

REGULAR TOWN BOARD MEETING, January 21, 2015

The regular meeting of the Town Board of the Town of St. Croix Falls was called to order by Chairman Steve Palmer at 6:09 p.m. on Wednesday, January 21, 2015, at the Town Hall. Proper notice was given as the agenda was posted in the three designated locations of the Town Hall, Wayne's Café and Lamperts as well as Super America on January 16, 2015. Present by roll call were Chairman Steve Palmer, supervisors Frank Behning and Erick Vitalis. Also present were town treasurer Maxine Spiess, town clerk Janet Krueger, zoning administrator James Alt, public works employee Joe Hein and legal counsel Gary Bakke. Supervisors James Beistle and Mike Dorsey were absent. Others in attendance were Norval Valleen and arriving at 6:30 p.m. were Mr. & Mrs. Doug Schmidt and arriving at 6:55 p.m. was Darel Hall. Vitalis/Behning **moved** to adopt the agenda; **motion carried**. Behning/Vitalis **moved** to approve the meeting minutes as printed for the December 17, 2014, meeting; **motion carried**.

No public comment was had.

Reports were given: The treasurer's report was reviewed. Receipts for the period ending December 31, 2014, amounted to \$464,781.69; cash balance on December 31, 2014, was \$732,793.67. Behning/Vitalis **moved** to receive the treasurer's report; **motion carried**. Ms. Spiess asked the Board if a decision was made for investing the seventy-five thousand dollars (\$75,000.00) reserve for highway equipment. An agenda item for the highway equipment reserve will be on next month's agenda. Mr. Hein gave the highway report. Mr. Hein stated warning lights came and that the new dump truck was brought back to Eau Claire. In addition to the warning light issue the power steering leak will also be addressed as it is under warranty. The Thursday, January 22, 2015, 1:00 p.m. meeting with Steve Nowak will need to be rescheduled. Chairman Palmer stated the County has been very helpful and supportive while we have been working through out truck issues. Mr. Hein thanked supervisors Frank Behning and Mike Dorsey for covering while he was out sick. Ms. Krueger presented the clerk's report. Behning/Vitalis **moved** to approve payment of vouchers 14-387 through 14-396 amounting to \$7,651.40; **motion carried** on a unanimous roll-call vote, 3-0. Vitalis/Behning **moved** to approve payment of vouchers 15-001 through 15-026 amounting to \$442,942.45; **motion carried** on a unanimous roll-call vote, 3-0. The 2014 and 2015 year-to-date budget summaries were reviewed. Mr. Alt gave the zoning report. Mr. Alt stated the comprehensive plan committee had completed their review of the comp plan and that he will begin typing the revisions. The whole plan will need to be retyped as a workable electronic version was not provided to the Town. Mr. Alt informed the Board that a violation notice had been sent to a property owner for an illegal subdivision. No building inspection report was received this month. No supervisor reports were made. Mr. Palmer gave the chairs report. Mr. Palmer stated the joint town/city committee is still working on water and frontage road issues and stated a land owner meeting has been scheduled for March 12, 2015, at the City Hall regarding the proposed frontage road. Mr. Palmer stated he, the clerk and the highway employee had met with the Town of Osceola chair and highway employee to discuss boundary roads. The clerk presented a letter from the assessor requesting dates be set for the 2015 Open Book and Board of Review. Behning/Vitalis **moved** to adopt Resolution 15-02 setting the date, time and location for the Open Book and Board of Review; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 15-02

A RESOLUTION TO SET DATE, TIME, AND LOCATION OF OPEN BOOK AND BOARD OF REVIEW FOR THE TOWN OF ST. CROIX FALLS

WHEREAS Wisconsin Statute 70.45 requires the Town to have the assessment roll open for examination by the public; and that the assessor shall be present for at least two (2) hours while the assessment roll is open for inspection; and

WHEREAS Wisconsin Statute 70.47 requires that the Board of Review meet annually at any time during the 30 day period beginning on the 2nd Monday of May (May 11, 2015).

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, pursuant to Wisconsin Statute 70.45 hold the Open Book in the Town of St. Croix Falls, Polk County to be held on the 7<sup>th</sup> day of May, 2015, commencing at 7:00 p.m. at the Town Hall; and

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, pursuant to Wisconsin Statute 70.47 sets the date of the Board of Review for the Town of St. Croix Falls, Polk County, to be held on the 27<sup>th</sup> day of May, 2015, commencing at 7:00 p.m. at the Town Hall; and

BE IT FURTHER RESOLVED that the clerk will provide notice to the public as required by Wisconsin

Mr. Chairman informed the Board that a new posting location was needed due to the closing of Wayne's Café. Vitals/Behning **moved** to adopt the amended 2014-2015 Town Board Rules and Procedures identifying the new posting location of Super America; **motion carried** on a unanimous roll-call vote, 3-0.

