

Minutes - TOWN OF RED CEDAR

1. Call to order/roll call. At 6:30 p.m. on July 11, 2016, Chairman, Pete Prochnow, called the monthly town board meeting to order. All Supervisors were present, as were the Clerk and Treasurer.
2. Minutes of prior Town Board meeting. *Motion by Bob Cook to approve the minutes of the June 13, 2016 Town Board meeting; motion seconded by Deb Gotlibson. None opposed. MC*
3. Business – Review applications for full-time highway maintenance worker, interview candidates, and hire an employee for the position offered.

Motion #1 - at 6:31 p.m., a motion was made by Deb Gotlibson to go into closed session under 19.85(1)(c) to discuss and consider employment and compensation, review employment applications, and conduct interviews and consider selected candidates for the full-time position of Highway Maintenance Worker, that the Clerk, Cheryl Miller, be allowed to remain in the approved closed session, and that the town board reconvene into open session after the closed session; motion seconded by Pete Prochnow. None opposed. Motion carried on a roll call vote: Pete Prochnow, yes; Deb Gotlibson, yes; Bob Cook, yes; Dave Leach, yes; and Doug Miller, yes. The Town Board convened into closed session at 6:31 p.m. Eight employment applications were reviewed, and seven applicants were interviewed in person.

Motion #2 – at 8:20 p.m. while in closed session, Deb Gotlibson moved to reconvene into open session to discuss and take possible action related to the subject matter of the closed meeting discussion and to conduct other noticed agenda items; motion seconded by Bob Cook. None opposed. Motion carried on a roll call vote: Pete Prochnow, yes; Deb Gotlibson, yes; Bob Cook, yes; Dave Leach, yes; and Doug Miller, yes. The Town Board reconvened into open session.

Motion #3 – in open session, Deb Gotlibson moved to offer the full-time Highway Maintenance Worker position to applicant, Jeffrey Kistner, with a starting wage of \$18.00 per hour for a six-month probationary period; motion seconded by Bob Cook. None opposed. MC The Clerk will look into health insurance benefit options and present those options at the next town board meeting for consideration by the Town Board.

4. Public Comments. Dunn County District Attorney candidate, Holly Wood Webster, appeared and addressed those present. Resident, Jeff Heitkamp, had questions with respect to the town tractor.
5. Financials. *Motion by Deb Gotlibson to approve the Treasurer's Report as presented; motion seconded by Bob Cook. None opposed. MC*
6. Current Month's Claims.
Motion by Deb Gotlibson to approve the monthly claims and per diems; motion seconded by Bob Cook. None opposed. MC

7. Reports and Recommendations for Consideration and Action:

- (a) Patrolman. The Chairman notified the board as to road-related projects worked on and completed for the month.

- (b) Finance Committee. The Budget Expenses and Income to Date reports were reviewed, as were the Timesheets for salaried officials and the 1st Quarter Patrolman worksheets.

- (c) Ordinance Committee.

Motion #1 by Dave Leach to approve the addition of a refundable deposit fee for Town Hall rentals; motion seconded by Bob Cook. None opposed. MC

Motion #2 by Deb Gotlibson to adopt and enact Public Nuisance Ordinance 2016-9 and Junk Vehicle Ordinance No. 2016-10; motion seconded by Bob Cook. None opposed. MC

- (d) Planning Commission. The updated town Subdivision Ordinance is being worked on.
8. Building Permits. Building permits Nos. 1316, 1416, 1516, and 1616 were reviewed. *Motion by Bob Cook to approve the building permits; motion seconded by Doug Miller. None opposed. MC*
9. Further Business- specific matters to discuss, consider, and act on by the Town Board:
- (a) Employee, staff, and town official concerns. Cheryl Miller, Deb Gotlibson, and Bob Cook addressed the board with concerns. *No action taken.*
- (b) Enter into contract with Fahrner Asphalt Sealers for flex patch and/or crack seal for various town patching projects. Discussion had. Individual projects were discussed as shown on the contract. This matter was postponed and will be kept on future agendas. *No action taken.*
- (c) Discuss purchase or rental of brush chipper. Bob Cook will continue to look into this matter, and it will be kept on future agendas. *No action taken.*
- (d) Review and take action on town shop and town hall key list. Discussion had. The Chairman will request that certain keys be returned. *No action taken.*
- (e) Clarify and set monthly reimbursement amount for Treasurer's internet usage. The Treasurer informed the board that she now has unlimited internet and asked that the town pay ½ of her monthly charges, which is approximately \$58.41 per month and is less than what was approved before. *Motion by Deb Gotlibson to set and pay a monthly reimbursement rate of 50% of the Treasurer's unlimited internet charges; motion seconded by Dave Leach. None opposed. MC*
- (f) Update on trash complaint at N6496 532nd Street (McQuiston property). This matter was postponed. *No action taken.*
- (g) Update on prohibited land use activity at E7309 N. Co. Rd. E (640th Ave. – Larson/Siler property). This matter was postponed. *No action taken.*
- (h) Update on trash complaint at N4930 610th St. (Hanson property). This matter was postponed until the October Town Board meeting. *No action taken.*
- (i) Tall grass/weed complaint at E5787 490th Ave. (Weber property). The Clerk will send a letter to the owners after the Public Nuisance Ordinance is published indicating that the grass is causing a fire hazard and is a public nuisance. This matter was postponed. *No action taken.*
- (j) Start on Town Board budget. This matter was postponed. *No action taken.*
10. Communications:
- (a) Correspondence and announcements. Correspondence was brought before the board, and announcements were made. Bob Cook and Pete Prochnow indicated that they would rather keep the tractor and not continue the buy-back lease trade in option.
- (b) Upcoming agenda items. The WTA-recommended Transportation Resolution will be on next month's agenda.
11. Set Next Meeting Date. Monday, August 15, 2016 (the third Monday of the month) at 6:30 p.m.
12. Adjourn. *Without objection, the Chairman, Pete Prochnow, moved to adjourn at 9:58 p.m.* The meeting was adjourned.

(The Minutes are subject to approval at the next, regularly scheduled Town Board meeting)

Cheryl Miller, Clerk

Date: July 28, 2016