

# *Town of Plum Lake*

PO Box 280, 8755 Lake St.

Sayner, WI 54560

715.542.4531

[office@plumlakewi.gov](mailto:office@plumlakewi.gov)

[www.plumlakewi.gov](http://www.plumlakewi.gov)

## **Town Board Meeting**

Tuesday, February 13, 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 5:30 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, Treasurer Klager, Brian Jopek (*Lakeland Times*) and 10 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):**

The minutes from January 29, 2024, Special Board Meeting, were reviewed. Supervisor Rasmussen made a motion to accept the minutes from Monday, January 29, 2024, as presented. Supervisor Eliason seconded the motion. **Motion passed unanimously.**

### **6. Citizen comments or concerns:**

Joyce Helz wanted to express her appreciation for the Planning Committee's hard work, and how great the Comprehensive Plan looked.

### **7. Discussion and Action on the following:**

#### **A. Sayner-Star Lake Chamber of Commerce Room Tax Budget:**

Jessica Drallmeier, President of the Sayner-Star Lake Chamber went through their 2024 Room Tax Budget. This budget included \$(3,250) in Special Events Net Income, \$35,050 for Advertising, \$3,500 for 4<sup>th</sup> of July Fireworks, \$18,000 for Projects/Contributions, \$2,000 for Bike Trail Mailings/Advertising, \$700 for the Website, \$2,500 for Internet Inquiries Support/Postage, and \$25,000 for Marketing Services (per contract). The total budget is \$90,000. An informational seminar regarding Room Tax is scheduled for Tuesday, March 5, 2024, beginning at 9:00 am at the Eagle River City Hall.

#### **B. Make Changes and/or Approve Letter of Support for the Sayner-Star Lake Chamber regarding Business Loss this Winter:**

Jessica Drallmeier spoke about the catastrophic winter and that Rep. Mary Felzkowski has stated that there will be no bill passed for grant funding for businesses. The Chamber is working with Kathy Schmitz from Vilas County Economic Development and Jim Rosenberg from Wisconsin Economic Development. It has been suggested that the Vilas County Chamber as a collective apply for EIDLs (Economic Injury Disaster Loan) through the Governor's office. These are low-interest loans. Supervisor Eliason read the proposed letter of support from the Town Board into the record. Supervisor Eliason made a motion to accept

the letter of support as written. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

**C. Make Changes and/or Amend the Cemetery Rules and Regulations:**

On page 2, section J, there has been some confusion, so the wording was revisited. It is recommended that Section J now read, “No monument or marker may be more than five (5’) feet in height, and no closer than three (3”) inches from the borders of the site. Any exceptions to the measurements must be approved by the Cemetery Committee or Town Board. The Town Board may refuse permission to erect any monument, marker, or foundation not keeping with the good appearance of the grounds of either cemetery.” It was also noted that there is not currently a Cemetery Committee, but there may be one in the future, so “or Town Board” be added after any notations of the Cemetery Committee. Chair Postuchow made a motion to accept the suggested changes to the Cemetery Rules and Regulations. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

**D. Dissolve the Current Planning Committee:**

Chair Postuchow commended the Planning Committee for the excellent job that they did. Supervisor Rasmussen noted that not all of the Land Use Agreements with the DNR are current, and that the Planning Committee is well versed in those agreements. Clerk Lechner will contact Beth at the DNR to see what is necessary to begin updating those agreements. Chair Postuchow made a motion to hold off dissolving the Planning Committee until the committee can meet at least one more time to go over the notes and see if they are where everybody would like to be regarding the land use agreements. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

**E. Establish an Advisory Committee for the Alexander Property:**

The Town Board is seeking volunteers for an Advisory Committee for the Alexander Property. The clear directive for this committee would be to consider what we can do with the Alexander property, what would be the best use of the property, and then present that to the Town Board. Supervisor Rasmussen stated that this would be with the understanding that there would be years of payments to pay off the property, and no current funds to start developing it. Supervisor Rasmussen stated that Will Maines had called him to express his interest in being on the Committee. It was discussed at the Town Board meeting on January 12, 2024, that the Committee should be made up of 3-5 people and one Town Board member, which would be a non-voting member. Supervisor Eliason volunteered to be on the Committee. Supervisor Rasmussen stated that clear directives need to be printed so the Committee knows exactly what the facts are. Chair Postuchow made a motion to create the Advisory Committee for the Alexander property with written, clear direction with which way they are going to go, with Supervisor Eliason sitting as a non-voting member and having Will Maines, Sheehan Donoghue, Shane Zaruba, Michael Brooks, and Deb Seeger. Supervisor Eliason seconded the motion. **Motion passed unanimously.** An email will be sent to the members, and they can then decide when they would like to meet.

