

MINUTES - TOWN OF RED CEDAR

The monthly town board meeting was held at the Red Cedar Town Hall, E6591 627th Ave., Menomonie, WI on October 12, at 6:30 p.m.

1. CALL TO ORDER. Chairman, Pete Prochnow, called the meeting to order at 6:30 p.m. Board members present were Deb Gotlibson, Bob Cook, Dave Leach, and Doug Miller. The Clerk, Cheryl Miller, and the Treasurer, Jill Haldeman, were also present.
2. PUBLIC COMMENTS. Adam Meier, a resident who lives on 640th Street by the church, addressed the board with respect to a Stop Ahead sign which was moved and placed into the right of way in front of his house. He indicated no one communicated or talked to him prior to moving the sign and asked that there be better communication next time.
3. MINUTES: The minutes of the prior meeting were reviewed. *Motion by Bob Cook and second by Dave Leach to approve the minutes of the September 21, 2015 board meeting. None opposed. MC*
4. FINANCIALS. The current month's financials were reviewed. *Motion by Deb Gotlibson and second by Bob Cook to approve the current month's financials. None opposed. MC*
5. CURRENT MONTH'S CLAIMS. *Motion by Bob Cook and second by Deb Gotlibson to approve the current month's claims with the exception of the truck loan payoff amount, subject to discussion and action below. None opposed. MC*
6. BUILDING PERMITS and FIRE CALLS:
 - (a) Revisit Building Permit #0615, Siler, E7309 N. Co. Rd. E, Menomonie – Pole Shed, 32' x 40'; *This item will be removed from future agendas.*
 - (b) Building Permit #0915, Lentz, N5206 610th St., Menomonie – Addition to Pole Shed, 40' x 40';
 - (c) Building Permit #1015, Knutson, E5355 674th Ave., Menomonie – Outbuilding, 28' x 40'; and
 - (d) Building Permit #1115, DeAtley, N4915 577th St., Menomonie – Detached Garage, 36' x 48'.
Motion by Bob Cook and second by Dave Leach to approve building permit numbers 0915, 1015, and 1115. None opposed. MC
7. REPORTS AND RECOMMENDATIONS:
 - (a) Patrolman: *The Patrolman informed the board that it was a short month and that in a few weeks, he would be finishing the hand patching and sign work; he also hauled a load of crushed rock and will start mowing tomorrow for the next month. Kevin will be back on November 2.*
 - (b) Finance Committee:
 - (1) Budget expenses and income to date. *A report of current work performed was provided to the board, and the budget income and expenses to date was reviewed.*
 - (c) Ordinance Committee:
 - (1) Recommend approval of updated Employee Handbook. *A report of current work performed was provided to the board, and the Employee Handbook would be reviewed below with the Resolution to Adopt same.*
 - (d) Planning Commission: *A report of current work performed was provided to the board, as well as a timeline with respect to the updates to the comprehensive plan.*
8. FURTHER BUSINESS:
 - (a) Employee, staff, and town official concerns. Questions were raised with respect to a possible ATV route in Cedar Falls.
 - (b) Full-time employee contract with Kevin Deutsch, including terms and retirement plan options. A draft contract was presented by the Clerk for review. *Motion by Deb Gotlibson and second by Bob Cook to approve the draft contract as presented. None opposed. MC* The Clerk will finalize the draft and present it to the board and employee at the next board meeting for signing.
 - (c) Approve SIMPLE IRA retirement plan for employees. The Clerk presented draft documents to the board for review. *Motion by Bob Cook and second by Deb Gotlibson to approve the paperwork as presented. None opposed. MC* The Clerk signed the paperwork on behalf of the township and will forward it to the insurance company and set up the proper liability accounts in the accounting system.
 - (d) Discuss and determine on-call snowplow drivers for winter. The Chairman informed the board that after Jeff retires at the end of the year, he will continue to plow sometimes if needed. Kevin is willing to go out in the early morning hours, and Lentz can have a few drivers available during the winter to help. Pete will get information from Lentz to present to the board at the next meeting. *This matter was postponed.*

