



BOARD MEETING MINUTES

The meeting was called to order by Pete at 7:00 p.m., followed by the Pledge of Allegiance.

Roll call was conducted and notice of public meeting verification was confirmed.

Approval of Prior Minutes: DD moved to approve the meeting minutes from 3/10 and 3/13. RP seconded the motion.

Motion carried by voice vote.

Approval of Bills, Claims, and Expenses: DD moved to approve bills, claims, and expenses since the last board meeting.

RP seconded the motion. Motion carried by voice vote.

Town Clerk Report: The clerk reported working more than 100 hours in March, administering the first election since taking office, and expressed appreciation for the community members who assisted with civic duties. Payroll processes are still being sorted out.

Treasurer Report: The treasurer reported ongoing calendar-related work and routine financial activity. Three properties still have uncashed garbage reimbursement checks, which may need to be voided soon. Six residents have unpaid garbage fees. The board discussed re-sending invoices next month and including a due date. Work on dog licenses is continuing.

Dana Report: Dana reported on the WTA District meeting and Board of Review held March 28. A reminder was also given to ensure Town Hall doors are fully shut when the building is used.

Randy Report: Randy reported that Town Clean Up Day is scheduled for May 16. Tire and appliance vendors have been arranged, and the charge list will be updated by the end of the meeting.

Fire Department Report: The department reported 1 structure call, 3 medical calls, 1 lift assist, and 1 mutual aid medical call. Training updates included 3 individuals in EMT medical class, 1 pre-hospital training participant, 1 attendee at a DOT course for EMT vehicle management, 3 entry-level driver operators, and 1 entry-level firefighter. The fan installation is awaiting a time switch. Additional updates included vehicle matters, development of a recruitment banner for Town Clean Up Day, reimbursement submission for the FFP grant from the DNR, a Teams Q&A with the annuity vendor, EMS license renewal for the next three-year term, doctor approval needed for EpiPens, and replacement of expired medical supplies.

Road Crew Report: The road crew reported on bills and asked that the Milestone Materials invoice be double-checked. Work completed since the last meeting included spring blading, steaming and cleaning culverts, snowplowing, checking roads on multiple days, winging back and shelving snowbanks, scraping roads, approving an ECE permit on Rockdale Road, taking the 2004 Mack to Nuss for brake work, removing the sander from the truck, washing the dump truck and F550, spreading and grading gravel on Old Lyman Lake Road and other roads, cleaning a ditch on Mable Nelson Road, cutting a tree off Twin Lakes Road, meeting with Pete, placing the step inside the fuel barrel fence, changing oil in the F550, burying a horse, taking the new grader to Faick for warranty work, shop work, a trip to Superior for shop supplies, repairing and replacing road signs, working on stinger bits and grader equipment, checking the Town Hall heating system, completing paperwork, checking on culvert replacement on Hwy B, taking apart the steamer, and attending the spring Forestry meeting in Solon Springs.

Community Events Group: The Pancake Supper was announced for May 19 from 5:00 p.m. to 7:00 p.m. RP moved to approve. DD seconded the motion. Motion carried by voice vote.

County Board Report: No report was given; the representative was not present.

Planning Commission Reports and Recommendations: Brian reported that the commission did not meet because there were no applications. Mapping is expected next month. The board is waiting for Mary's return, as she has been leading the project.

New Business

- **Resolution Supporting Comprehensive Transportation Funding:** Funding for transportation was discussed. DD moved to approve Resolution No. 2026-1. RP seconded the motion. Motion carried by voice vote.
- **Quarterly Budget Review and Audit:** Dana requested an audit following the change in leadership, separate from the Form CT, to ensure compliance and accuracy. Lydia will confirm whether Berquist's Form CT qualifies as an

audit or whether only the Form CT is being performed. A full audit would be an added taxpayer expense that was not budgeted.

- **Election Review:** The board discussed securing election materials while also making them more accessible to election staff. The flag must be hung on election day, which is included in the custodian job description, and DD stated staff had been informed. For election years without four elections, the board discussed budgeting for a replacement drop box or mailbox and updating heavily used voting signs.
- **Employee Badges and Identification Numbers:** LS identified a need for employee identification numbers and badges or cards for staff identification as AI security and PPI data protections continue to increase. PF suggested producing these materials in-house.
- **Bond Insurance:** LS asked whether the board wished to seek price comparisons or had input regarding the amount and type of bond coverage. LS was instructed to complete the bond insurance application provided by the current insurance vendor.
- **Establish Fees:** LS raised the need to establish license, publication, background check, and renewal fees for upcoming liquor and bartender license renewals. The board advised checking state rates.
- **Guest Wi-Fi Password:** A new process is needed for managing the guest Wi-Fi password. AT&T generates new passwords periodically for security, which means the typed version would need updating. Pete will contact AT&T to determine when the password refresh occurs.
- **Online Town Hall Rental Calendar:** LS reported setting up an online booking calendar so residents can see whether the Town Hall is booked or available. LS noted that the process could be simplified by eliminating the paper rental form and using only an online form, with the possibility of adding online payments. No additional board feedback was provided. SF stated that the current system is working.

