

TOWN OF ARCADIA
Trempealeau County



Ronald Tuschner, Chairman (608) 323-3035
Ivan Pronschinske, Supervisor No. 2 (608) 323-7675

Mike Chitko, Supervisor No. 1 (608) 323-2414
Nancy Rohn, Town Treasurer (608) 323-7063

Town of Arcadia
Minutes of Regular Board Meeting
Wednesday, November 17, 2014 at 7:00 p.m.

The board meeting was called to order by Chairman Ronald Tuschner at 7:00 p.m. Open meeting certifications were met. Roll call was taken. Board members present: Chairman Ronald Tuschner and Supervisors Michael Chitko and Ivan Pronschinske. Also present were the attached list of residents.

R. Tuschner led the Pledge of Allegiance.

A motion was made by I. Pronschinske and seconded by M. Chitko to adopt the agenda. The motion was carried unanimously with a voice vote.

A motion was made by I. Pronschinske and seconded by M. Chitko to approve the minutes of the Clerk/Treasurer Referendum Discussion meeting on October 22, 2014. The motion was carried unanimously with a voice vote. A motion was made by R. Tuschner and seconded by M. Chitko to approve the minutes of the regular board meeting on November 5, 2014. The motion was carried unanimously with a voice vote. A motion was made by I. Pronschinske and seconded by M. Chitko to approve the minutes of the Special Town of Arcadia and City of Arcadia meeting on November 6, 2014. The motion was carried unanimously with a voice vote. A motion was made by M. Chitko and seconded by I. Pronschinske to approve the minutes of the Special Board meeting on November 10, 2014. The motion was carried unanimously with a voice vote. Discussion was held about posting the November 5 and November 6 meeting minutes on the website. It was decided to wait until we receive word back from the City.

A motion was made by I. Pronschinske and seconded by M. Chitko to approve the disbursements of November 17, 2014. M. Chitko had a question about the Trempealeau County invoice on the rental of equipment from La Crosse County. Beth Killian stated that she thought that during seal coating a piece of equipment was rented from La Crosse County and was reimbursed to Trempealeau County to reimburse La Crosse County; she was instructed to follow up with this and give the answer at the next meeting. The motion was carried unanimously with a voice vote.

At 7:08 p.m. R. Tuschner opened the floor to public comments for other topics that were not listed on the November 17, 2014 agenda. A second and third call was made for comments. R. Tuschner closed the public comments at 7:09 p.m.

Comments from the Board: There were no comments from the Board.

Shop Phone

Josh Koop was here to work on the phone. Jon stated that the desk phone does not always work. The phone put in by CenturyLink in the back works. Discussion continued about the connections. **The new Shop Phone number is: 608-323-1153.** R. Tuschner instructed the Clerk to contact Mr. Koop and tell him that this is the last time he will be called. The phone works or CenturyLink will be contacted to make sure the phone works. The phone needs to be working. M. Chitko asked about the connection

with Mr. Koop. The initial set up was explained. R. Tuschner suggested putting the new shop phone number on the website. It is already on the letterheads. Discussion continued on the voicemail set up that Jon will take care of.

Insurance Renewal

Information from Rural Insurance and Westland Insurance, including the answers to the previous questions, were discussed. (comprehensive business liability, public officials' liability, added commercial liability umbrella coverage, rates per thousand of coverage on portable equipment, rate per thousand of coverage on vehicles, and commercial liability which excluded public official's errors and omissions liability) The information is on file in the office. The Westland Insurance total premium for 12-1-14 to 12-1-15 is \$17,588 with the additional coverage premium with a blanket employee dishonesty bond. The footnote of \$25,000, 2 year policy for an additional \$175.00. Both companies have the workers comp. Rural Insurance is effective 12-01-14 when the current policy is due. Discussion was held about governmental discounts when purchasing vehicles/equipment and values. There are a lot of comps. between the 2 companies. Rural Insurance's premium is \$18,188 and can be made in quarterly payments. Discussion continued on values/replacement costs of the equipment and vehicles. The Clerk was instructed to contact both representatives to take a second look at the vehicles and equipment and governmental discounts. No action taken. Any questions should be directed to I. Pronschinske. This will be on the next agenda.

Thermostats

The Clerk is still waiting for quotes. This will be on a future agenda when information is available.

