

TOWN OF ARCADIA

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Town of Arcadia Minutes of Regular Board Meeting Thursday, April 28, 2016 at 7:00 p.m.

The board meeting was called to order by Chairman Jon Schultz at 7:00 p.m. Open meeting certifications were met. Roll call was taken. Board members present: Chairman Jon Schultz and Supervisors Barb Tock and Donna Brogan. A list of residents that attended the meeting is attached.

Jon Schultz led the pledge of allegiance.

A motion was made by Jon Schultz and seconded by Barb Tock to adopt the agenda. The motion carried unanimously with a voice vote.

A motion was made by Jon Schultz and seconded by Donna Brogan to approve the minutes of the Regular Board Meeting on April 14th. The motion carried unanimously with a voice vote.

Clerk/Treasurer N. Rohn reviewed the disbursements for the timeframe of April 14th through April 28th. A motion was made by Donna Brogan and seconded by Barb Tock to approve the disbursements as presented. The motion carried unanimously with a voice vote.

PUBLIC COMMENTS:

At 7:07 p.m. J. Schultz opened the floor to public comments for other topics that were not listed on the April 28th, 2016 agenda.

****Ron Tuschner** – reiterated from the Annual Meeting comment that some of the gravel roads in the township are horrendous. “On Veto Lane a person is lucky to travel 5 mph and there are two foot in diameter pot holes.” Donna Brogan presented Tuschner with her Road Plan, and Veto Lane is listed.

After the third call by Chairman Schultz the public comment section closed at 7:08 p.m.

AGENDA ITEMS:

- **Countryside Co-op Driveway Project – Darrell Haines:** Mr. Haines did not attend the meeting so topic was tabled.
- **Request for Variance – Peter and Cindy Winnie:** Peter Winnie spoke on behalf of his project to construct a storage building on their property on Donald Veto Lane, Town of Arcadia. They have applied for a building permit, but found out that a variance is needed as the building site cannot comply with all the setbacks (distance from creek, road, and neighbor's property. Winnie asked for a variance to reduce the distance to the road to 38 feet, stating that a similar building in that area has the same issue. Jon Schultz stated that since they are on a dead end road with little traffic he did not have a problem with the request. Donna Brogan asked if they would be at least 30 feet from the neighbor's property and Winnie confirmed. Jon Schultz made a motion to write a letter of recommendation for the variance. Donna Brogan seconded and the motion carried unanimously with a voice vote.
- **Discussion Regarding Upcoming Roadwork:** Supervisors Brogan and Tock reviewed the Township roads over the last couple of weeks. Brogan then presented her Road Plan to the Board as well as audience members, and mentioned that the map on the table had notes added and was open to viewing. The plan consisted of Co-Aid, non-Co-Aid, gravel roads, culverts and bridges. The purpose of discussing was to prioritize the roadwork for the Road Crew Foreman. Jon Olson will work on crack sealing, as this has to be done before seal coating. Using Co-Aid funds for this purpose has now been approved due to a change in the County policy. Brogan thought that Pierzina Lane would be a good road to start with on the crack sealing technique. Tuschner asked about the Co-Aid funding. In the past the crack sealing process was not part allowed to be used for the funding. He continued by asking what the plan was for this year; if all of the Co-Aid roads were going to be repaired this year. Brogan said, no, but there is a plan for in place. The next topic was the Rainey Valley Bridge. The petition for replacement failed. Dave Lyga will reapply again this year. Mark Pilgrim from Corre, Engineering has sent information regarding small bridge (less than 20 feet) viewing. Brogan and Tock feel that there are 9 bridges that should be inspected which will cost \$150 each. The bridge on Donald Veto Lane was discussed as Ayres Associates stated a few years ago that it was close to reaching the load limit, and there appears to be a lot of settling. Tuschner thought there was a tentative date for replacement. Also, it was stated that Ayres reviewed every bridge in the township at that time; 40 bridges for the cost of \$50 each. Brogan will speak to Mr. Pilgrim about their company's costs. She began her review of the "Road Plan". Tuschner asked if the bridge on Soppa Road can be looked at as well as it was fixed only temporarily. Lynn Axness stated that there have been many complaints regarding Flo-Ger Lane...shoulders too soft. Schultz said he would go out there to see how bad it was. Tuschner asked Board to explain to the audience where the Lane was. Tock responded, and she agreed that the road was in bad shape. Jon Olson had inspected the road as well. The Board may have to look at hiring a part-time person. Schultz will speak to former employees to see if they would be willing to help train. Tuschner said that now is the time to be adding gravel to the roads and getting the grading done. He continued by saying that if this is construed as an emergency the Board has the authority to hire immediately without posting. Tock stated that she felt as long as that is acceptable the