Open Items from Last Meeting

- **Driveway plowing policy review** – DD motion to approve, RP seconded, all in favor via voice vote; motion carried at 7:38pm. Fees to be established. SF state that this has to be the DOT rate. Clarification that this is for wingbacks only.
- **Election** – setting rates for election training, staff, and deputy clerk. LS proposed updating the rates to keep up with rising costs, increased training responsibilities for the election staff. Also suggested that the rates are a flat rate with a W9 instead of maintaining and issuing W2s and withholding tax on such a small amount. Previously the chief election inspector was paid \$240.50, proposed a \$300 flat rate. The election inspectors were previously paid \$186, proposed a \$200 flat rate. Training was previously paid at a rate of \$20 - \$60, proposed \$20 for training .5 – 3 hours, \$50 for 3 – 6 hours and \$100 for training 6+ hours.
 - Rescind ordinance – previous ordinance for the clerk to appoint a deputy clerk is now replaced by WI 60.331 Deputy town clerk.

Each town clerk may appoint one or more deputies for whom the town clerk is responsible. A deputy shall take and file the official oath and bond under s. 60.31. The deputy shall perform the clerk's duties upon direction of the clerk or upon inability of the clerk to perform the clerk's duties. A deputy town clerk need not be a resident of the town.
 - \$18 an hour for the deputy clerk. DD motioned, PF seconded, all in favor via voice vote.
 - \$300 flat rate to the chief inspector and \$250 to everybody else. RP motioned, PF seconded, all in favor via voice vote; motion carried.
- **Town Clean Up Day** – set prices. Board to decide. LS will provide this information online once finalized for residents to prior to the event.
- **Discuss response from attorney regarding the existing Collective Bargaining Agreement.** Pete spoke to the lawyer, has some information but then was out of town. Pete will get something for the next meeting.
- **Develop Employee Personnel Handbook** – including a reimbursement policy, needed policies to match FLSA standards for comp time and overtime in alignment with the Big Beautiful Bill
- **Resident request to establish a budget/finance guidance committee to assist the board in decision making**
 - DD reached out to Wascott – stated that members had a 2 year term, they said it was a disaster, committee interfered with the operations of the town, didn't go well. Board member present at each meeting. BC of the planning commission commented that Wascott also had turmoil among the board in general and that the board was created because of this.
 - Resident proposed an oversight committee be proposed, even if not just for financials so that things can get done more quickly since the board agenda items are taking too long to decide, she views a need for

an oversight committee. Filed a claim, took 90 days to respond. Would like to see an oversight committee to help guide decisions. Pete asked for the resident to do research and bring it back for another meeting.

- **Garbage bid specs for future bids for garbage/recycling.** Must align with the solid waste ordinance. PF stated that Waste Management and Republic working on a quote for garbage costs. Recycling is done through Douglas County and Waste Management provides the pickup service. Vendor stated that this contract goes through 2030.
- **Quickbooks replacement** – LS working on implementing Workhorse to replaced the Quickbooks product that does not have functionality to track comp time and other benefits that are offered to the Town employees. The vendor reached out for the scope of the project, get us on the schedule. DD asked if the invoice had been paid yet and stated that the FLSA does not designate a specific software for payroll. DD and road crew foreman questioned LS about the functionality stating that Quickbooks can be used. PF stated that Workhorse contract has already been signed and to continue with the project as previously discussed.
- **Board of Review Open Items** – April 28th at 6:00pm. Resident states that the open book was denied and contradicting the assessors value of the house. Would have to take it across the judge's desk, wants to know why and said it will go to a judge if this can't be resolved locally. She is questioning the legal taxing authority of the town.
- **.gov implementation** – LS stated that the .gov emails are all setup with the exception of the roadcrew. Will reach out to find out if we need one or two licenses for document storage and get the associated costs. Board members now all have access to OneDrive to see all documents, reports, and information that the clerk has at all times. .Gov items still in the works are getting email blasts for residents and updating the town website.

Other Working Items Without Current Update

- **Remote and Telephone Policy:** Awaiting equipment updates and testing before approval.

Public Comment: A concern was raised regarding gravel placement for potholes on Najt Road, with comment that gravel was not remaining in the potholes. The road crew responded that all roads will be graded once frost is out of the roads.

Next Board Meeting: 5/12/26.

Town Elector Meeting Reminder: 4/21 at 6:00 p.m.

Adjournment: DD moved to adjourn. RP seconded the motion. Motion carried by voice vote. The meeting adjourned at 8:48 p.m.

Submitted by,
Lydia Schroeder, Clerk