

REGULAR EUREKA TOWN BOARD MEETING, January 8, 2015

The regular meeting of the Town Board of the Town of Eureka was called to order by Chairman Gene Krull at 6:43 pm on Thursday, January 8, 2015, at the Town Hall.

Proper notice was given as the agenda was posted in the four designated locations of the Town Hall, Town Garage/Clerks Office, EdgeTown Tavern, and River Roads Wolf Creek Bar on January 2, 2015. A notice was posted in the Tri-County North Advertiser.

Present by roll call were Chairman Gene Krull, Supervisors James Johnson and Gary Gudmunsen. Also present Clerk Melody Jacobs and Treasurer David Anderson. Others present were Richard Nelson, Steve Jacobs, Roger Johnson, Carleen Matosky, Tim Knigge, Paul Schneider, Ron Edlund, Bill Kurtz, Marvin Caspersen, Nicolle Moline, Shaila Johnson, and Public Works Employee Michael Woltz.

Johnson/Gudmunsen **moved** to adopt the agenda; **motion carried**.

Gudmunsen/Johnson **moved** to approve the meeting minutes December 11, 2014 (Regular Town Board Meeting) with a typo change from 230th Avenue to 239th Avenue; **motion carried**.

Johnson/Gudmunsen **moved** to approve payment of vouchers 14-476 through 14-508 amounting to \$67,466.74; **motion carried** on a unanimous roll call vote, 3-0.

Johnson/Gudmunsen **moved** to approve payment of vouchers 15-001 through 15-018 amounting to \$439,415.97; **motion carried** on a unanimous roll call vote, 3-0.

The 2014 and 2015 year-to-date budget summaries were reviewed.

Melody Jacobs reported she submitted the Cost reports for fall and annual elections to the County, submitted Statement of Taxes to the State, and Submitted the Tax Levy Report to the County Treasurer.

The treasurer's report was reviewed. Receipts for the period ending December 31, 2014 amounted to \$25,805.84; cash balance on December 31, 2014 was \$79,218.43. Building Account balance as of December 31, 2014 was \$97,751.11 and New Equipment Account as of December 31, 2014 was \$11,007.28.

Highway report: Publics Works Employee Michael Woltz was present and reported they had a sander put on one of the trucks.

Mr. Krull gave the chairman's report: Chairman Krull spoke with Jeff Fuge, Polk County Corporate Council on Monday, January 5, 2015 about the 190th Street Address Tire. Mr. Fuge reported that the county has filed an amendment to current citations adding two violations of zoning regulations. The first being construction of a building without having a Land Use or Building permit. The second being us of that building as a commercial building as a commercial building without having commercial status. An appearance hearing on the additional citations is scheduled for January 13, 2015. Jeff Fuge stated the County is going to request a order of Cease and Desist on operation of the business.

Chairman Krull gave an update on the New Town Hall construction progress. The walls are up, poured the concrete last Friday, and installed the fire walls. The electrician will be in over the weekend. The heating will be installed soon. It is predicated to still be ready around March 1st.

Chairman Krull reported there have been notices in all the papers to start receiving bids for the Old Town Hall. He has been receiving calls from individuals about submitting bids and have received a couple of bids.

Bid closing is February 2, 2015 at 12:00 pm and bid opening on February 12, 2015 at 6:00 pm at the Eureka Town Hall.

Citizen Comment Time: Steve Jacobs presented the Board with a list of current roads that the Town of Eureka receives state aid for, a current copy of the Town of Eureka Public Works Ordinance, and a copy of a statement from Steve Jacobs in regards to the 239th Avenue issue. The statement indicated the Board didn't follow their own Public Works Ordinance and when the issue for 239th Avenue came to the Boards attention they should have followed the Ordinance and referred it to the Planning Commission with their recommendations to the Board.

Bill Kurtz recommended when people pay their taxes could they add their email address to a log to receive Town information.

Gary Gudmunsen stated he was approached by an individual who stated when Fred Peterson donated the land for the Old Town Hall site that if it was ever to be sold it must go back to the original owner. Gene Krull stated that there is a free and clear title on the land and there is no restrictions attached to the deed stating this information.

Bill Kurtz recommended that the Old Town Hall should be used for our Disabled Veterans and there could be items donated, stored here, and sold at auctions. He suggested that the Veterans could run it.

Gudmunsen/Johnson **moved** that Melody and Gene prepare a notice for paper for the appointed clerk position based on the prior job description approved by the Board, send Jim and Gary the notice by email for their approval prior to posting in the paper for two consecutive weeks and have applications and resume returned to Gene Krull by February 1st; **motion carried**

Chairman Krull reported according to the County the Roger Nagel Gravel Pit Permit Management Agreement with Milestone Materials Division of Mathy Construction is a done deal. Chairman Krull will obtain a copy of the agreement from the County for the Town's files.