Board should hire someone quickly. Tuschner continued with staffing questions, wondering if someone could work Fridays and Saturdays since the Road Crew is on a 10 hr a day/4 day schedule. Schultz stated that he would talk to J. Olson. Tuschner made another comment...the Board could authorize one of the members to hire if needed. Jon Schultz made a motion to authorize Donna Brogan to seek out a method to fix roads quickly with an expiration date of the end of May. Barb Tock seconded and the motion passed unanimously with a voice vote. Brogan continued with the Road Plan discussion by stating that the Board should be finding out soon if the TRID and LRIP funding will be made available to the Town. She then referred back to her plan, wanting to finalize a plan for Co-Aid roads. The logic of the plan is to start with the lower rated roads that are still salvageable. Listed are the specifics of each road discussed...

**Bill's Valley was discussed as a possibility; estimate of \$40,000 to patch and sealcoat.

**Glodowski Road could also be a candidate. Heavy patching and seal coating would be needed before completing an overlay on the top of hill. Estimate of \$86,000. It was stated that the work would only be done on the top part of the road. Tuschner was concerned about the hill, thinking that is much worse regarding traction for the snowplow drivers. Brogan commented that this road was part of a discussion during a prior meeting, thinking that it may qualify for closing the hill portion in the winter.

**Kurth Valley – Only approximately 1 mile of this road is in the Town of Arcadia. The general consensus was that it is in an atrocious state; potholes must be patched immediately. An overlay estimate is \$113,000. Also noted was that Randy Gilbertson will work with Jon Olson to review possible asphalt applications.

**Meyers Valley was considered okay for now. Will look at patching dip in the road.

**Lewis Valley – can't seal coat; would have to be rebuilt; maybe look at doing a mile at a time over the course of a few years.

**North Creek – 3.5 miles would have to be rebuilt. There are quite a few bridges and culverts to deal with. Possibly work on culverts and patching this year. Barb Tock commented that priority should be placed with more highly traveled roads. Should place a counter on both Lewis Valley and North Creek to see which one has the most traffic.

**Soppa Road – possibly seal coat in 2016 or 2017; no estimate yet.

**Plum Creek – Seal coat in 2017.

**Burlington – crack sealing; estimate of \$14,500.

**Continued discussion – Tuschner wanted to understand the crack sealing method. He said there has been crack sealing completed in the past in Holcomb Coulee. Tock asked if he felt that it held up. Tuschner said that the edges are giving way, and that the road needs ditching again. Tock continued by saying that she said she was ok with spending a large amount of the Co-aid money to get the road work done. J. Schultz stated that the necessary work (ditching and culverts) must come first. He continued by commenting on the priorities that he would like to see...Bill's Valley, Burlington, Glodowski (lower part), Kurth, and Pierzina Lane. Tuschner commented that with double seal coating they lessen the amount of oil with the 2nd coat. Need to work on crack filling and patching first. He also asked that the Board look at Holcomb Coulee. At this point the approximate cost for roadwork listed would be

\$108,000. Darlene Rossa spoke about the bridge on Soppa Road. She is concerned that there will be a large amount of trucks going across due to new chicken coop. It is an old wooden bridge and is “not sure how it’s still standing.” Mike Chitko asked what bridge the Board was referring to regarding the Rainey Valley discussion. D. Brogan replied that it was the first bridge, and reiterated what was said earlier in the meeting about not receiving the funding. Due to bus traffic, etc, there is a concern that the bridge remains. Chitko stated that the County cleaned off some of the hillside, giving a small increase in the line of sight, but it still is an issue. Tock stated that maybe the intersection could be moved, but they would have to speak to the landowner first.

