	500	475
PLAN/ZONING FEES	225	1900	800	250
OTHER BUSINESS	100	450	100	265
TOTAL LICENSES AND PERMIT	7865	11645	9220	9964
PUBLIC CHARGES				
GEN GOVT-TITLE SEARCHES	825	425	500	830
SANITATION				
Refuse & Recycling	128914	110118	123365	123485
CEMETERY	500	50	50	1500
FIRE SIGNS	0	341	325	130
TOTAL PUBLIC CHARGES	130239	110934	124240	125945
PUBLIC SAFETY				
FIRE PROTECTION				
AUXILIARY			3219	3219
FF FUNDRAISER			5335	5335
FIRST RESPONDERS			2506	2506
OPERATIONAL FUNDS			198195	198195
TRUCK FUND			40482	40482
CALL REIMBURSEMENTS			0	
TOTAL PUBLIC SAFETY	0	0	249737	249737
INTERGOV CHARGES FOR SERVICES				
MISC. REVENUE				
INTEREST INCOME	175	150	150	355
VERIZON TOWER	6333	6869	6871	6871
TOWN HALL RENTAL	3450	4000	3500	2500
PAVILION RENTAL	600	1198	600	675
OTHER MISC. REVENUE	550	5777	5000	5968
TOTAL MISC. REVENUE	11108	17994	16121	16369
TOTAL ALL REVENUE	505683	497394	792619	738775

EXPENDITURES

	2015 ACTUAL		2016 ACTUAL	
GENERAL GOVERNMENT				
BOARD SALARIES	22000	18504	20000	20000
CLERK SALARY	21000	19921	21000	21000
TREASURER SALARY	10780	9952	10780	10780
PAYROLL LIABILITIES	3000		3000	3000
MILEAGE REIMBURSEMENT		1113	1000	577
BOARD EXPENSE	1168	1168	1000	97
LEGAL COUNSEL	2500	6162	8500	2503
AUDITOR	6100	6000	6500	6300
ASSESSOR	9900	9900	10000	9900
GEN ADMIN				
CLERK OFFICE	14598	14598	6500	4825
TREASURE OFFICE	2751	2751	2000	2144
COMPUTER	150	150	500	750
WEB PAGE	600	600	725	465
COPIER REPLACEMENT				
TOWN HALL	21010	21009	23000	11276
INSURANCE	5273	5273	5500	11608
TOTAL GENERAL GOVT.	120830	117101	120005	105225
PUBLIC SAFETY				
DOG CONTROL	634	634	1100	997
FIRE PROTECTION	55180	55179	65000	59718
FIRST RESPONDERS START-UP				
FIRE SIGNS	341	341	260	40
BLDG. INSPECTION	3781	3781	3500	2759
TOTAL PUBLIC SAFETY	59936	59935	69860	63514
PUBLIC WORKS				
TRANSPORTATION				
HIGHWAY AND STREETS	178405	79208	204000	240130
RESOLUTION 2016-3 LEVY FUNDS				
SANITATION				
REFUSE	72663	72663	85451	89963
RECYCLING	38250	38250	25750	25065
WELL MONITORING	1481	1481	1500	1545
TOTAL PUBLIC WORKS	290799	191602	316701	356703
HEALTH AND HUMAN SERVICES				
AGING	144	144	300	6
CEMETERY CARE	1782	1782	1700	1747
TOTAL HEALTH AND HUMAN	1926	1926	2000	1753
CULTURE, RECREATION				
RECREATION & TRAIL	703	703	750	0
TOTAL CULTURE, RECREATION	703	703	750	0
CONSERVATION & DEV				
PLAN COM PAYROLL	3600	3600	4000	3320
CONSULTING & ADMIN	2296	2296	850	779
LAND USE PLAN EXPENSE	280	280	3000	2598
- PARKS & Ground, Pav	1303	1303	1700	451
TOTAL CONSERVATION & DEV.	7479	7479	9550	7148
DEBT SERVICES				
FIRE TRK LOAN	20711	20711	21325	89240
INT.	3299	3299	2685	3187
TOTAL DEBT SERVICE	24010	24010	24010	92427
OTHER FINANCING USES				
OTHER MISC. FINANCE USES	0	0	6	0
TOTAL OTHER FINANCING USES	0	0	6	0
TOTAL ALL EXPENSES	505683	402756	542882	626770

