

TOWN BOARD MEETING  
OCTOBER 24, 2022

Pursuant to due call and notice thereof, the Board of Supervisors, Town of Florence met on the 24<sup>th</sup>, day of October, 2022 with Chairman Tim Bomberg and Supervisors John Holbrook and Shane McLain present.

On a motion by Holbrook and seconded by McLain the agenda was approved as posted. All in favor, motion carried.

The minutes of the previous meeting, held on October 10, 2022, were approved on a motion by McLain and seconded by Holbrook. All in favor, motion carried.

On a motion by McLain and seconded by Holbrook operator licenses were approved for Justin Korff and Devon Korff, contingent the Devon completes the beverage server course. All in favor, motion carried.

#10-24-22 Town of Florence Utility Location Ordinance, was approved on a motion by McLain and seconded by Holbrook. All in favor, motion carried.

**TOWN OF FLORENCE  
FLORENCE COUNTY, WISCONSIN  
UTILITY LOCATION ORDINANCE**

The Town Board of the Town of Florence, Florence County, Wisconsin, upon proper notice and with a quorum present, hereby adopts the following Utility Location Ordinance.

**Section 1: Purpose.** The purpose of this Ordinance is to create a permitting and regulatory scheme for the construction and installation of facilities used to furnish or distribute heat, light, water, sanitary sewer service, power, telephone service, internet service, or natural gas across or within Town road right-of-way.

**Section 2: Authority.** This Ordinance is adopted pursuant to Wis. Stat. §§ 86.16, 182.017, 66.0831, and pursuant to the Town's Village Powers under 60.22(3) and under 60.23

**Section 3: Definitions.** For purposes of this Ordinance, the following definitions apply:

(a) "Person" shall mean all individuals, partnerships, associations, and bodies politic or corporate.

(b) "Facilities" shall mean any pipes, lines, or other infrastructure used to furnish or distribute heat, light, water, sanitary sewer service, power, telephone service, internet service, or natural gas across or within Town road right of way.

**Section 4: Establishment of Permit.** No Person may construct or install Facilities across or within any Town road right-of-way without a Facility Location Permit issued by the Town Board.

**Section 5: Application for Permit.** Any Person seeking a Facility Location Permit shall submit an application to the Town Board. The application is available on the Town website or from the Town Office.

**Section 6: Facility Separation.** All proposed Facilities shall be set back from existing Facilities that were installed by the Town or a Town Sanitary District a minimum horizontal distance of eight feet and a minimum vertical distance of eighteen inches, unless lesser setbacks are approved by the Town Board in its sole discretion.

**Section 7: Administration of Permit.** Facility Location Permits shall be issued by the Town Board unless the Town Board has delegated such authority to a Town official. In either event, no Facility Location Permit will be issued until the Town first submits the application to all affected Town utility districts for review and recommendation. A Facility Location Permit may be approved subject to such conditions established by the Town Board.

**Section 8: Indemnification.** All Facility Location Permit holders shall defend, indemnify, and hold harmless the Town, all Town sanitary and utility districts, and their respective officers, employees,


agents, and insurers harmless of and from all actions of any nature whatsoever that arise out of or are connected with any work done by the applicant pursuant to a Facility Location Permit.


**Section 9: Enforcement.** Any Person who violates this Ordinance shall be subject to forfeitures in an amount of not less than \$200 nor more than \$500 for each offense. For purposes of determining forfeitures under this Ordinance, each day an offense continues constitutes a separate offense. In addition to forfeitures, the Town may seek injunctive relief, abatement orders, and other equitable relief as the Town deems necessary to enforce this Ordinance. The Town shall also be awarded cost of prosecution, including reasonable attorneys' fees, in the event of a violation.


**Section 10: Severability Clause.** If any provision of this ordinance or its application to any person or circumstance is held invalid, this invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**Section 11: Effective Date.** This ordinance is effective upon publication/posting of summary. The Town clerk shall properly publish/post this ordinance as required under s.60.80, Wis. Stats.

Dated this 24<sup>th</sup> day of October, 2022

  
Tim Bomberg, Chairman

  
John Holbrook, Supervisor

  
Shane McLain, Supervisor

Attested:

  
Shelly Van Holbrook, Clerk/Treasurer

A Class B Liquor License application was approved on a motion by McLain and seconded by Holbrook for Korff Family, LLC dba The Filling Station at 740 Central Avenue, Florence, Justin Korff, Agent. Contingent that a publication notice is in the 10/27/22 Florence Mining News. All in favor, motion carried.

On a motion by McLain and seconded by Holbrook a Town of Florence Email Use Policy was approved. All in favor, motion carried.

