

REGULAR TOWN BOARD MEETING, January 17, 2018

The regular meeting of the Town Board of the Town of St. Croix Falls was called to order by Chairman Frank Behning at 6:00 p.m. on Wednesday, January 17, 2018, at the Town Hall. Proper notice was given as the agenda was posted at the town hall and on the town's website on January 11, 2018. The Pledge of Allegiance was said. Present by roll call were Chairman Frank Behning, supervisors Mike Dorsey and Sharon Kelly. Also present were town treasurer Maxine Spiess, town clerk Janet Krueger, zoning administrator James Alt, public works employee Steve Jacobs and legal counsel Gary Bakke. Others in attendance were Mark Adams. Absent were supervisors Katie Appel and Gary Koecher. Dorsey/Kelly **moved** to approve the agenda; **motion carried**. Kelly/Dorsey **moved** to approve the minutes as printed for the December 20, 2017, regular town board meeting; **motion carried**.

No public comment was had.

Committee, Commission and Employee Reports: Ms Spiess gave the treasurer's report. Receipts for the period ending December 31, 2017, amounted to \$873,132.55 of which \$522,272.52 was receipted December 31, 2017, but deposited after January 1st; cash balance on December 31, 2017, was \$681,735.45. Dorsey/Kelly **moved** to receive the treasurer's report; **motion carried**. Mr. Jacobs gave the highway report. Mr. Jacobs stated he has repaired the corroded parts on the sander to prevent solenoids from failing; brought the dump truck in to have the suspension leveling valve replaced and repaired the brine tank line which froze due to the extreme temperatures. Ms. Krueger presented the clerk's report. Kelly/Dorsey **moved** to approve payment of vouchers 17-343 through 17-355 amounting to \$11,224.18 and vouchers 18-001 through 18-025 amounting to \$802,122.19; **motion carried** on a unanimous roll-call vote, 3-0. The 2017 year-to-date budget summaries and 2018 year-to-date summaries were reviewed. Mr. Alt presented the zoning administrator's report. Mr. Alt informed the board that a special exception was tabled for lack of information and another special exception applicant was out of town so the hearing for that special exception will be delayed. Mr. Alt also stated that a committee was created to draft new zoning applications. The building inspection report was reviewed. No supervisor reports were given. The chairman announced there is a meeting of the Polk County Unit of the Wisconsin Towns Association on Thursday, January 25, 2018, at 7:00 p.m.

New Business: Kelly/Dorsey **moved** to approve Resolution 18-01 setting the date, time and location for the 2018 Open Book and Board of Review; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 18-01

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 during 45-day period starting the 4th Monday of April and no sooner than seven days after the last day of which the assessment roll is open for examination.

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 18th day of April, 2018, commencing at 4:30 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 2nd day of May, 2018, 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 Statutes 70.45(2).

Chairman Behning presented prices for tablets. Discussion was had and Supervisor Kelly will look further into purchasing the tablets and possible discounts for group purchasing. A policy for

Electronic Media-Device Use was reviewed. Dorsey/Kelly **moved** to adopt the Electronic Media-Device Use Policy for the Town of St. Croix Falls; **motion carried** on a unanimous roll-call vote, 3-0.

Electronic Media-Device Use Policy

- A. Background. The standards set forth herein for use of iPads (the term iPad as used in this policy may also mean other types of electronic media devices) provided by the Town of St. Croix Falls are based on the following premises:
 1. Electronic resources have become an invaluable asset that must be protected.
 2. iPads are provided to Town Board members to establish a secure, reliable, maintainable, and supportable method of communicating information to Town Board members.
 3. iPads may be provided to staff members as needed to perform duties of his/her job.
 4. Unless specifically exempt, information stored in any automated format is considered to be a public record. The user of an iPad will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information so that the Town can make the information available when requested in accordance with the provisions of Wis. Stat. §19.21.
 5. Devices that have not been properly licensed are illegal, and the penalties are severe.
 6. Incidental personal use by members of the Town Board and staff, in accordance with this Policy, is permissible.
 7. All Town Board members and staff will be required to read the Town's Electronic Media-Device Use Policy and sign an acknowledgment confirming their adherence to this policy.
- B. Interpretation.
 1. This Policy does not cover employee-owned iPads being used for Town work. Employee owned iPads used for Town business will be provided access to the Town Wi-Fi service in Town owned buildings.
 2. All other policies, procedures, ordinances, and rules adopted by the Town Board of the Town of St. Croix Falls and work rules, as stated in the Town of St. Croix Falls Employee Handbook, governing employee conduct are applicable to the use of Town iPad resources.
 3. This Policy shall not be construed in a manner that causes it to conflict with any other State or Federal law or any Town ordinance.
 4. Authorized Town Staff shall mean the Town zoning administrator, Town clerk and Town highway employee.
- C. General Use.
 1. One iPad will be assigned to each Town Board member. Each iPad shall be numbered to ensure that it is consistently provided to, and used by, the same user.
 2. All iPads assigned to Town Board members for their term of office, remain the property of the Town of St. Croix Falls and shall be surrendered to the Town Chairperson/Town Clerk upon termination of such member's office or upon request by the Town Board.
 3. All iPads assigned to staff members remain the property of the Town of St. Croix Falls and shall be surrendered to the Town Chairperson at the end of staff employment or upon request by the Town Board and/or Town Chairperson.
 4. Information pertaining to one or more scheduled meetings (i.e. meeting "packets" shall be regularly transferred to Town-owned iPads.
 5. Upon receipt from the Town Clerk's office, Town Board members shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
 6. All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Town, remain the property of the Town.
 7. The Town retains the right to access, inspect, monitor, and/or disclose any data stored on any iPad owned by the Town, whether transmitted or received via electronic information systems (including information downloaded from the Internet or received or sent via e-mail), media of any kind, and /or any other means of data input.
 8. Information stored, saved, or maintained on a Town iPad is considered public information and is therefore subject to public disclosure laws. Further, authorized Town Staff shall have access to Town iPads at any time so as to be able to inspect and monitor the material contained thereon.
 9. iPads may not be used for the transmission of data during any Town meeting.
 10. iPads may be used for transmission while being used at home to view the meeting's packet or for doing Town business.
 11. Assigned iPads shall be used in an appropriate and professional manner at all times. The use of language inappropriate to the work place is prohibited.

