

**Town of Oakland, Douglas County**  
**Regular Town Board Meeting Minutes**  
**Tuesday, March 8, 2022, at 7 p.m.**  
**Oakland Town Hall**

Present: Jack Byrd, Dana Dolsen, Randy Polson, Stacy Fornengo, Laurie Dolsen, and 5 Interested Citizens

The meeting was called to order at 7:01 p.m. by Chair Jack Byrd; the Pledge of Allegiance was recited; a quorum was present; and the meeting was properly posted. Meeting minutes from the February 8 Regular Town Board meeting and the February 10 Special Town Board meeting were reviewed and no changes were made. DD motioned to approve the February 8 and February 10 meeting minutes as presented; all were in favor via voice vote; motion carried.

**Reports:** Clerk Laurie Dolsen shared she has been working on the upcoming April 5 Spring Election; preparing documents and files for submittal of the Form CT; working on the February Settlement of the taxes, working on Policy Manual updates; working with Waste Management to set up Spring Clean-up containers, working on Annual Meeting documents/reports, and completing the annual documents and submittals for the VFD retirement fund and the 2% dues recertification. Treasurer Stacy Fornengo shared that there was an issue between what the Department of Natural Resources sent to us for PILT (Payment in Lieu of Taxes) and what was posted on the website. After working with the DNR, Stacy and Laurie worked to resolve and reissue the correct tax payments. Supervisor Dana Dolsen thanked the road crew for their work during the recent snowstorm and shared the School District of Superior appreciated their work as well. Supervisor Randy Polson had no report. Chair Jack Byrd also thanked the road crew for a job well done and also thanked them for getting the protective railings installed at the hall in the chair/table storage area. Fire Chief John Melcher shared they had 2 medical calls, 2 mutual aid medical calls, 2 mutual aid structure fires, and 1 lift assist. John asked the road crew that when we have a snow event to please open up a path at the town hall for the emergency vehicles to exit as they had an emergency during the recent snow event and could not get their equipment out. He also shared that they have an updated MOU (memorandum of understanding) with the DNR for wildland fire reimbursements per person, for our brush truck, and for our ATV. The new radios were ordered and are in. There will be an intro to wildland fire class March 29/30 (on-line). John has also researched a replacement for our equipment van and found an excellent vehicle to meet our needs that is located in New York for \$45,000. It is already mostly set up for fire crews and only has 8,000 miles on it. Road crew foreman Brian Conley reported they brought the backhoe to Fabick/CAT for warranty work, plowed snow, sanded the roads as needed, winged the snowdrifts, fixed Pat Asbury's mailbox, plowed the town hall lot, worked in the shop, put up the protective trim in the town hall for the table/chair storage area, and put on the spring blades for the grader. County Board Supervisor Joe Moen was not present—no report.

**Bills:** The bills were previously reviewed by the board and RP motioned to pay the bills as presented; DD seconded; all were in favor via voice vote; motion carried.

**Plan Commission:** The PC met on March 7 at 2:30 p.m. and reviewed the Aleckson/Krause Conditional Use Permit and recommend board approval; they are still working on the formatting for the Survey; are looking at the WTA recommendations; reviewed the short term rental ordinance options—County currently has an ordinance and we don't really need one; completed website updates; and Brian reported he found a resolution from 1986 he also posted on their website. LD will get a copy by printing it from their website. Brian shared with the board that the June 21, 2022, WTA Douglas County Unit meeting will be hosted by the Town of Oakland. Discussion followed regarding the Aleckson/Krause CUP application and additional information is needed before the board can act. DD motioned the table action on the Aleckson/Krause CUP application until more information is received; RP seconded; all were in favor via voice vote; motion carried.

**Beaver Control Contract:** The renewal contract for beaver control in the township has been received from Dan Zukowski for the upcoming year/season (2022). The only change to the contract from last year is the date. Per the road crew, he does a great job and responds very promptly when called. DD motioned to approve the Beaver Control Contract as presented; RP seconded; all were in favor via voice vote; motion carried.

**Clean-up Day Coordination:** LD provided information of what was done in the past and this year DD/RP stated they could coordinate the event (i.e., contacting the various vendors, etc.). LD will verify with WM that the dumpsters are ordered and JB will contact Gronks for a food donation. Clean-up day is Saturday, May 21, from 8 a.m. to 2 p.m. The VFD will have members volunteering their time as well.

**Sound Panels Update:** The sound panels are here and should be installed soon—hopefully by the end of March.

**Floor Cleaner Update:** JB has been trying to reach the vendor we ordered the floor cleaner from in August last year for \$3,800. After talking with the owner instead of the salesperson, the floor cleaner should be here within 2 weeks.