**TOWN OF FLORENCE  
EMAIL USE POLICY  
October 2022**

**Policy Purpose**  
The Town of Florence encourages its employees to use email for work-related communications, to assist in providing services to citizens, and for any other activity that supports the town's business. The use of email, while convenient, does not come without expectations and risk to the Town. In order to demonstrate these expectations and risks the following policy should be followed by all Town employees.

**Scope**  
This policy applies to all Town-issued email accounts. Email accounts will be requested thru your department manager. All email accounts are Office 365 accounts managed by our current IT support company Teck Solutions at The Town's direction. If a person is no longer an employee with the Town of Florence, Teck Solutions will be notified to immediately change the password and provide the Town of Florence the credentials and how they would use the email account managed.

**Acceptable Use**  
Town employees must use only the Town's email to send and receive messages for work-related communication or for official communication with constituents. Employees may not use personal email accounts to conduct any type of official Town business. Under no circumstance will employees be permitted to use town equipment and email systems for illegal activities, profit-making ventures or political endeavors.

Employees must also abide by all applicable laws, policies, and guidelines regarding the appropriate use of email. They may not send messages that can be construed as scandalous, defamatory, libelous, obscene, immoral or in violation of any intellectual property rights. Email users may not knowingly misrepresent themselves or their employment by the town; in messages sent they must always identify themselves honestly, accurately, and completely.

The Town acknowledges that incidental use of the town's email system for personal purposes may be appropriate. However, departments must ensure that such use does not impair the employee's ability to fulfill his or her job responsibilities.

**Privacy and Security**  
All email sent from or received are considered Town property. Town and departmental managers reserve the right to examine, at any time and without prior notice, all email. Users should not assume any privacy or confidentiality for messages they transmit or receive via the Town's email system. Users should never send confidential or sensitive information via unencrypted email.

**Encrypted Email**  
Sending confidential or personally identifiable information via email should be encrypted. Encrypted email requires additional configuration and cost. Employees request for encrypted email will go thru departmental management for approval based on need. Encrypted emails sent to the Town from outside sources are searchable for the purposes of open records. Encrypted emails should only be received by the Town when required by federal, state, or local law, and it is the responsibility of the


Town user to save these documents to a file system. The email body message and any attachments should be saved in an appropriate storage medium to ensure it is retained and searchable for the length of the record retention. Questions should be directed to the Office of the Town Clerk. If further information is required, they will contact Teck Solutions for clarification.


**Archiving and Record Retention**  
The Town's email archive system will automatically store all email messages sent or received through the Town's email system. All emails contained in the archive system will be subject to public disclosure under open records laws. Currently the default for 20 Archive is 7 years unless a shorter time is requested.

**Employee Responsibility:**  
Email remains a common method of coming into contact with computer viruses or malware, particularly via links embedded in emails or through the use of attachments. Users should exercise extreme caution before opening links or attachments contained within an email message, if the message looks suspicious. If in doubt, users should attempt to verify the validity of an email message with the sender.

The Town of Florence trusts that its employees will act responsibly, and always in the best interests of the taxpayers who support them and the customers who depend upon them. Each individual is responsible for complying with all applicable state and federal laws, and all Town policies and standards when using the Town's email system. Town departments will be held accountable for the actions of individual employees to ensure that conduct meets guidelines established for appropriate use of email. Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted this 24<sup>th</sup> day of October, 2022

  
Tim Bomberg, Chairman

  
Shelly Van Holbrook, Attest

OCTOBER 25, 2022 TOWN BOARD MEETING CONTINUED.....

On a motion by McLain and seconded by Holbrook a town computer is authorized for Chairman use as well as a town email address of florencewi.gov be issued to the Town Chairman for all town business. All in favor, motion carried.

Clerk/Treasurer, Shelly VanPembrook submitted Florence Utility Commission minutes and all September bank reconciliation reports and adjusted journal entry reports for September and October.

Monthly town bills totaling \$72,043.78 and automatic withdrawals in the amount of \$21,358.81 were approved on a motion by Holbrook and seconded by McLain. All in favor, motion carried.

On a motion by McLain and seconded by Holbrook it was moved to enter into Closed Session pursuant to WI SS 19.85(1)(f) – Personnel Matters- Consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or investigation of charges against specific persons that if discussed in public would be likely to have a substantial adverse effect on the reputation on any person mentioned in the histories or data or involved in such problems or investigations. A roll call vote was taken with all members voting Aye (3) and Zero (0) Nays. Motion carried.

There being no further business the meeting adjourned until November 14<sup>th</sup>, 2022, at 6: p.m. at the community center.

Submitted by:

Shelly VanPembrook  
Clerk/Treasurer