- **Discussion Regarding Equipment Loan:** A resolution was created as part of the paperwork package for the equipment loan, and N. Rohn read to the audience. Donna Brogan made a motion to approve the resolution and Barb Tock seconded. The motion passed unanimously with a voice vote. M. Chitko asked about DeBauche (whom the Town bought the truck from) not meeting the specs on the quote, wondering what the Board was going to do about that. J. Schultz answered that we will not change the supplier, but the discussion will need to continue with them. R. Tuschner asked whether or not the rear axle ratio was rectified? Schultz will check into also.
- **Hall Rental Discussion and Possible Action:** N. Rohn began the discussion by stating that there are renters that do not abide by the rules, and it continues to happen. The hall is left a mess and complaints have been received multiple times. Changes need to occur. Karen Geske made a suggestion to rent to organizations only. She also asked if the Town made any money on renting. Rohn responded that it was very little after all the expenses are figured in. Beth Killian stated that she is concerned that places to rent are very limited due to these issues. She also commented that kids are unsupervised as well. She continued, stating that many years ago there used to be a constable that would keep order. Her thoughts were that possibly a security person would have to be hired by the Town and paid for by the renters. Tuschner commented that the Hall was supposed to be for the constituents. “Why punish everyone?” His thoughts were that someone should be hired to come in and check on the renters, and possibly raise the rental fee to \$1000. Geske asked if the Town could only rent to taxpayers. Donna Brogan stated that she was in favor of raising the security deposit, but did not want to restrict renting to only taxpayers. L. Axness commented that she feels it should be rented to Town of Arcadia residents only. Darlene Rossa felt that hiring a security person wouldn’t work. Tony Pyzybylla stated that a security person could be hired, and if they ran into any trouble they could call the sheriff’s department. R. Tuschner said that it needs to hurt the pocketbook. K. Geske responded that raising the deposit that high hurts the families that can’t afford it. M. Chitko thought the rented hours should be cut back, and also have someone come in to enforce. Other thoughts were that a valid driver’s license should be presented at time of rental. After a small amount of continued discussion, Jon Schultz made a motion to rent to Township of Arcadia residents only, reducing the hours of rental to vacating at 9 pm Monday through Thursday, and 7 pm Friday through Sunday, and raising the security deposit to \$700. Barb Tock seconded the motion for discussion purposes only. Tock stated that she agreed with most of the

motion, just not raising the security deposit. D. Brogan commented that it would be a good idea for an interpreter to be available. Other thoughts were to have liability insurance, pay by credit card, reiteration of having someone to check on the renters. After discussion ended, Jon Schultz amended his motion by striking the change to the security deposit. Barb Tock seconded, and the motion passed unanimously with a voice vote. Jon Schultz then made a motion for a photo ID and proof of residency to be included when a person wants to rent the hall. Donna Brogan seconded and the motion passed unanimously with a voice vote.

- **Annexation Update:** Jon Schultz stated that correspondence was received from Hale Skemp a few weeks ago. He is confident that the attorneys are doing a good job for the Township. Schultz also commented that Independence has chosen to wait until this coming November to pay the road maintenance agreement. He felt that the fee should have been paid in November of 2015. Darlene Rossa asked if the annexation reverts back to the Township does the Town have to pay the money from the first year. Schultz answered “no”. It was also stated that the agreement is only for two years so this will have to be reviewed again before the year is out.
- **Discussion on Possible Website Upgrade:** Earlier in the year there was a discussion on possibly updating the Township website. Currently, the Board thought it would make sense for the constituents to voice an opinion as to what they would like to see for possible upgrades. K. Geske commented that she liked the layout of the City of Blair’s website. R. Tuschner stated that he was happy with the current site. J. Schultz commented that he would like for the Clerk to be able to post and not have to rely on the webmaster. Discussion continued with how agendas, etc. are posted. B. Tock stated that the Town needs to change our policy to only posting on the web and one other place. Remarks were made that the current posting method would have to remain for Class 1, 2 and 3 publications. K. Geske asked if the website could be used to help promote the Town’s lifestyle; maybe promoting businesses, people. Tuschner stated that possibly the Town could charge businesses to advertise on the website. Axness’ idea was to have links for official businesses (i.e. County website, weather, etc). Tock would like to see access to central email. After a small amount of continued discussion, Chitko thought someone should take the lead on this, and Schultz responded that Tock already has. She plans to go to the webmaster with the ideas presented at the meeting. She asked if anyone was interested in helping and Chitko volunteered.
- **Forming a Committee for Clerk Responsibilities:** J. Schultz began by reiterating the discussion during the Annual Meeting regarding the Clerk’s responsibilities. N. Rohn presented a list that was collaborated by herself, the deputy and the former clerk. A request came from the audience to have copies made. A short recess ensued at 9:16, and the meeting began once again at 9:20 p.m. J. Schultz indicated that a decision was made at the annual meeting to form a committee to determine what the Clerk’s responsibilities should be, so he asked the audience for their thoughts. M. Chitko asked Beth is there was anything for her to review to understand the Clerk’s role when she ran for office. She responded that the only resource was speaking to other clerks. Chitko said that there needs to be a resource