Gudmunsen/Johnson **moved** to approve the Resolution 15-01 to set the date, time, and location of the Open Book and Board of Review for the Town of Eureka; **motion carried** on a unanimous roll-call vote, 3-0

Resolution 15-01

A RESOLUTION TO SET DATE, TIME, AND LOCATION OF OPEN BOOK AND BOARD OF REVIEW FOR THE TOWN OF EUREKA

WHEREAS Wisconsin Statute 70.45 requires the Town to have the assessment roll open for examination by the public; and that the assessor shall be present for at least two (2) hours while the assessment roll is open for the inspection; and

WHEREAS Wisconsin Statue 70.47 requires that the Board of Review meets annually at any time during the 30 day period beginning on 2nd Monday of May (May 11, 2015).

THEREFORE BE IT RESOLVED that the Town Board of the Town of Eureka pursuant to Wisconsin Statute 70.45 hold the Open Book in the Town of Eureka, Polk County to be held on the 7th day of May 2015 commencing at 4:00 pm at the Town Hall; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Eureka pursuant to Wisconsin Statute 70.47 sets the date of the Board of Review for the Town of Eureka, Polk County, to be held on the 27th day of May, 2015, commencing at 4:00 pm at the Town Hall; and

BE IT FURTHER RESOLVED that the clerk will provide notice to the public as required by Wisconsin Statutes 70.45(2).

Johnson/Gudmunsen **moved** to pay the gravel pit permits for 2015 for Keith Simmerman – 5-5 Acers - \$100.00 (closed pit), Mike Woltz - 5.4 Acers - \$361.00, Linda McCurdy – 5.2 Acres - \$361.00; **motion carried** on a unanimous roll-call vote, 3-0

Gudmunsen/Johnson **moved** accept the new employee vacation policy as stated below; **motion carried** on a unanimous roll-call vote, 3-0

Vacations

All full-time employees are eligible for vacation leave benefits. Full-time employees are those working 32 plus hours per week. The Town encourages all employees to take their vacation within the calendar year for the health and well-being of the employee.

Vacation days are provided January 1st of each year. Vacation hours are earned according to the schedule listed below.

Years of Service	Hours Provided
1 – 14	80
15 - 19	120
20 – 24	160
25+	200

Leave Requests

To schedule vacation time, employees must submit a completed leave request form to the Chairman before the requested leave. Employees must ensure that they have enough leave available to cover the dates requested. Requests will be evaluated based on a number of factors, including operating and staffing requirements. The Chairman will indicate on the leave form whether the request has been approved or denied and should return the leave request form to the employee within three business days of the date the leave request form was submitted.

If the request for vacation leave is denied, the Chairman should provide an explanation for the denial on the form returned to the employee. The Chairman will provide the original form to the clerk to file with the proper payroll forms and a copy will be returned to the employee.

Accrual of Vacation Leave

The Town encourages employees to use available vacation time. If the available vacation time is not used by the end of the calendar year, the unused vacation up to 200 hours may carry over to the following year. Any vacation hours over 200 hours will be forfeited on January 1st of the following year. There is no provision for pay in lieu of earned vacation except at termination. The carryover vacation hours will be added to the employee's vacation balance.

Termination

If employment is terminated, unused vacation leave that has been earned through the last day of active employment will be paid at the employee’s base rate of pay at termination.

Gudmunsen/Johnson **moved** accept the new employee vacation request form as stated below; **motion carried** on a unanimous roll-call vote, 3-0

Town of Eureka Vacation Request Form

Please submit this form for approval in advance of your preferred vacation dates.

Date: _____

Employee Name: _____

Vacation Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Hours/Days Requested: _____

Signature of Employee Date _____

(Circle) Approved/Denied:

Signature of Chairman Date _____

Remarks Section:

*Please provide original form to clerk and copy to employee.
Date received by clerk _____*

Gudmunsen/Johnson **moved** table the Part-Time Highway Maintenance Employee(s) until the February 12, 2015 Town Board Meeting; **motion carried**

Agenda Items for the Next Board Meeting – **February 12, 2015**

Discussion/Approval – Mike Woltz Gravel Pits

There being no further business, Gudmunsen/Johnson **moved** to adjourn the meeting; **motion carried** and the meeting adjourned at 8:02 pm

Minutes prepared by Melody Jacobs, Town Clerk