SUMMARY

	2015 ACTUAL		2016 ACTUAL	
REV VS EXP	0	94638	249737	112005
CARRY OVERS				
FIRE DEPT TOTAL CARRYOVER--ITEMIZED BELOW			249737	149920
AUXILIARY			3219	3219
FF FUNDRAISER			5335	5335
FIRST RESPONDERS			2506	2506
OPERATIONAL FUNDS			198195	138860
TRUCK FUND			40482	0
HIGHWAY/STREETS		0	0	0
GENERAL FUND CARRYOVER	0	94638	0	-37915
GEN FUND CARRYOVER CUMULATIVE TOTAL:		94638		56723

2016 Summary

Anticipated Revenue:	792619
Actual Revenue:	<u>738775</u>
Difference:	-53844
Anticipated Expenses:	542882
Actual Expenses:	<u>626770</u>
Difference:	83888
Therefore:	
Actual Revenue:	738775
Actual Expenses:	626770
Reserve for FD Carryover	149920
Income deficit:	<u>-37915</u>

Larsen-Winchester Sanitary District
2016 Annual Report
Commissioners: Mike Pfankuch, Rob Nelson, and Scott Mathison

	2015	2016
Beginning Balance--January 1	\$ 1,082,613	\$ 1,116,237
Receipts		
Town of Clayton Tax Levy	18,529	19,352
Town of Winchester Tax Levy	61,184	60,837
User Fees	82,375	81,015
Capitalized Interest	5,923	5,965
Money Market Interest	961	1015
Land Rent	1,000	500
Title Searches	40	55
Sewer Hook-ups	n/a	3050
Misc.--Computer Aid	177	193
Subtotal	\$ 170,189	\$ 171,982
Total Receipts	\$ 1,252,802	\$ 1,288,219
Disbursements		
Payroll/Payroll taxes	48,147	50,201
Meetings and Travel	5,363	3,405
Testing	7,877	11,134
Insurance	5,340	5,313
Grass Cutting / Weed Control	13,310	4,931
Maintenance / Repair	17,347	14,835
Electricity and Telephone	9,135	9,645
Office Supplies	717	48
Larsen Drainage Tax	2,331	2,331
Legal and Accounting	2,204	2,488
Engineering Fees	15,378	21,179
DNR Environmental Fee	801	736
Digger's Hotline	184	165
Town of Clayton Billing	8,000	8,000
Solar Bee & 3 Mixers		24971
Misc.	431	89
Subtotal	\$ 136,565	\$ 159,471
Balance	\$ 1,116,237	\$ 1,128,748
Certificate of Deposit	\$ 779,313	\$ 784,394
Certificate of Deposit--DNR Replacement Fund	135,566	136,450
Money Market (General Account)	196,696	198,713
Checking Account	4,662	9,191
Bank Totals	\$ 1,116,237	\$ 1,128,748

I, Cori Thomas, Treasurer of the Larsen-Winchester Sanitary District, do hereby certify that the foregoing report has been prepared from the original books and records of the Sanitary District and is complete and correct statement as set forth in the receipt and disbursements of said Sanitary District of the year ending December 31, 2015, to the best of my knowledge and belief.

April 19, 2017

Town Board Members
 Citizens of the Town of Winchester

Thank you for supporting your Town of Winchester Fire Department. We are happy to share with our community the progress the department has made since we went on our own on January 3, 2017.

Following is a list of calls we have responded to and our response times for the first quarter of the year. We are averaging nine firefighters per call. The fire department's average response time for the first quarter of the year is 4 minutes, 24 seconds.