Referendum Results Procedure

This will be an elected position. Discussion was held on how the Board wants to proceed on setting qualifications. R. Tuschner stated that he doesn't want to see someone coming into this position that doesn't know what he/she is doing. Qualifications need to be set. The position needs some knowledge on computers, bookkeeping, and the number of hours the Board wants someone to be in the office. M. Chitko asked if we needed a strict list of qualifications or a guideline to follow. We don't want to eliminate anyone who would want to run. I. Pronschinske talked about the process of the caucus which will be held in January. Ed Patzner stated that no one would run if they were not qualified. Discussion continued on the elected position and that anyone could run even if they were not qualified; other situations; credentials needed to run the office; and job description. Paul Winey stated that a list could be made up of what a clerk/treasurer should be able to do, because this is an elected position. I. Pronschinske suggested that each Board member, Clerk, Deputy Clerk, and Treasurer come up with a list. B. Killian suggested that once the candidate(s) for the office are nominated, he/she should come in and job shadow the present clerk and treasurer. P. Winey asked if there was a job description for the supervisors; a list of things they ought to be able to do. It will be up to the candidate(s) to convince the people that they are the best person to be elected. R. Tuschner stated that the Board needs to set the specification of what the job requires. I. Pronschinske stated that the new Clerk/Treasurer should be a notary public after 6 months. R. Tuschner stated that the Board needs someone to be able to do the job. Discussion continued on hired position versus elected position and examples; hours/State Statutes and/or other duties as prescribed by the board; to be in the office to answer phone; appointing deputy position(s) and how that person(s) is paid; efficiency; and grants. This will be on the next agenda.

Snow Removal Contracts

Discussion was held on the process of snow plowing/sanding; current \$135.00 being adequate; changing the minimum charge from \$35.00 to \$45.00; and driver's discretion on safety of the area to be plowed and documentation. A motion was made by I. Pronschinske and seconded by R. Tuschner to leave the \$135.00 per hour and to change the minimum charge to \$45.00. Jon Olson talked about the plowing around poultry barns and length of time. Ray Weltzien asked about split routes, special trips versus en route trips. Discussion continued on procedures used previously; costs; poultry barns; custom charges; not making a profit, but covering the Town of Arcadia's cost: minimum of 2 hours labor plus, salt, sand, truck which is done per call; and rates for trucks and equipment. An amendment to the motion was made by I. Pronschinske and seconded by M. Chitko to charge a special trip/call at \$135.00 per hour from the time the driver punches in until he punches out with the minimum charge for this at \$45.00. P. Winey talked about the minimum rate versus the hourly rate. The amendment to the motion carried unanimously with a voice vote. The main motion as amended carried unanimously with a voice vote.

Purchase of Additional Edge Voting Machine

B. Killian read an email forwarded from Paul Syverson from Command Central. They have had several inquiries about adding additional EDGE voting machines to minimize waiting time. The special offer is available for a refurbished machine through December 19, 2014. The regular price is \$2,250. The special price is \$1,950. This includes a full one-year warranty and maintenance agreement. There is an increase of electors using the machines; people don't want to wait for the machines, so there were over 200 paper ballots

that needed to be hand counted. I. Pronschinske instructed the Clerk to check to see if any grants were available. This will be on the next agenda.

IOH Options and Person Responsible to Issue Permits as per the Option Chosen

B. Killian read the email from Trempealeau County stating that the Highway Committee voted to adopt the I.O.H. (implements of husbandry) option F. A copy of this is in the office. I. Pronschinske stated that the new clerk/treasurer will be the person responsible to issue the permits. R. Tuschner talked about the process used for the permits, uniformity in the County, and the deadline of January 15, 2015. R. Weltzien had questions on the process in the State, County, and Town and the need for needing 3 permits that would need to be carried in each piece of equipment. M. Chitko stated that an option must be chosen and talked of previous meetings about the process. Discussion continued including the enforcement being carried out by the Trempealeau County Sheriff's Department and people being informed about this new law. A motion was made by M. Chitko and seconded by I. Pronschinske to adopt the County's position on option F on I. O. H. permitting standards. I. Pronschinske thought articles should be published on this topic. Discussion continued on traveling on interstate highways. M. Chitko stated that there could be changes in the future. R. Tuschner stated that we would only amend if the State changes the law. The motion was carried unanimously with a voice vote. I. Pronschinske stated that this information should be posted on the website.