**Meeting Minutes Posting:** DD reported she has received calls from residents stating they are not able to be informed because they can't attend board meetings for various reasons (i.e., elderly, Covid, sick, etc.) and requests to have the board meeting minutes posted in draft form within at least 5 days from the meeting. She also shared that the comprehensive survey results say people want to be more informed. Posting draft meeting minutes (prior to approval) would be a change in process as draft meeting minutes have never been posted prior to board approval before. LD shared that in the 12 years she has been clerk, she has never received a concern of not being informed or a request from residents wanting to see the draft meeting minutes; however, anyone can always contact her if they have any questions about what occurred at a meeting if they could not attend. Since the request was made, LD researched and provided information she received from the WTA lawyers indicating minutes are not required to be posted until approved but as a courtesy, a mutually agreed to time to post them in draft format is a possibility after discussion by all affected parties. In addition, while the town is always open to improve communication to its residents, for perspective, LD also shared current data from all the Douglas County townships and villages as follows: 5 out of 16 townships do not have a website, 4 had meeting minutes from December 2021 or previous posted—one as far back as August 2021, 6 had January 2022 approved meeting minutes posted, and 1 had February 2022 meeting minutes posted—not listed as a draft; 1 out of 5 villages do not have a website, 1 had minutes from October 2021 posted, 2 had January 2022 meeting minutes posted and 1 had February 2022 minutes posted—not listed as a draft. Douglas County Board minutes were also still at January 2022. This reveals that the Town of Oakland is currently in line with or performing better than most townships/villages/county regarding posting of their meeting minutes after board approval and only 2 entities post draft meeting minutes (although they were not noted as such on their websites). Discussion followed and DD motioned to have the meeting minutes posted in draft form 14 days from the board meeting and not at the end of the month; RP seconded; DD/RP voted in favor of the change; JB abstained from voting; motion carried. Clerk's note regarding the motion—current practice has always been that once the meeting minutes are approved at a regular town board meeting, they are posted to the website after the meeting—waiting until the end of the month is not part of the process. During discussions, LD also requested to receive the names and contact information for the residents who contacted DD so she could contact them in order to respond to or address any concerns they may have and also requested to see the survey data received requesting meeting minutes be posted in draft format within a certain time frame of the meeting.

**Town Hall Reservations/Policy Manual Updates Needed:** These two agenda items were combined as the Policy Manual has not been updated since 2014 and LD went through the manual and provided proposed needed updates/revisions to such items as fees, election inspector salaries, etc. Proposed updates also included a section on town hall rentals now that we have a new hall that is being used. After talking with other

township clerks, most have some sort of a non-refundable cancelation fee or require the signed paperwork and fees be paid within a certain number of days from requesting rental of the hall in order to guarantee the day/time for use by the requester. These suggested updates were included in the proposed changes to the manual. LD provided draft copies to the town board, the plan commission, the VFD, and the road crew foreman for review to comment and provide their updates as well. When all updates have been received and reviewed, the Board will move forward toward approval. No action taken at this time.

**Purchase of a New Compressor:** The compressor in the garage is very old and rusted out and is not functioning properly any longer. A new one is required as it is a tool that is used daily in the shop. Costs range from \$1,900 to \$2,800. As this is a required tool for our employees to complete their work and maintain our equipment, the Board asked the RC foreman to purchase one as soon as possible.

**ARPA Funding:** Direction for how this money is spent has been changing and expenditures will be audited so we must be careful and prudent in how the funds are spent. The Board asked for a list of needs from the VFD and would like to sit down with them to go over those needs.

**Board of Review Training:** Members of the Board of Review (town board members) should receive training every year but it is a requirement that at least one member of the BOR receive training annually. LD will be attending the WTA meeting on April 9 in Cable, WI, as training will be held that day as well. She asked the Board members to let her know if any planned on attending the training and she would get them registered. JB asked to be registered. Assessor Barrett Brenner should be getting us dates for Open Book and Board of Review soon.

**Public Comment:** Brian Conley thanked LD for her work on updates to the Policy Manual. It was mentioned that there are also grants available for EMS for small town VFDs through the Badger Bounce Back Plan and we would qualify. A \$3,000 refundable deposit to order a new truck guarantees we have a build date for March of next year with a receipt in the fall of 2023—it does not mean we have purchased a new truck. We are not committed to purchasing a truck until we get final pricing and then a decision will be made—we just need to get on an order/build list to even have the option to buy. The VFD needs oil for its rigs so the equipment can be maintained and they are having a hard time getting it. The road crew will work with them to get the oil needed. The blacktop at Lyman Lake is getting old and falling apart and can no longer be maintained as a blacktopped road. Although we could get a grant for 30% of the cost to blacktop it, we don't have the other 70% to blacktop the road. It is recommended the existing road be milled, mixed with gravel, and compacted. The cost would be about \$5,000-\$6,000 for the County to mill the road as we have the gravel. Brian will put us on the County's list to mill the road.

The next town board meeting will be Tuesday, April 12, 2022, at 7 p.m. DD motioned to adjourn; RP seconded; all were in favor via voice vote; motion carried. Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Laurie K. Dolsen, Town Clerk