### Resolution 15-03

#### A RESOLUTION AMENDING 2014 - 2015 TOWN BOARD RULES OF PROCEDURES POLICY FOR THE TOWN OF ST. CROIX FALLS

WHEREAS the Town Board of the Town of St. Croix Falls wished to establish specific procedures for the actions of the town board in the operation of the town; AND

WHEREAS the Town Board of the Town of St. Croix Falls adopted the 2015-2015 Town Board Rules and Procedures Policy on April 16, 2014; and

WHEREAS one of the posting sites identified in Rule 5 has closed.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, hereby amends Rule 5 of the 2014 – 2015 Town Board Rules of Procedures adopted on April 16, 2014.

#### **RULES AND PROCEDURES FOR THE OPERATION OF THE TOWN BOARD**

##### **Rule 1: Date and Time of Regular Meetings**

The regular monthly meeting of the Town Board shall be on the third Wednesday of the month. Starting time shall be at 6:00 p.m.

##### **Rule 2: Calling of Special Town Board Meetings**

Calling of special meeting of the Town Board shall be in accordance with Wisconsin Statutes. A special meeting may be called by order of the Town Board chairperson or by petition of any three supervisors of the Town Board after which the clerk shall be notified of the agenda item(s) so proper posting may be made.

##### **Rule 3: Assessment of Fees for calling Special Town Board Meetings**

A fee of \$250.00 shall be assessed to any person, group of person, corporation, or other entity when requesting the Town Board to hold a special meeting. This fee shall be assessed for each item requested to be on the special meeting agenda.

##### **Rule 4: Designation of Official Publication for Town Notices**

The Town Board declares that the Town shall use posting in lieu of publication. When notices and other matters by statute must be published, such publication shall be in the Inter-County Leader. Informational notices, when published, shall be in the Inter-County Leader and/or Tri-County North Advertiser. Informational notices such as co-op election ads and meeting notices may be placed in additional publications within Polk County, when in the opinion of the Town Clerk or directed by the Town Board, such additional notification would be beneficial to the residents of the Town.

##### **Rule 5: Location of Notice Postings Sites**

The following four locations shall be used as the posting sites for notices and other announcements for the Town when publication is not required by statute:

Town Hall, 1305 200<sup>th</sup> Street and US Hwy 8

Lamperts, Main Entrance, 2213 US Hwy 8

Skoglund's Super America

Town's Website, [www.townofstcroixfalls.org](http://www.townofstcroixfalls.org)

##### **Rule 6: Preparation of Agendas for Regular and Special Town Board Meetings**

The Town Clerk in consultation with the Town chairperson or acting chairperson shall prepare agendas for all regular and special Board meeting. The clerk shall include such items which are ordinarily and customarily considered at various times during the year. Such agendas shall be posted in accordance with Wisconsin Statutes. Amendments to agendas after posting may be made provided Statutes are followed.

##### **Rule 7: Procedures for Placing Items on the Agenda**

The Board at previous meetings may identify items which are to be placed on the agenda for either a regular or special meeting. A Board member or chairperson of a committee or commission wishing to have an item placed on the agenda or resident of the Town and other interested persons may request of the Town chairperson to have an item placed on the agenda of a future meeting; the Town chairperson shall then determine if such item will be on the agenda and notify the clerk if it is to be listed. An item may be placed on the agenda with a petition of any three supervisors of the Town Board after which the clerk will be notified and the item will be listed.

##### **Rule 8: Determining the Town Board Vice Chairperson**

Vice Chairperson will be determined following the Spring General Elections.

##### **Rule 9: Convening of a Town Board Meeting in the Absence of the Chairperson**

In the absence of the Town Board Chairperson and Town Board Vice Chairperson, the town clerk shall convene the Board meeting. By consensus the remaining supervisors shall determine who shall preside at the meeting. In the absence of a consensus, an election shall be held with the clerk and supervisors voting.