- (e) LRIP project with Town of Menomonie. The Chairman informed that board that work needs to be done on one mile of 530th Street (Cedar Falls Road), which is a town line road with the Town of Menomonie. Both Chairmans have prepared paperwork for an LRIP project for the 2017 cycle. The two towns submitted a project a few years ago, but it was pulled as the State required 22 feet with a bicycle lane. The project would cost approximately \$150,000.00 total (\$75,000.00 each) including shouldering, each town would receive approximately \$17,500.00 back under LRIP. *Motion by Deb Gotlibson and second by Doug Miller to move forward with the proposed LRIP project with the Town of Menomonie and file the necessary paperwork. None opposed. MC*
- (f) Potholes on Boat Landing Road in Cedar Falls. *The potholes were repaired, and this item will be removed from future agendas.*
- (g) Livestock on roadways. *No action taken. This item will be removed from future agendas.*
- (h) Town Board letter re: mistakes made by Co. Zoning Dept. at recent BOA hearing. Discussion had. Bob Cook is not satisfied with what Mr. Colson told the board at the last meeting. He does not believe that the Board of Adjustment is aware of what transpired and the mistakes made by the zoning office where residents were told they would be notified of the second BOA hearing on the Govins matter. The board agreed that a letter should be sent to the BOA Chair, the County Administrator, Bob Walter, and Steve Rasmussen with a recommendation that an apology letter be sent by the zoning administrator to the town residents. The Clerk will draft a letter and email it to board members prior to sending it out.
- (i) Enact Resolution #2015-13 adopting updated Employee Handbook. The Employee Handbook and resolution were reviewed. *Motion by Bob Cook and second by Doug Miller to adopt the updated Employee Handbook and enact Resolution #2015-13. None opposed. MC*
- (j) Review and enter into contract with Dunn Co. to collect taxes for period 11/09/2015 to 10/31/2016. *Motion by Deb Gotlibson and second by Doug Miller to enter into the contract with Dunn Co. to collect town taxes for the period 11/09/2015 to 10/31/2016. None opposed. MC*
- (k) Kenworth truck payoff. Discussion had. *Motion #1 by Doug Miller and second by Bob Cook to approve the payoff of the Kenworth truck. None opposed. Motion #2 by Bob Cook and second by Deb Gotlibson to amend the approved monthly claims to include the truck payoff. None opposed. Both motions carried.*
- (l) Town Budget. The proposed 2016 Town Budget was reviewed. *Motion by Deb Gotlibson and second by Dave Leach to accept the proposed budget as presented to be brought before the Town Electors at the November hearing. None opposed. MC*
- (m) Set town budget and tax levy hearing date. The Clerk informed the board that the Public Hearing for the Sanitary District Expansion will be held at 6:00 p.m. on Monday, November 9, 2015. The board set the Budget and Levy Hearing for 6:30 p.m. on Monday, November 9th, or immediately following the Public Hearing.

9. COMMUNICATIONS:

- (a) Correspondence and announcements to be brought before the board. The Chairman notified the board that the International needs four new tires on the back, and the old tires can be recapped. The Ford also needs two new tires. The County can put the tires on. He obtained prices from three dealers, and the tires will be purchased through Bauer Built, and the county shop will mount the tires. Deb Gotlibson informed the board that she will not be in town on the second Monday in January, so the January board meeting and caucus may be moved to the third Monday (January 18, 2016).
- (b) Upcoming agenda items for discussion including specific items for inclusion or exclusion from future agendas. Those items referenced above.

10. NEXT MEETING: The next meeting date was set for Monday, November 9, 2015 at 7:00 p.m., or immediately following the Sanitary District Expansion Public Hearing at 6:00 p.m. and the Budget and Levy Hearing 6:30 p.m.

11. ADJOURN. *Without objection, the meeting was adjourned by Chairman, Pete Prochnow, at 7:54 p.m.*

(Minutes are subject to approval at the next, regularly scheduled town board meeting)

Cheryl Miller, Clerk

Date: October 12, 2015