12. Use of Town iPads for the creation of offensive messages or documents, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language is strictly prohibited.
 13. Incidental Personal Use: Although occasional and limited personal use of iPads is tolerated, subject to the limitations, conditions, and regulations contained in this Policy, assigned iPads may not be used in any way that:
 - i. Directly or indirectly interferes with Town operations of computing facilities or e-mail services.
 - ii. Is contrary to or damages the Town's interest.
 - iii. Results in any incremental costs to the Town.
 - iv. Interferes with any Town officer or employee's work duties, performance, or other obligations to the Town.
 1. Any personal use shall be at the risk of the person engaging therein. The Town is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of material. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn by the Town Board at any time.
- D. Prohibitions and Restrictions on Use. The use of any Town iPad whether in-house or external, for any of the following purposes is strictly prohibited:
1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
 2. To create or transmit defamatory material.
 3. To gain unauthorized access to facilities or services accessible by the Town network and intended to be used for official Town business or to use such facilities or services in an unauthorized manner.
 4. To conduct business or engage in any "for profit" communications or activities.
 5. To access, view or obtain any "adult entertainment, "sexually explicit, pornographic or obscene material unless it is for work-related investigatory purposes and with the prior approval of the Town Board.
 6. For political campaign purposes, including, but not limited to, using e-mail to circulate advertizing for political candidates or relating to political campaign issues.
 7. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from Town files.
 8. To create or transmit material of an offensive nature, including racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language.
 9. To represent oneself directly or indirectly as conducting Town business when using such equipment for incidental personal purposes.
 10. For any purpose that would be a violation of any Town work rules, Town ordinance or State or Federal law, regulation, or order.
- E. iPad Applications.
1. All systems running on Town iPads must be properly licensed.
 2. For purposes of this Policy, applications fall into one of the following three categories:
 - i. **STANDARD APPLICATIONS:** These are the applications loaded onto iPad at the time the iPad is provided to a Town Board member or staff member.
 - ii. **ACCEPTABLE APPLICATIONS:** The applications available to iPad users should be uploaded with caution as to its content and purpose. Any personal use of applications is at the user's own risk. An application that is purchased will be done so at the user's expense without reimbursement from the Town, at any time, unless it is deemed appropriate and necessary for all board members to have the application and it is approved by the Town Board. At the end of the board member's term or staff employment, the iPad will be turned in to the Town Chairperson/Town Clerk and all applications uploaded, installed and all information present, personal or work related, will be deleted.
 - iii. **UNAUTHORIZED APPLICATIONS:** These are applications that include racial slurs or sexual slurs, obscene, vulgar, and other inappropriate language that would be offensive to the public.
- F. Electronic Mail and Access to the World Wide Web and other Servers.
1. Town iPads have been equipped with firewall and anti-virus software and are intended to be used to access to electronic mail (e-mail) or access the World Wide Web.
 2. Transmission of any material in violation of U.S. or state laws or regulations is prohibited.

3. Use of wireless internet connections should be used with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

G. Security.

1. Town Board members and staff will be expected to take reasonable precautions to protect any iPad assigned to them from damage, destruction, or theft. If damage, destruction or theft occur due to carelessness, the town board member or staff member will be responsible for replacement or repairs.
2. Town Board members and staff will be expected to take appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of passwords. While the Town Clerk shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.
3. Any suspected breach of security, damage, destruction, or theft of any iPad owned by the Town should be reported to the Town Chairperson/Town Clerk as soon as possible.
4. Town Board members and staff are encouraged to use a backup system as there is an inherent risk that any data may be lost in the event of malfunction, damage, or theft to their assigned iPad.

H. Paperless Meeting Packets.

1. All Town Board members will be required to use the iPad to read and download information for meetings.
2. Meeting information will be available for Town Board members by 4:00 p.m. the Friday prior to the meeting. Special meetings packets will be available 48 hours ahead of time. On the day of the meeting, the most current packet will be available by the start of the meeting.

There was no closing public comment.

Future Agenda Items: Approve purchase of tablets for board members; discussion on building inspector; and review 170th Avenue engineering.

The next scheduled town board meeting is February 21, 2018. There being no further business, Kelly/Dorsey **moved** to adjourn; **motion carried** and the meeting adjourned at 6:46 p.m.

Minutes prepared by Janet Krueger, Town Clerk