**F. Purchase Snow Plow Blades for the 2 Patrol Trucks:**

Jeremy Arnold, Public Works Foreman, is requesting to move \$8,000 from one line to another in the public works budget. Supervisor Rasmussen made a motion to move the requested money from 53312 (Highway Sand and Salt) to line 53324 (Highway Plow Blades), not to exceed \$8,000. Chair Postuchow seconded the motion. **Motion passed unanimously.**

**G. Resolution 2024-002, Amend the Town of Plum Lake Fee Schedule:**

Supervisor Eliason read the Resolution into the record.

# Resolution 2024-002

## Resolution to Amend the Town of Plum Lake Fee Schedule

**Whereas** the Town of Plum Lake issues a wide range of permits and provides a wide range of services for which a fee is required to be paid; and

**Whereas** the Town of Plum Lake has determined that it is in the best interests of the Town of Plum Lake to provide a single, efficient, and convenient listing of all fees, fines, penalties, interest, and charges for permits, licenses, services, applications and filing fees; and

**Whereas** such a listing better facilitates the updating and uniform review of all such fees, fines, penalties, interest, and charges on a periodic basis, and;

**Now, therefore, be it resolved** that the Fee Schedule dated November 14, 2023, has been amended, and the Fee Schedule dated February 13, 2024, attached hereto is hereby adopted for all purposes. This Resolution shall take effect immediately upon passage and publication as provided by law.

Resolution approved/rejected on this 13<sup>th</sup> day of February, 2024, on a vote of:

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ and \_\_\_\_\_ Abstentions

\_\_\_\_\_  
Jackey Postuchow, Chair

\_\_\_\_\_  
Jona Eliason, Supervisor II

\_\_\_\_\_  
Kevin Rasmussen, Supervisor I

\_\_\_\_\_  
Attest: Kim Lechner, Clerk

Supervisor Rasmussen made a motion to accept Resolution 2024-002 as read in. Chair Postuchow seconded the motion. **Motion passed unanimously.**

**1. Cemetery:**

Cemetery Deed preparation is listed as per lot and should be per deed. Also, the cost for deed recording from Vilas County Register of Deeds should be \$30 (not \$35). Sayner Cemetery Grave digging, full should read “No more than \$1,500 for winter digging,” not an additional \$1,500 for winter digging. Star Lake Cemetery Grave digging, full, should read “No more than \$1,500 for winter digging,” not an additional \$1,500 for winter digging. Sayner Cemetery Grave digging, cremation should read, “No more than \$1,500 for winter digging,” not an additional \$1,500 for winter digging. Star Lake Cemetery Grave digging, cremation should read, “No more than \$1,500 for grave digging,” not additional \$1,500 for winter digging. Grave staking (per grave) should read, “No more than \$150 for winter staking,” not additional \$150 for winter staking. Grave monument/foundation staking (per grave) should read, “No more than \$150 for winter staking for monument and/or marker,” not additional \$150 for winter staking for monument and/or marker.

**2. Dog/Animal Related:**

A Late Dog License Fee should be \$5, not \$25. An additional line will be added to the Dog/Animal Related stating “Noncompliance Penalty \$25.”

**3. Recreation/Community Center Rental/Reservations:**

A discussion was held regarding who should be charged the deposit fee, which is refundable if the building is cleaned. It was decided that everyone will pay a deposit, which will be refundable if the building is cleaned. This would also apply to non-profit

and civic organizations. A check-off listing will need to be created to establish cleaning guidelines. After further discussion it was decided that there will be a \$100 reservation fee plus \$200 (refundable if the building is clean) for non-resident, non-property owners. Residents and non-resident property owners will be charged a \$50 (refundable if the building is clean) deposit. Chair Postuchow made a motion to accept those changes to the fee schedule clarifying resident and non-resident. Supervisor Eliason seconded the motion. **Motion passed unanimously.**

**H. Disposition of Road Signs After Replacement:**

**1. Public Persons Request to Purchase Certain Road Signs**

Chair Postuchow questioned Jeremy Arnold, Public Works Foreman, if there is a law that we must update all black-and-white signs to green-and-white signs (or blue-and-white signs if it is a private road)? The new signs are reflective, therefore making it easier for first responders. There is a law stating that we must update them as needed. A member of the community has asked about purchasing some of the black-and-white signs. This person was willing to pay, or donate, up to \$40 per sign. A discussion was held that property owners who live on a road that is being replaced should be given the first opportunity to bid/buy those signs, and if there is no interest from property owners, than it could be opened up to the public for bidding/sale. The Town does receive credit for any signs turned in to our current provider. A silent auction at a public event was also discussed. Clerk Lechner stated that she would like to further investigate state statutes regarding the sale of these items. Supervisor Rasmussen made a motion to table this until the Clerk has more information. Supervisor Eliason seconded the motion. **Motion approved unanimously.**