for someone who runs to review what the responsibilities are, and he continued by reiterating his comments from the Annual Meeting...that anyone can run when it is an elected position. R. Tuschner stated that our township may have wants and needs that other townships do not. He reiterated as well the comments he made at the Annual Meeting regarding the writing of grants as an expectation of the Clerk's duties. J. Schultz commented that grant writing is a great talent to have. The Town can require that the Clerk writes grants, but wondered how to require that the process be done well. Tuschner responded that yes, the Clerk may need other resources, but they still need to focus on how they can write the grants themselves. Tuschner then brought up the minutes from meetings. He felt since the minutes are first approved at the next meeting there is a large gap in time before the constituents see them. He felt that the public should have a say regarding the approval process. Schultz countered that the precedent had been set to not put the minutes on the website until they were approved by the Board. Tuschner asked why the practice couldn't be changed. B. Tock commented that the Annual Meeting minutes can be posted even though they are not approved (they first are approved at the next Annual Meeting). Rohn commented that the Board should confer with the WTA (Wisconsin Towns Association) before a change is made. Tuschner remarked that the County posts minutes, and was insistent that the Town follow that same practice. K. Geske corrected that statement by saying that they post Resolutions. Brogan remarked that she expected that the minutes be presented with the overhead projector, and they could also be read aloud during the meeting. She continued by explaining that the Board is approving the transcript of what happened at the last meeting, not any actions. Tock stated that if something was voted on during a meeting (for example that changes to hall rental that was voted on tonight), the action would take affect right away...not wait until the minutes are approved. After continued discussion, Schultz stated that if an error is found an amendment can be made to the minutes. Brogan stated that minutes should be kept brief according to the Wisconsin Towns Association; they should not be verbatim. Tuschner said that the minutes from the last few clerks have been very specific and helpful as there have been issues, and has saved the Board from being in court. Tuschner stated that he felt the people deserve specific minutes, and continued by stating that he would be like to be part of the committee. Other comments were heard about how other townships/cities deal with their minutes. K. Geske stated that she didn't think it was necessary for the minutes to be sent ahead of time. L. Axness said that other organizations send out minutes with "draft" included so everyone knows the minutes are not official. N. Rohn spoke, saying that this item was on the agenda stating that a committee was going to be formed, and this was not meant to be a bashing session. Darlene Rossa brought up the elected versus appointed topic again. She stated that the Board can hire someone who is knowledgeable if the position is appointed, and that is why they wanted to change the position in the past from "elected" to "appointed". After continued discussion, D. Brogan stated that she didn't see the point of having a committee. Schultz thought that was what Darlene was speaking to. N. Rohn said there are job descriptions out there. Rossa asked if the motions from the Annual meeting are going to be acted upon (i.e. splitting the Clerk/Treasurer back to two separate positions). Rohn replied that the recording is being reviewed for the second time by Bruce Brovold to ensure that the

motions were correct. Mr. Brovold stated that he would have an answer the following week. Rossa asked if another meeting would have to be called if there was an error. Rohn responded that Mr. Brovold stated "probably not". Mike Chitko asked that Rohn relay the questions that were asked. Rohn stated that there was a question regarding a possible "point of order" error during the Annual Meeting. Apparently there was a thought that a constituent made a motion, but in fact it was a "statement". Bruce Brovold reviewed the recording of the meeting and confirmed. The second question regarded an amended motion made by Rohn to split the Clerk/Treasurer position back to two separate jobs. At the time of the meeting, Mr. Brovold did not have a chance to review. He stated he would have a reply by the following week. Rohn continued by stating that she spoke to the WTA as well as Mr. Brovold regarding her actions on making a motion. Both entities stated that she did nothing wrong. Schultz finalized the discussion by stating that if Mr. Brovold finds an error he will be sure to let us know.

CORRESPONDENCE: N. Rohn proceeded to review all other correspondence... Worker Zone and Flagger Safety Seminar on May 3rd; the deadline for the Arcadia Community Garden is May 16th; Requests for recordings and public records. Rohn continued on with correspondence... Trempealeau County Land Management letter regarding Carol Anderson Moder request to change a small amount of acreage from agricultural to residential.

Future agenda items: Foreman's update, Board members update on meetings attended; future of Town Board regarding 3 or 5 members; Countryside Co-op project; continued road plan discussion; continued website discussion; legal response to annual meeting questions.

Confirm next meeting date: The next Town Board meeting will be held Thursday, May 12th at 7:00 p.m. The meeting was adjourned at 9:47 p.m.

Respectfully submitted by,

Nancy Rohn
Town of Arcadia Clerk/Treasurer