##### **Rule 10: Rules of Order for Conduction Town Board Meetings**

All meetings of the Town Board shall be in conformity with Wisconsin Statutes and such rules that the Town Board from time to time shall create and enact. No rule shall be in conflict with Wisconsin Statutes. The primary guide to parliamentary procedure shall be [A Guide to Parliamentary Procedure for Local Government in Wisconsin](#) (Larry E. Larmer, 1998) and supplemented by the most recent edition of [Robert's Rules of Order Newly Revised](#).

##### **Rule 11: Manner of Voting**

Whenever possible, voting should be done by **voice vote**. If the voting result is unclear, the Chairperson or any member of the Town Board may ask for the vote to be redone in a visible form.

**Recorded votes (roll-call)** voting shall be used for: 1) whenever required by Wisconsin Statute including motions to go into closed (executive) session and to adjourn a closed session; 2) financial approvals; 3) authorizations of purchases of goods and services in excess of \$500; 4) awarding of contracts; 5) resolutions adopting ordinances or amendments to ordinances; 6) adoption of the annual budget or amendments to the budget; 7) authorization of borrowing of monies; 8) resolutions approving major subdivisions; 9) adoption of policies and major changes to policies; 10) whenever requested by a member of the Town Board.

**Other Counted** voting (ex.: visible form such as show of hands) may be used for the adoption of resolutions and other substantive and important governmental decisions when a roll-call vote is not required.

**Secret Ballot** voting is not permitted except in accordance with Wisconsin State Statute Sec. 19.88.

**Rule 12: Authorization of Purchases in Interim Between Town Board Meetings**

The Town Board Chairperson is authorized in the interim between town board meetings to approve the purchase of ordinary and necessary equipment repairs, supplies, and tools when less than \$1,000. Emergency tire purchases are authorized even if in excess of \$1,000.

**Rule 13: Seating Arrangement**

Seating arrangements for Board meetings shall be such that Board members can easily see and converse with each other and the clerk and treasurer. Persons making a presentation shall present from the podium in front of the board and direct their remarks to members of the Board.

**Rule 14: Citizen Input and Recognition of Audience**

Each regular meeting agenda shall contain a time for citizen input and recognition of the audience. However, no individual shall speak longer than 3 minutes or group of people longer than 15 minutes on a specific issue and not more than 30 minutes total of public comment without the unanimous consent of the Board. If there are speakers with opposing views and/or opinions the item shall be apportioned equitable. Specific items on the agenda can be addressed by a non-board member or officer with the consent of the Board. All remarks made by those speaking must be directed to through the Chairperson. Dialog between and among audience members is prohibited. An additional public comment will be added before the meeting adjourns. This time will be limited to no longer than 5 minutes total.

**Rule 15: Procedures for the Adoption of Resolutions**

Resolutions must be listed on the agenda for the meeting in order to be acted upon and are to be included in the materials provided to Board members no later than three days prior to the regular meeting. If action is to be taken on a resolution at a special Board meeting, copies are to be made available to the Board members in accordance with statutory posting requirements. With the unanimous consent, resolutions of a routine matter may be acted upon if listed on the agenda even though not supplied to the Board prior to the meeting.

**Rule 16: Procedures for the Adoptions of Ordinances and Amendments to Ordinances**

Ordinances and amendments to ordinances must be listed on the agenda in order to be acted upon. Ordinances and amendments to ordinances except zoning map changes shall have two readings before enactment and these readings shall be in two different months, one of which shall be a regular monthly meeting of the Board. In addition to hearings required by Statutes of certain ordinances, the Town Board may provide for hearings on proposed ordinances and amendments to ordinances at its discretion.

**Rule 17: Reports from committees, Commissions, and Employees**

Written and oral reports covering the previous month's activities (including minutes of any meetings) and listing anticipated activities for the ensuing month shall be submitted to the clerk from the following: law enforcement, fire departments, zoning administration, building inspection, highway, Plan Commission, Board of Appeals, and other commissions committees, and boards. These reports and minutes are to be delivered to and received by the clerk no later than one week prior to the date of the regular monthly meeting of the Board.

**Rule 18: Procedures for the Disbursement of Funds and Payment**

Prior to the disbursement of any funds in the payment of any bills or obligations of the Town a voucher shall be prepared and signed by the Town Chairperson and Town Clerk as required by Statute and approved by the Town Board at a regular or special meeting with the following exceptions: payroll, tax deposits, tax settlements, and utility bills. All checks shall be signed by the clerk and treasurer, as required by Statute.

