

Town of Plum Lake

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Special Town Board Meeting

Monday, January 29, 2024, beginning at 5:30 pm

1. Open Meeting Verification:

The meeting was held at the Town Hall in Sayner and was called to order at 5:32 pm by Chair Postuchow. The meeting was duly called with the notice posted at the Town Hall in Sayner, the US Sayner Post Office, and notice was given to the *Vilas County News-Review*, *The Lakeland Times*, WRJO, WERL, as well as posted on the Town of Plum Lake website.

2. Roll Call:

Chair Postuchow, Supervisor Eliason, Supervisor Rasmussen, Clerk Lechner, Brian Jopek (*Lakeland Times*) and 6 other people were present.

3. Pledge of Allegiance

The pledge of allegiance was recited.

4. Approve Agenda to Be Discussed in Any Order:

Chair Postuchow made a motion to discuss the agenda in any order. Supervisor Eliason seconded the motion. **Motion passed unanimously.**

5. Approval of minutes from previous meeting(s):

Supervisor Eliason made a motion to approve the Town Board meeting minutes dated Tuesday, January 9, 2024, beginning at 5:30 pm, as well as meeting minutes from Friday, January 12, 2024, beginning at 9:00 am. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

6. Citizen comments or concerns:

Sheehan Donoghue questioned who the Chamber Letter of Support was going to and what the Chamber was asking? Chair Postuchow stated that the Board did not have the answers to those questions yet. Ms. Donoghue also stated that there have been many legislative changes regarding voting. She questioned who provides the training for the clerks in regard to voting? She also questioned who provides training for EMS and Fire? and who pays for that training?

7. Discussion and Action on the following:

A. Sayner-Star Lake Chamber Request for Letter of Support regarding Business Loss this Winter:

Jessica Drallmeier, President of the Sayner-Star Lake Chamber, spoke on behalf of the Chamber. The Chamber is looking for ways to assist area businesses due to the loss of revenue associated with winter tourism. She spoke with Heidi at Discover Wisconsin, but they only offer grants for things like events and marketing. Jessica then spoke with Jim Rosenberg, Regional Director for the WI Economic Development Corp (EDC). Jessica composed a letter and forwarded it to the Governor, and our legislators. Jessica was advised to reach out to local government to get their voices heard. Further discussion was held. Sheehan Donoghue stated that she will give Jessica a list of people she should be contacting. Supervisor Rasmussen made a motion for the Town Board to draft a letter of support for the Sayner-Star Lake Chamber to send out to our state legislators, senators, and the governor to make them in light of the situation of the 23-24 winter season pleading for some help, if it be

grants, something, we just need the discussion on their end to occur. Supervisor Eliason seconded the motion. **Motion passed unanimously.** A draft of the Letter of Support will be presented at the February 13, 2024, Board meeting for approval.

B. Make Changes and/or Approve Mailbox Damage Policy:

Supervisor Eliason asked about the requirement of reporting the damage within 24-hours of plowing. For instance, what if a person is out of town and can't report within 24-hours? A discussion was held regarding this issue. Supervisor Rasmussen recommended that the time to report be increased to 48 hours. Supervisor Rasmussen made a motion to adopt the Mailbox Repair Policy with the change from 24-hours to 48-hours. Chair Postuchow seconded the motion. **Motion passed unanimously.**

C. Public Works Employees Seasonal Bonuses:

This refers to an end-of-the-year holiday bonus. None of the Town of Plum Lake employees received a bonus in 2023. Supervisor Rasmussen stated that there should be a policy regarding this issue, and it should be discussed during the budgeting season. Supervisor Rasmussen made a motion that the Town develop an Employee Seasonal Bonus and start with the 2025 budget and have it available to us to add to our Employee Handbook. Supervisor Eliason seconded the motion. **Motion passed unanimously.** Chair Postuchow questioned if that would exclude this year as well? That the employees would not receive a bonus in 2024. Supervisor Rasmussen responded that funds could always be moved in the Public Works section. If there is unused Public Works money at the end of the year this could be revisited.

