Town of Winchester

8522 Park Way, Larsen, WI 54947

Town Board Meeting Minutes

May 4, 2026 at 7:00 p.m.

A. CALL TO ORDER
1. Pledge of Allegiance
2. Verification of Notice
3. Roll Call:

Chair Olson	Present
Supervisor Miller	Present
Supervisor Pavlik	Present
Treasurer Kreutzberg	Present
Clerk Stevens	Present

Public Attendance: 9

B. APPROVAL OF MINUTES

1. April 20, 2026 Town Board Meeting Minutes.

MOTION:
Motion by Supervisor Miller
Second by Chair Olson
Motion to approve the Minutes of April 20, 2026 Town Board Meeting as presented.

Motion carried by a vote of 2-0 with Supervisor Pavlik abstaining.

C. REPORTS

1. Winnebago County Board District 36 Representative Report

Representative Howard Miller reported that the April Election has resulted in 13 new members on the County Board. The Board has elected Frank Frassetto as our new County Board Chair. Mr. Miller noted that he has worked with Chairman Frassetto on a couple of committees and is confident he will do a great job.

Representative Miller also reported that the Board members received their committee assignments. He will again be the Chair of the Planning and Zoning Committee, as well as serving on the Legislative Committee, Solid Waste Management Board, and the East Wisconsin Counties Railroad Consortium. These are the same committee assignments he had last term.

2. Winnebago County Comprehensive Plan Update Ad Hoc Committee

Supervisor Pavlik will provide a report at the meeting, though no additional meetings have been held.

D. BUSINESS REFERRED BY THE PLAN COMMISSION – None

E. BUSINESS

1. Resolution 2026-02 A Borrowing Resolution for the Purpose of Financing Roadwork

   and the associated Board of the Commissioners of Public Lands Loan Application for Borrowing to Finance 2026 Road Projects: Lakeview Road, Oakridge Road, and Breezewood Lane

   Clerk Stevens reported that the Board is asked to consider Resolution 2026-02 A Borrowing Resolution for the Purpose of Financing Roadwork, as well as the associated Board of Commissioners of Public Lands (BCPL) Application.

   She said the Resolution and application are necessary to fund the Lakeview Road, Oakridge Road, and Breezewood Lane road work scheduled for June-July 2026. The total of the three projects plus a 10 percent construction contingency is $938,000. The loan application amount includes the contingency to allow for funding of any unanticipated changes which may arise during the road work process. The loan draws will be limited to the invoiced charges directly resulting from these three projects. The final loan amount will not include any of the unused contingency. It is worth noting that the WI Department of Revenue, using the 2025 Equalized Value for the Town of Winchester, calculated our allowable debt limit at $15,754,565.

   Clerk Stevens explained that the Lakeview Road project is possible only because the Town was awarded a WisDOT Agricultural Road Improvement Project (ARIP) grant which will reimburse the Town for 90 percent of the qualifying costs. The Town was fortunate to also receive grants for the Breezewood Lane and Oakridge Road projects. These Local Road Improvement Project (LRIP) grants are also reimbursement grants with the Town receiving ~50 percent of the hot-mix asphalt costs used to complete the work. In total, the Town anticipates receiving reimbursements of approximately $690,000 for the three projects.

Project	NEA Bid	Const. Engineering	Expected Total	Expected Reimbursement	Town's Responsibility
Lakeview Road	$592,298	$46,000	$638,298	$574,468	$63,830
Breezewood Lane	$114,768		$114,768	$50,528	$64,240
Oakridge Road	$146,021		$146,021	$65,411	$80,610
Subtotal	$853,087	$46,000	$899,087	$690,407	$208,680

   Clerk Stevens continued noting because the grants do not pre-fund the work but rather reimburse for work completed, it is necessary for the Town to borrow for the total project costs to cover the payments to the contractors in a timely manner. The Town will then use the reimbursements received to pay down the loan. The remaining balance of the loan, which is estimated at $210,000, will be amortized for five years at an interest rate of 5.5 percent.