Date	Type of Incident	Dispatch	en route	Response Time
01/01/17	Accident	18:15:28	18:18:36	3 Minutes, 6 Seconds
01/23/17	Carbon Monoxide	18:35:09	18:36:41	1 Minute, 32 Seconds
01/26/17	Public Assist	16:59:19	17:01:17	1 Minute, 58 Seconds
02/03/17	Spill	17:07:58	17:09:41	1 Minute, 43 Seconds
02/23/17	Vegetation Fire	12:23:20	12:31:36	8 Minutes, 16 Seconds
03/05/17	Vegetation Fire	21:57:42	22:03:25	5 Minutes, 43 Seconds
03/08/17	Accident	00:16:56	00:17:01	8 Minutes, 31 Seconds

Currently we have ten Firefighters enrolled in the State certification Firefighter I course through Fox Valley Technical College (FVTC).

Some of the purchases made to date include the following:

- Firefighting Gear (Coats, pants, boots, goggles, masks, helmets, gloves)
- Dress Uniforms
- Department Patches
- Cascade System
- Engine

The fire department is currently in the process of developing Standard Operating Policies (SOP) and Standard Operating Guidelines (SOG). Completed and accepted policies include the Red Light Policy (use of red lights on personal vehicles) and the Substance Abuse Testing Policy. All members are required to sign a form for each policy developed stating they understand and will abide by the policy.

I Am Responding is a software program that allows Firefighters to log in so we can see on the computer screen at the station immediately who is responding to the call and when they are responding. If we do not have a full crew responding, we can page additional members. This saves critical time, and reduces response times for the fire department.

Weekly vehicle and equipment checks have been performed to assure we are always ready to respond.

Automatic Aid is assistance dispatched automatically by contractual agreement between two communities/fire departments. The department is in the process of establishing written automatic aid agreements with outlying departments. We will continue to develop agreements for automatic aid, mutual aid, and MABAS (Mutual Aid Box Alarm System).

The fire department has been approved to participate in the WisSAFE/Red Cross partnership to provide free smoke alarms in our community. The program focuses on installing free smoke alarms to households who have children under the age of 18 and households who have residents over 65 years of age. Over the next couple of months the fire department will research to determine residents who fall into these categories and these residents will be contacted to schedule an installation. All smoke alarms must be distributed and installed by June 30, 2017.

On Saturday, May 6, Antler's Sports Bar & Grill will host the fire department's first fundraiser. The department will be displaying the new engine, and later in the evening there will be a 50/50 raffle and music by a local band, Eminence.

The members of the Town of Winchester Fire Department would like to thank you for your support. The success of the fire department also depends on the support of our community.