D. Unrequested PTO Use:

It was brought to the Board's attention that an employee got PTO time that they did not request and was paid 17 hours in addition to the hours that they worked. The employee would like the 17 hours of PTO returned to his PTO bank. The problem is that this was in last years pay period and the W-2s have been created. Supervisor Rasmussen would like to see a protocol, and it can be just a one-page sheet, where the employee designates if they want their PTO rolled over, paid out, or placed in ESL. Chair Postuchow made a motion to seek advice from the Wisconsin Towns Association on how to proceed with this situation. Supervisor Eliason seconded the motion. **Motion passed unanimously.**

E. Approve Memorandum of Understanding between Vilas County and the Town of Plum Lake for the WisVote System:

Clerk Lechner gave an overview of the WisVote system, which was created by the Wisconsin Elections Commission. There was previously a section called The Learning Center, which has now been replaced by a new module called ElectEd. ElectEd contains many training modules, which can be sorted by subject, or by position (i.e. poll worker, certified inspector, etc.). Vilas County held a meeting last week where Clerks and their Certified Inspector(s) attended and discussed items such as what the County is responsible for versus what the Town is responsible for, best practices, etc. This was not a training. Sheehan Donoghue questioned how a death is recorded in WisVote. Clerk Lechner stated that WisVote does notifications, the County and the Clerks also check obituaries and note the death in WisVote. If Vilas County does remove a voter due to death, the Clerk is notified of the removal by the County Clerk's office. The Memorandum of Understanding was sent to all Towns. Sheehan Donoghue asked who pays for the WisVote machines and/or the training? The Town pays the election workers an hourly wage for their training hours in ElectEd. There is no charge for the trainings in ElectEd. Supervisor Rasmussen made a motion to approve the Memorandum of Understanding between Vilas County and the Town of Plum Lake for the WisVote system. Supervisor Eliason seconded the motion. **Motion passed unanimously.**

F. Small Bridge/Culvert Program Local Government Inventory Collection Indication Form:

Supervisor Eliason gave an overview of the Small Bridge/Culvert Program from a recent webinar that she attended. The State is looking for an inventory of culverts that are 6' to 20'. Supervisor Eliason stated that Plum Lake only has about three that would meet that criteria. An email from Troy Schalinske, of the Vilas County Highway Department, was received and the County has offered to do the inventory at no cost to the Town, but the Town could not receive the \$100 per culvert from the State. Supervisor Eliason made a motion to have the County Highway Department collect and input the data on the 6' to 20' culverts in the Town of Plum Lake. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

G. EMS and Fire Shared Revenue Changes:

Chair Postuchow stated that she recently attended a training given by the Wisconsin Towns Association. There are changes to EMS and Fire Shared Revenue that are scheduled to go into effect on July 1st, but there were many more questions than answers. There will be a maintenance of effort requirement, and if your township does not meet the requirement, they will be penalized 15% of their shared revenue. It will help if the Town goes to flex staffing. Supervisor Rasmussen stated that the Town already complies with the level of training and maintenance of licensure. As of July 1, 2024, we will be required to certify in two out of four areas. Supervisor Rasmussen will reach out to Don Kimlicka who is our section DHS/EMS representative to see if he has any further information. This is a Department of Revenue initiative. Last year the Town of Plum Lake received \$11,169.47 in shared revenue.

H. Approve Waiver and Release of Liability Form for the Lakes Committee to Cut Trees:

This form was previously approved, but the question arose as to whether it is necessary to have the form notarized. Supervisor Rasmussen made a motion to remove the notary requirement from the waiver form. Chair Postuchow seconded the motion. **Motion passed unanimously.**

8. Adjourn:

Chair Postuchow made a motion to adjourn. Supervisor Eliason seconded the motion. **Motion passed unanimously.** The meeting adjourned at 7:05 pm.

These minutes were taken at the Special Town Board Meeting of the Town of Plum Lake held on the 29th day of January, 2024, and were entered in this Record Book by: K. Lechner, Clerk