

**Town of Onalaska Board Minutes
January 26, 2010**

Chairman Dave Paudler called the Town Board Meeting to order on Tuesday, January 26 at 7:02 pm at the Town of Onalaska Hall, W7052 SECOND STREET, Onalaska. Supervisors present were Paudler, Shane Davis, Steve Michaels and Marc Schultz. Clerk Sue Schultz was present. Absent was Howard Kelly

Supervisor Davis made a motion to approve the agenda. Supervisor Schultz seconded the motion. Motion passed unanimously.

Supervisor Michaels made a motion to approve the board minutes of 1-18-10. Supervisor Davis seconded the motion. Motion passed unanimously.

Supervisor Davis made a motion to approve the bills. Supervisor Schultz seconded the motion. Motion passed unanimously.

There were no Citizen Concerns.

Unfinished Business

Proposals for emergency generator for the Town Hall have been received from Kish Electric and Stokes Electric. They were forwarded to the Board members via email before the meeting. Dave Stokes was present to answer questions of Board Members. The Town is responsible for it's own needs for an emergency for the first 72 hours. The Federal/State government has said they can not provide for that time. The Town Shop has a portable generator to take to emergency sites, but to operate a Town command center which would include communications and recordkeeping for a disaster, we need to be prepared.

Supervisor Davis made a motion to accept the Stokes bid and recommend a 16-circuit panel, contract with the 10 KW and propane Tru Gas. Supervisor Schultz seconded the motion. Motion passed unanimously.

Leaf policy needs more thought and were tabled until the February Meeting.

New Business:

Supervisor Schultz made a motion to approve Resolution 2010-1-26-#1. Supervisor Michaels seconded the motion. Motion passed unanimously.

**TOWN OF ONALASKA BOARD RESOLUTION
2010-1-26-#1**

Whereas, the Town Board of the Town of Onalaska, believes it to be in the best interest of the citizens of the Town of Onalaska and considers it sound financial management of the Town of Onalaska's December 31, 2009 various reserved and unreserved fund balances, hereby resolves to:

- 1) Move reserved equity-sweeper to reserved equity-plow truck (\$28,425.57),
- 2) Reserve unspent 2009 budget of \$20,000 for plow truck to reserved equity-plow truck,
- 3) Reserve unspent 2009 budget of \$10,000 for generator to be purchased in 2010, and

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- 4) Reserve \$10,000 for chipper to be purchased in 2010.

Be it resolved this 26th day of January, 2010 by a 4 0 vote of the Town Board of the Town of Onalaska.

Signed by Town Chairman Dave Paudler and Witness Clerk Sue Schultz.

Supervisor Davis made a motion to approve Resolution 2010-1-26#2. Supervisor Schultz seconded the motion. Motion passed unanimously.

TOWN OF ONALASKA BOARD RESOLUTION

2010-1-26#2

Whereas, the Town Board of the Town of Onalaska, believes it to be in the best interest of the citizens of the Town of Onalaska and considers it sound financial management of the Town of Onalaska to amend its 2009 Operating Budget as follows:

	2009 Estimated	2009 Budget	2009 Adjustment	2009 Final
Revenues				
Taxes:				
General Property Taxes	\$ 672,523	\$ 672,523	\$ -	\$ 672,523
Other Taxes	7,201	4,900	2,200	7,100
Special Assessments	-	1,000	(1,000)	-
Intergovernmental Revenues	524,752	397,738	127,000	524,738
Licenses and Permits	29,227	20,300	8,800	29,100
Fines, Forfeits and Penalties	919	500	400	900
Public Charges for Services	118,007	109,500	8,500	118,000
Intergovernmental Charges for Services	2,776	34,000	(31,500)	2,500
Miscellaneous Revenue	29,359	28,600	-	28,600
Other Financing Sources	-	-	-	-
TOTAL REVENUES	<u>1,384,764</u>	<u>1,269,061</u>	<u>114,400</u>	<u>1,383,461</u>
Expenditures				
General Government	253,910	260,975	(6,000)	254,975
Public Safety	212,199	216,208	(4,000)	212,208
Public Works	598,622	642,000	(42,000)	600,000
Health and Human Services	30	10,000	(9,970)	30
Culture, Recreation and Education	21,842	19,000	3,000	22,000
Conservation and development	15,216	11,700	3,600	15,300
Capital Outlay	471,846	179,600	292,400	472,000
TOTAL EXPENDITURES	<u>1,573,665</u>	<u>1,339,483</u>	<u>237,030</u>	<u>1,576,513</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (188,901)</u>	<u>\$ (70,422)</u>	<u>\$ (122,630)</u>	<u>\$ (193,052)</u>

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Be it resolved this 26th day of January, 2010 by a 4 -0 vote of the Town Board of the Town of Onalaska.

Signed by Town Chairman Dave Paudler. Witness by Clerk Sue Schultz.

Supervisor made a motion to approve Hilltopper Representatives to represent the Town at 2010 Recycling Conference on February 24-26. Supervisor Schultz seconded the motion. Penny Pierce and Larry H have been asked to represent the Town of Onalaska at this conference and bring back any pertinent information. Motion passed unanimously.