**I. EMS Application for Flex Staffing:**

Supervisor Rasmussen gave an overview of flex staffing. He stated that in 2017 the state passed flex staffing through DHS. Plum Lake EMS would continue to be staffed at the EMT basic level, which means they could only bill at the EMT basic level. Keeping it at an EMT basic level enables recruitment and EMR's can still participate and do patient care on scene. Supervisor Eliason made a motion to send a letter to Wisconsin DHS approving the application for flex staffing for the Plum Lake EMS. Chair Postuchow seconded the motion. Supervisor Rasmussen abstained from the vote. **Motion carried.**

**J. Appoint Board Member to Oversee Public Works Department:**

The Board is looking to have one person to oversee the department, versus multiple people. This board member would also have the authority to approve expenditures within the Public Works budget lines without having to go to the Board. Supervisor Eliason made a motion to appoint Kevin Rasmussen, Supervisor I, to oversee the Public Works Department. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

**K. USDA Township Beaver Control Agreement:**

This is the renewal of a contract that was in place last year. John Maines expressed concern over the killing of beavers in trout streams by the USDA. The services provided under this agreement would be for damage to town roads only, and not private property located within the Town of Plum Lake, or damage to county or private roads. Supervisor Rasmussen made a motion to accept the USDA contract. Chair Postuchow seconded the motion. **Motion passed unanimously.**

**L. Create New Town Website – Presentation by Town Web:**

A discussion was held regarding the inability of our current website to make any payments via credit card or complete any applications or permits. A proposal from Town Web was distributed to the Board members. A fee schedule from our current website administrator will be requested. Chair Postuchow made a motion to schedule a presentation from Town Web to see what they offer and then go back and find out what we are currently being

charged and compare. Supervisor Rasmussen seconded the motion. **Motion passed unanimously.**

**M. Purchase Television for Meeting Room, including any necessary hardware:**

Supervisor Rasmussen made a motion to spend up to \$800 from line 51520 to purchase a television and hardware for the meeting room. Chair Postuchow seconded the motion.

**Motion passed unanimously.**

**N. Purchase New Computer for Clerk:**

A discussion was held that a computer assessment is needed. Chair Postuchow made a motion to have PC Mobile in Woodruff complete an assessment and then revisit if a new computer is necessary. Supervisor Eliason seconded the motion.

**Motion passed unanimously.**

**O. Employee Handbook Changes:**

A discussion was held regarding possible changes to the Employee Handbook under E. Paid Time Off (PTO) Benefit. It was suggested that 4.a. be changed to read, "Employees using PTO must complete the Employee PTO Request Form and have it approved prior to taking time off. Once approved, the form shall then be given to the Clerk's Office." It was also suggested that another line be added (4.b.) stating, "If the PTO usage is due to illness or emergency, the employee must contact their Supervisor or a Board Member prior to the start of their shift. The Supervisor or Board Member will than complete the Employee PTO Request Form and give it to the Clerk's Office." Chair Postuchow made a motion to strike the sentence of "The Supervisor or Board Member will than complete the Employee PTO Request Form and give it to the Clerk's Office," and to add an additional line stating, "PTO cannot be paid for any reason except at the employees request." Supervisor Rasmussen seconded the motion.

**Motion passed unanimously.**

**P. Approve and/or Change PTO Forms:**

**1. PTO Request Form:**

**2. PTO Designation Form:**

The form was reviewed. It was suggested that at the bottom of the form a line be added stating, "Must be submitted no later than the last workday of the calendar year."

Chair Postuchow made a motion to accept the PTO Request Form and the PTO Designation Form with the suggested line added at the bottom of the page. Supervisor Rasmussen seconded the motion.

**Motion passed unanimously.**

**8. Approval of Monthly Vouchers:**

Supervisor Eliason made a motion to approve claims designated in the amount of \$764,735.36, checks 21637 to 21712, in the amount of \$716,994.12 from the NOW account, checks 1281 to 1283 from the Payroll Account in the amount of \$47,741.24, which includes direct deposit and EFT payments. Chair Postuchow seconded the motion.

**Motion passed unanimously.**

**9. Adjourn:**

Chair Postuchow made a motion to adjourn. Supervisor Rasmussen seconded the motion.

**Motion passed unanimously.** The meeting adjourned at 7:26 pm.

These minutes were taken at the Regular Town Board Meeting of the Town of Plum Lake held on the 13th day of February, 2024, and were entered in this Record Book by: K. Lechner, Clerk