**Rule 19: Designation of Depository for Funds of the Town**

The depository for the funds of the Town of St. Croix Falls shall be the Eagle Valley Bank of St. Croix Falls. The Town Treasurer in consultation with the Town Chairperson and Town Clerk may purchase certificated of deposit from other insured financial institutions when interest rates would be beneficial to the Town.

**Rule 20: Payment of Board Members and Officers Salaries**

Payment of the salaries of the Town Board members and elected officers shall be on a monthly basis and shall be the first regular payday of the following month according to the previously adopted pay schedule for Town employees.

**Rule 21: Procedures for Submitting Expense Claims**

Board members, officers and staff shall from time to time during the year submit expenses vouchers to the clerk for payment of mileage at the current IRS rate Res. 00-49 (Town Board members will be reimbursed mileage only outside the Town boundaries), phone (long distance), and other customary expenses incurred while on Town business.

**Out of Town Conferences and Conventions:**

- Pre-Registration is encouraged and should be vouchered through the Town. Reimbursement for attendance at conferences and conventions shall be vouchered separately with supporting documentation included if unable to preregister.
- The most affordable lodging that is practicable should be used and supporting documentation is required for reimbursement.
- Meals (excluding alcoholic beverages) will be reimbursed up to thirty-five dollars (\$35.00) per full day for approved attendees. Supporting documentation is required for reimbursement.

Employees and such other non-employees entitled to expense reimbursement shall have the voucher approved by the Town chairperson who shall then submit it to the clerk for processing. Reimbursement for purchases, such as but not limited to supplies and parts, made for the Town shall be evidenced by presenting a sales and/or credit card slip.

**Rule 22: Authorizing Attendance of Employees at Meetings and Workshops**

The Town chairperson may authorize or direct an employee to attend a meeting or workshop in line with the individual's responsibilities for the Town and approve the reasonable reimbursement of expenses thereto. Elected officials are encouraged to attend workshops, seminars and conventions as budget allows and with prior approval of the Town Board when the amount will exceed \$100.00. Members are encouraged to car pool whenever possible.

**Rule 23: Authorization of Burning Permits**

Burning Permits can be authorized by any Town Board Officer, Town Clerk and Town Zoning Administrator. Burning Permits are not issued when the Department of Natural Resources has declared a high or above fire danger. The Town uses the DNR website to determine fire danger ([dnr.wi.gov/forestry/Fire/Fire\\_Danger/Wis\\_Burn/StateCounties.asp](http://dnr.wi.gov/forestry/Fire/Fire_Danger/Wis_Burn/StateCounties.asp)).

**Rule 24: Amendments to the Rules**

Amendments to these rules shall be made upon a two-thirds vote of the membership of the Board and shall become effective the first day on the next month following passage.

BE IT FURTHER RESOLVED that these terms begin effective upon passage and posting of this resolution.

Discussion was had on a CDL and medical card requirement for highway employees. Consensus was to amend the Employee Handbook with a CDL and medical card requirement. Proposed language will be reviewed at next months meeting. Mr. Alt went over the requested changes to the Temporary Vendor License and presented a draft of the vendor license application and permit card. Darel Hall arriving at 7:00 p.m. introduced himself and gave an overview of his humane officer and dog catching services that he would be providing to the Town. Doug Schmidt, Town of Osceola Chairman asked the Board to consider taking over the plowing of Poplar Lane and sharing the cost of road maintenance on 120<sup>th</sup> Avenue and Summit Road. Consensus of the Board was to consider taking back the maintenance for the portions of road the Town of St. Croix Falls is currently receiving road aid on. Mr. Schmidt presented an Intergovernmental Agreement indemnifying the Town of Osceola from any liability, claim, or damages arising out of any claims made regarding the Village of Dresser's portion of Summit Road. Legal counsel Gary Bakke strongly recommend the Town Board not sign the agreement. Mr. Alt state he was under the impression a building permit fee doubles if work is performed prior to obtaining a building permit; however, this language does not exist in the ordinances. Consensus of the Board was to leave the existing fees. Discussion was had on the safety of the mailboxes for Bay View Drive. Discussion was had on renewing membership with the Wisconsin Towns - Urban Towns Committee. Vitalis/Behning **moved** to not renew membership at this time; **motion carried**.

Closing public comment was had. Mr. Valleen asked that discussion on municipal road agreements remain in open session and stated when the plow truck damaged his mailbox he had to replace it with a swing-away mailbox support.

There being no further business, Behning/Palmer **moved** to adjourn; **motion carried** and the meeting adjourned at 8:22 p.m.

Minutes prepared by Janet Krueger, Town Clerk