Legal Services Agreement with Cheryl Gill was distributed via email. Supervisor Schultz made a motion to approve the legal services agreement. Supervisor Davis seconded the motion. Motion passed unanimously.

Supervisor Davis made a motion to approve the Refund of overpayment of Taxes Supervisor Michaels seconded the motion. Motion passed unanimously.

Town Policies for Cell Phones and electronic equipment was discussed. Supervisor Davis made a motion to Town Policies #6 for use of electronic equipment and #7 for use of Town Property were presented. Supervisor Michaels seconded the motion. Motion passed unanimously.

Town of Onalaska
W7052 Second St.
Onalaska, WI 54650

Policy # 6

Subject: Use of electronic equipment

Objective: The objective of this Policy is to provide a clear directive regarding the use of personal and Town owned office equipment, cell phones, and other electronic devices during work hours.

Policy: This Policy sets forth the general rules. If specific areas are not addressed, questions regarding those areas should be addressed to the Town Board or the Town Administrator.

While at work, employees may make use of personal cell phones, Town provided cell phones and Town provided land lines for limited personal use. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Employees are prohibited from using a cell phone, hands on or hands off or similar device while driving a Town owned vehicle. This



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includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking phone messages or any other similar activity.

Employees are reminded that as a public entity, the Town is subject to open records requests. Consequently, any and all correspondence, transmission and other data stored or accessed by Town computers, cell phones, PDAs, and other similar devices may be subject to review and disclosure to third parties. Further, if town records are stored or accessed on personal devices, those devices may be subject to examination or disclosure.

Distribution: A copy of this policy will be giving to all employees and any new employee on their first day.

Town of Onalaska
W7052 Second St.
Onalaska, WI 54650

Policy # 7



Subject: Use of Town Property

Objective: The objective of this Policy is to provide a clear directive regarding the use of Town property including equipment, office equipment, cell phones, etc. All equipment and property owned by the Town is public property and is to only be used for Town business.

Policy: This Policy sets forth the general rules which apply to all Town property. If specific areas are not addressed, questions regarding those areas should be addressed to the Town Board or the Town Administrator.

The Town provides the necessary equipment to do the various jobs and tasks that employees are called upon to do. This equipment is not to be used for personal use, nor is it to be removed from Town property unless it is approved and the job or task specifically requires the use of the equipment or property outside of the confines of the physical facility of the Town.

Office and Electronic Equipment:

Computer equipment, including laptops, may not be used for personal use – this includes word processing and computing functions. It is against Town policy to install any other programs on a Town computer without prior approval of the Town Board or Town Administrator. Such programs include, but are not limited to, unlicensed software, pirated music, and pornography. The copying of any program installed on Town computers is also not allowed unless you are specifically directed to do so or receive specific permission from the Town Administrator or Town Board.

Other Town Property:

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It is expressly prohibited to use Town property or Town facilities or services for any commercial purpose. It is further expressly prohibited to use such equipment facilities or services for any entertainment purposes or any use which is immoral, illegal, or unethical.

Any unauthorized use or deliberate action, which causes damage to Town property or which disrupts its computing system or communication system is a violation of this policy and is subject to disciplinary action up to and including employment termination.

The Town reserves the right at its discretion to review any employee's use of Town property including but not limited to, computing equipment, cell phones, land lines, and vehicles to insure that such property is being used in compliance with the law, this policy and any other Town policies.

Distribution: A copy of this policy will be giving to all employees and any new employee on their first day.

Comp Time Payout Policy is a complicated issue and needs more time and will be placed on February agenda.

Committee Reports

Plan Commission

Supervisor Davis made a motion to deny the request of Ron and Cheryl Massman Tax Parcel #10-211-10 to change their Certified Survey Map. Supervisor Michaels seconded the motion. Legal counsel recommends to not change it. At the Plan Commission meeting, a petition with 18 citizen signatures was submitted opposing splitting the lot into two lots and approving a CSM. Motion passed unanimously.

Supervisor Davis made a motion to approve the request of Jeffery A. Willer, Tax Parcel #10-1463-4 to rezone from Commercial B to Commercial A. Supervisor Schultz seconded the motion. Motion passed unanimously. This items will need to be placed on the list to make Town Comprehensive Plan Changes.

Board Member Concerns:

Clerk Schultz reported she discovered a Town Hiring Policy from 2005 that was approved on 2005. It has been placed in the Town Policy Book. Paudler will scan the document and it will be put on the February Agenda with a policy number added.

Supervisor Schultz reported he attended the TAC committee of LAPC on sewer service area
Which has to do with the Boundary Agreement.

Minnesota DOT is in charge of the I-90 bridge replacement, estimated cost is \$197 million with the cost shared between Wisconsin and Minnesota.

Fish and Wildlife Service will have a Kick Off event on Friday February 12, 2010 at 4:30 pm at Sand Lake School.

Chairman Paudler will be attending a meeting with LaCrosse County Zoning on meshing the Severson LLC plan into both the county and town plan on February 1st.

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Chairman Paudler asked if there were any questions on the correspondence he previously emailed to Supervisors. There were no questions.

Supervisor Schultz made a motion to adjourn the meeting. Supervisor Michaels seconded the motion. The meeting was adjourned at 8:12 PM

Respectfully submitted by Clerk Sue Schultz