

Buffalo Lake P&R District Meeting Minutes

Saturday, January 5, 2019

Packwaukee Town Hall

PLEASE NOTE: These minutes are not a word-for-word transcription of the statements made at the meeting, nor intended to be a comprehensive review of all discussions. Minutes are intended to make an official record of the actions taken by the Board, and to include some description of discussion points as understood by the minute-taker. Any references to discussion and /or statements are only to provide greater clarity to the public and they may not reference all, some, or any of an individual speaker's comments.

Pledge of Allegiance

- 1) **Meeting Called to Order:** 8:04am
- 2) **Roll call:** In attendance John Sheller, Ro Klecz, Vikki Trimble, Judy Nigbor, Bill Lewis, Larry Haygood, Absent- Kelly Cosgriff
- 3) **Changes and additions to the agenda:** Added Minutes from September 8, 2018 and removed item number 7 off agenda,

MOTION: Vikki made a motion to accept the agenda with the additions of adding the reading and the acceptance of the September 8, 2018 minutes and the removal of agenda of item number 7. Judy seconded. 5 in favor, 1 absent.

- 4) **Read & Accept Minutes:** Vikki read the minutes of November 10th meeting

Marcel Joe Dion requested changes be made to the minutes Vikki discussed about posting minutes and stated that minutes should not be distributed until they are official.

MOTION: Larry made a motion to approve the November 10, 2018 minutes as corrected. Vikki seconded. 4 in favor, 1 abstained, 1 absent.

Minutes from September 8, 2018 were read by Vikki Trimble.

MOTION: Vikki Motion made to accept the minutes as read, Larry seconded. 5 in favor, 1 abstained, 1 absent

- 5) **Committee Reports:**

Finance & Dues Committee

Financial report was given by Larry who reported that the Operating Fund has \$53,033.81 and the Equipment Fund has \$113,416.72

Vikki stated that the district doesn't keep all the money in the checking account. We keep some in a money market account to make a little money.

MOTION: Bill made motion to accept the Financial Report seconded by Judy 5 in favor, 1 absent.

Personnel Committee Subcommittee of the Finance & Dues Committee

Larry stated that the hiring committee met and discussed hiring procedures. Larry stated that they were not going to advertise the open positions just yet but that the committee wanted to talk to everyone who worked last year to see who wanted to come back and reapply for the positions.

Linda Huggett of the hiring committee recommended that drug testing be part of the hiring process.

It was recommended that a change be made on the employment application to include verbiage that a drug testing will be required before employment.

Larry went through the different forms for the various job description positions.

There was discussion on due process pertaining to disciplinary actions. Ro stated that she believed that the Personnel Committee was working on a policy and procedure manual.

More discussion was had on the different forms relating to employment, working under the influence and use of electronics. There was discussion on the use of flotation devices. Larry discussed the different job positions and requirements.

There was discussion on a new mechanic's position. There were several ideas as to what the mechanic would be doing and the hours they would be working. These are still things that the committee needs to work out and bring back to the board.

Bill stated that the point of committees is to work things and bring their recommendations to back to the Board. Bill stated that isn't how we operated before and isn't the way we are going to operate in the future. There was a question asking how many people the District was going to hire. Larry stated 8. (1 mechanic, 1 working supervisor, 3 cutter operators, 1 transporter operator & 2 truck drivers) They would be working 32 hours a week. The Supervisor and Mechanic would start about the middle of April to get equipment ready for the season but cutting doesn't start until May 15th all working until about the second week of September.

There was discussion about the mechanic's position, their work hours and things they could do when not working on equipment. The first few weeks could be very busy for the mechanic but then after things get up and running, hours may be reduced.

MOTION: Vikki made a motion to approve the employment forms with the corrections that have been made Seconded by John, 5 in favor, 1 absent.

Vikki stated that she will make the changes to the forms and that the committee chairs will be responsible for sending out the revised forms to their committees for review.