Specific matters for discussion and possible action by town board in closed session per Wisconsin State Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

1. Ray Weltzien Sand Mine Road Use Agreement for Holcomb Coulee Road

A motion was made by I. Pronschinske and seconded by M. Chitko to move into closed session. Roll call vote: Ron, yes; Mike, yes; Ivan, yes. Motion carried. The Board convened into closed session at 8:30 p.m.

Reconvene to open session per Wisconsin State Statute 19.85(2).

At 9:22 p.m. a motion was made by I. Pronschinske and seconded by M. Chitko to reconvene into open session. Roll call vote: Ron, yes; Mike, yes; Ivan, yes. Motion carried.

Possible action regarding Ray Weltzien Sand Mine/Road Use Agreement for Holcomb Coulee Road

Ivan Pronschinske stated that the only change made was in the operator section 2, item H that "In addition, the operator shall pay the town a royalty the sum of \$.15 per finished ton" instead of "\$.10 per finished ton of sand". The rest remains the same. A motion was made by I. Pronschinske and seconded by M. Chitko to pass the road use agreement with the only change being made on section 2 H which goes from \$.10 to \$.15 per ton for royalty payment. Everything else in the agreement stands as it is. The motion was carried unanimously with a voice vote. A copy of this agreement is in the sand mine folder.

Update by Town of Arcadia Road Crew on Town of Arcadia projects, maintenance, and equipment

Jon Olson stated that the blade patching is complete; potholes and grading were worked on; River Valley Bridge has been opened and a thank you should be sent to Dave Lyga; discussion continued on that bridge project and it being unlimited tons; B. Killian should send a thank you to D. Lyga; 2 culverts were replaced; brushing is continuing; Peterbuilt water leak; International had a cracked oil pan replaced; County is repairing the grader with the wing; talked about a ditcher; and unlawful entry on November 10 with a chainsaw being taken along with some miscellaneous items, locks changed, doors will be locked when road crew is not here, and no part-time workers will be given a key. A motion was made by R. Tuschner and seconded by M. Chitko that the only people having shop keys would be the full time employees, board members, clerk, and treasurer. M. Chitko stated that this should be in the policy book. B. Killian stated that the policy hand book should be on the next agenda. The motion was carried unanimously with a voice vote. Discussion continued on filing with the insurance company, but we have a \$1,000 deductible; and when culverts are put in the map in the office should be updated.

Correspondence

We received the Trempealeau County Highway Department 2014-2015 Winter Maintenance Guidelines (which will be posted); letter from Trempealeau County Department of Land Management concerning the cease stop work order on the Guza Mine to grant immediate activity at the site for over-wintering stabilization of the site (copy in the sand mine file); email request from the City of Arcadia for a critical special meeting on the agreement, this was discussed in length, decided that the Fire Board has the final say on the budget, the process of setting the Fire Board budget, and the Clerk should send an email stating that the Town of Arcadia has passed this budget, assumed that the Town of Glencoe passed it, and if the City Council passed it this should be completed and there is no need for another meeting unless the other 2 entities have not passed the budget; notice published in the Trempealeau County Times of the Maliszewski Dairy LLC permit hearing; Verizon cell tower approval and permit requirements request and the procedure;

letter from Weld, Riley, Prenn, & Ricci on legal fees; Davy Engineering information; letter from State of Wisconsin-Department of Revenue on real estate assessment for Guza parcel annexed to the City of Independence; congratulations and thank you to Sharon Spahr; update on building on Parkview Lane and health hazard procedures; school district levies are all in; safety improvements on Wis. 93 survey letter; and reminder of special board meeting in closed session tomorrow morning at 7:30 a.m. with attorney by telephone for the City of Arcadia landfill project.

Discussion was held about a meeting with the City of Arcadia and the Town of Arcadia and the next regular board meeting dates and times. It was decided to hold the joint meeting on Monday, November 24, 2014 at 7:00 p.m. at the Arcadia Town Hall if that time works with the City Council and Mayor. A motion was made by I. Pronschinske and seconded by M. Chitko to set the next regular Town of Arcadia Board meeting for Monday, December 1, 2014 at 7:00 p.m. Motion was carried unanimously with a voice vote. Agenda items are on a list in the office.

R. Tuschner adjourned the meeting at 10:01 p.m.

Respectfully submitted by,

Beth Killian
Town of Arcadia Clerk