Yours in Life Safety,

Tom Forbes
Fire Chief

2016 Building Permit Report

Zoning Permit Number	Property Owner	Property Address	City	Building Permit Number	Date issued	Type of Construction	General Contractor	Estimated Project Cost	Permit Fee	Capital Impr Fee	Inspections Escrow	Fee Split 80% Bldg Insp	Fee Split 20% Town
46	Don Hillsburg Jay Engel	7991 Pleasant Valley Rd 8627 CTR MM	Larsen Larsen	2016-1 2016-2	1/5/2016 1/8/2016	Remodel New Garage	Self Home Town Const	\$ 70,000.00 \$ 35,000.00	\$ 200.00 \$ 55.00			\$ 160.00 \$ 44.00	\$ 40.00 \$ 11.00
47	Duane Howard	9420 Manu Road	Larsen	2016-3	1/14/2016	Addition	Self	\$ 70,000.00	\$ 70.00			\$ 56.00	\$ 14.00
N/A	Robert Blohowiak	5049 N Loop Road	Larsen	2016-4	1/19/2016	200 amp Elec	Alan's Electric	\$ 2,000.00	\$ 130.00			\$ 104.00	\$ 26.00
N/A	Roland Robinson	8405 Steeple Hill Dr	Larsen	2016-5	1/21/2016	Remodel	Self	\$ 10,000.00	\$ 55.00			\$ 44.00	\$ 11.00
42	Robert Blohowiak	5049 N Loop Road	Larsen	2016-6	1/21/2016	Riding Arena	Clary Buildings	\$ 160,000.00	\$ 185.00			\$ 148.00	\$ 37.00
48	Thomas Kundinger	8985 CTR MM	Larsen	2016-7	4/22/2016	NSFD	Van Handel Const	\$ 450,000.00	\$ 1,835.30	\$ 500.00	\$ 300.00	\$ 828.24	\$ 207.06
50	Peter Romberg	7542 Steeple Hill Dr	Larsen	2016-8	4/26/2016	Machine Shed	Valley Builders	\$ 65,000.00	\$ 100.00			\$ 80.00	\$ 20.00
49	Tim Burnham	9511 Dale Rd	Larsen	2016-9	4/26/2016	New Garage	Clary Buildings	\$ 60,000.00	\$ 60.00			\$ 48.00	\$ 12.00
51	Dale Brazil	8540 Olde Market Dr	Larsen	2016-10	5/19/2016	Garden Shed	American Const	\$ 8,500.00	\$ 60.00			\$ 48.00	\$ 12.00
55	Steven Brownell	8555 Saddleback Ln	Larsen	2016-11	6/27/2016	NSFD	Calmes Verkuillen	\$ 250,000.00	\$ 1,654.30	\$ 500.00	\$ 300.00	\$ 683.44	\$ 170.86
52	Steve Howard	4932 Grandview Rd	Larsen	2016-12	6/29/2016	NSFD	Schumann	\$ 180,000.00	\$ 1,490.00	\$ 500.00	\$ 300.00	\$ 552.00	\$ 138.00
53	James Christianson	8604 Angoli Way	Larsen	2016-13	6/30/2016	NSFD	Gene Young Const	\$ 300,000.00	\$ 1,550.00	\$ 500.00	\$ 300.00	\$ 600.00	\$ 150.00
56	James Larsen	8338 CTR M	Larsen	2016-14	7/8/2016	Pool	Brede	\$ 10,000.00	\$ 60.00			\$ 48.00	\$ 12.00
N/A	Grace Lutheran Church	8396 Steeple Hill Dr	Larsen	2016-15	9/26/2016	Remodel	Kellerman	\$ 127,683.00	\$ 779.50			\$ 623.60	\$ 155.90
N/A	John Christianson	5322 Ann St	Larsen	2016-16	9/5/2016	Remodel	Home Town Const	\$ 16,000.00	\$ 60.00			\$ 48.00	\$ 12.00
57	Carl Kohler	5394 Lakeview Rd	Larsen	2016-17	9/23/2016	Machine Shed	Self	\$ 25,000.00	\$ 60.00			\$ 48.00	\$ 12.00
58	Julie Provost	8515 Olde Market Dr	Larsen	2016-18	9/26/2016	gross Windows	B & B Basements	\$ 7,600.00	\$ 60.00			\$ 48.00	\$ 12.00
N/A	Adam Schoeder	9065 N Loop Rd	Larsen	2016-19	10/3/2016	RAZING	Self		\$ 25.00			\$ 20.00	\$ 5.00
N/A	Nick Baumgart	6786 Clarks Bay Rd	Larsen	2016-20	11/17/2016	Remodel	Self	\$ 10,000.00	\$ 60.00			\$ 48.00	\$ 12.00
N/A	Charles Tyriver	5231 White Pine Dr	Larsen	2016-21	11/23/2016	200 amp Elec	Precision Elec	\$ 600.00	\$ 130.00			\$ 104.00	\$ 26.00
N/A	Tim Voight	5375 Ann St	Larsen	2016-21	12/1/2016	200 amp Elec	Cummings Elec	\$ 2,065.00	\$ 130.00			\$ 104.00	\$ 26.00

TOTAL: \$ 1,859,448.00 \$ 8,809.10 \$ 2,000.00 \$ 1,200.00 \$ 4,487.28 \$ 1,121.82