   Clerk Stevens said the Board should be aware that the BCPL does not allow any payments from September 1 through December 31 of each year. The is an administrative policy which provides for the calculation and notification of debt service payments which is necessary information for municipalities to calculate their levies. Additionally, the BCPL requires a 30-day notice prior to the submission of any principal payments. With the timing of the projects and the associated billing uncertain, as well as the uncertainty of the processing timeline for reimbursements, the Town may have to carry a larger loan balance until a principal payment can be submitted on January 2, 2027. In the interim, the reimbursement money will be deposited into the Town's American Deposit Management account to maximize interest earnings on those funds.

Chairman Olson presented the Resolution.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Town of Winchester, in the County of Winnebago, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of Nine Hundred Thirty Eight Thousand And 00/100 Dollars ($938,000) for the purpose of financing roadwork and for no other purpose.

The loan is to be payable within 5 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 5.50 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of Winchester, in the County of Winnebago, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of Winchester by such loan from the state be applied or paid out for any purpose except financing roadwork without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the Town of Winchester, in the County of Winnebago, Wisconsin are authorized and empowered, in the name of the Town to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

MOTION:
Motion by Supervisor Miller
Second by Supervisor Pavlik
Motion to approve and adopt the foregoing preamble and Resolution 2026-02 A Borrowing Resolution to Finance Roadwork for the Lakeview Road, Breezewood Lane, and Oakridge Road Projects in the Town of Winchester, Winnebago County, WI as presented.

ROLL CALL:

Supervisor Miller	**Aye**
Supervisor Pavlik	**Aye**
Chair Olson	**Aye**

Motion carried unanimously.

2. Town of Winchester General Services Fee Schedule – Addition of Short-Term Rental Licensing Fees

   Clerk Stevens reviewed that at the last meeting, the Town Board approved a Short-Term Rental (STR) Licensing Ordinance. The Town Board was asked to consider and set the application fees relating to that Ordinance. The Board reviewed a copy of the Town's General Services Fee Schedule with suggested STR Licensing fees added.

   Clerk Stevens noted that the STR Licenses are valid for one year, beginning on July 1 and ending on June 30. The suggested fee for a NEW STR License Application is $250 and the suggested fee for a RENEWAL STR License Application is $100.

   Supervisor Pavlik noted that the suggested fees are appropriate. He asked if there have been any comments or complaints about any of the other fees on the schedule.

   Clerk Stevens confirmed there have been no complaints or comments.

   MOTION:
   Motion by Supervisor Miller
   Second by Supervisor Pavlik
   Motion to approve the Town of Winchester General Services Fee Schedule with the addition of a $250 fee for a NEW Short-Term Rental Licensing Application and a $100 fee for a RENEWAL Short-Term Rental Licensing Application.

   ROLL CALL:

Chair Olson	**Aye**
Supervisor Pavlik	**Aye**
Supervisor Miller	**Aye**

   Motion carried unanimously.

F. CORRESPONDENCE

1. Clerk Stevens noted that the Fire Chief Position vacancy was posted with the deadline for application submittal on May 4, 2026. She noted she received 2 applications which will be presented to the Board for consideration at the next meeting. She suggested the Board start the May 18 meeting at an earlier time to conduct interviews, and then conduct the regular meeting beginning at 7:00 p.m.
2. Clerk Stevens noted the America 250 Flag sponsorship has been well received with 14 of the 26 flags sponsored.

G. APPROVAL OF DISBURSEMENTS

Clerk Stevens presented the accounts payable.

MOTION:
Motion by Supervisor Miller
Second by Supervisor Pavlik
Motion to approve the accounts payable as presented.

Motion carried unanimously.

H. NEXT MEETING AND AGENDA ITEMS

Chair Olson said the next Town Board meeting will be on May 18, 2026 with Fire Chief Applicant Interviews beginning at 6:30 p.m. and the regular Town Board meeting beginning at 7:00 p.m.

No requests for agenda items were made.

I. ADJOURNMENT

MOTION:
Motion by Supervisor Miller
Second by Supervisor Pavlik
Motion to adjourn at 7:14 p.m.

Motion carried unanimously.

Approved this 18th day of May 2026

Holly Stevens, Clerk