Harvesting Committee

Bill stated that the Harvesting Committee was broken down into 2 subcommittees. Operations Committee is headed by Linda Huggett and the Mechanical Committee which is headed by Dave Burton. Bill stated that this was done to get a better handle on the various aspects of the equipment and the operations of harvesting. Dave gave a report on the current condition of the equipment. Dave had Chad from Aquarius come in and do an assessment of the equipment on hand. Dave stated that there are plans to clean up the yard, organize the shop and take inventory of all the tools and equipment. The key is getting the harvesting operation back on track. Seeing how this is a newly formed committee, Dave is expecting to keep the Board and membership informed this season on the progress of the committee.

He is also looking to create a mission statement along with long term goals and expectations. Dave stated that the committee has a lot of work to do. Proper record keeping is and will be critical to the operation. Aquarius came to the site and completed an assessment of the current equipment it was found that all the parts for the equipment we are using were located on the property. Dave passed out to the Board a \$ 23,000 quote from Aquarius to repair equipment. Ro asked what pieces of equipment was the quote for?

Chad the representative from Aquarius stated that the District currently has 5 harvesters. 3 are in operating order and the other two that have been sitting on shore are the ones that are in need of a lot of work to get them operational. The quote was for those 2 harvesters. The Chad from Aquarius stated that he didn't have mechanical information on the 3 harvesters that are currently operational and don't know what is needed mechanically. Chad did state that the pieces that were taken off the 3 harvesters were accounted for and could be put back on with no problems. Again, the quote was for the 2 Aquamarine machines not the Aquarius machines. Larry asked about condition of the Aquarius machines. Chad stated that Dave didn't have any history on the machines but from what he observed, he felt that they were operable.

Chuck stated that one of the Aquamarine machines has hydraulic problems, motor problems and has leaks in the steel tanks and a decision was never made to fix it. Chad stated that there are spare parts in the job trailer for the Aquarius Machines. Chad clarified that the \$23,000 quote was for the 2 aquamarine machines we are not using. Chad mentioned that Aquarius could out in the Spring and do some training with the new crew on how to use the equipment. Chad also stated that Aquarius charges \$125.00 an hour to work on equipment and suggested that the board think about hiring them to work on the equipment. They would be willing to negotiate mechanic's pricing.

Bill stated until we get into evaluating the current equipment, we don't know what repairs are going to be needed. Larry stated that the 3 Aquarius harvesters would be the first 3 pieces of equipment that will be evaluated for any possible repairs.

Communication Committee

Ro stated that Judy Rogala, Karyn Kitigade and Linda Huggett are on the Communications Committee. Judy stated that she is working on updating the website. There are things that she is doing that will not cost a lot of money. She is categorizing information and archiving old information. Judy stated that we are trying use more emailing, Facebook and website instead of having to use mail, except as required.

Karyn stated that the email blast has been redesigned and that everyone needs to spread the word to others so that we can grow the email list. When the season gets rolling, we will be sending an email out weekly informing membership on harvesting updates. We are going to have a lot of link backs to the website via emails. Please sign up for the email. There is a spot on the website for members to sign up for the email blasts. Karyn also encouraged members to like our Facebook page which is another way information will be available on.

Ro stated that the committee is looking into resurrecting the newsletter again which would be sent out via email or posted on the website and Facebook.

Linda stated that the committee is looking to have social time. We are possibly looking at doing a picnic/open house at the District's property possibly this summer. We also looking into a social get together at an establishment on the lake.

Karyn reminded everyone about the Healthy Lake Grants. She stated that there were brochures on the table. There about 8 or so people interested in the shoreline restoration grants. Karyn mention that she was available for questions.

Lake Plan Committee

Ro stated that there has not been a committee meeting yet but that it is important to get the committee started. Bill stated he agreed but we really needed to focus on getting the Harvesting Committee on the right track. Bill stated that they will be working on obtaining the harvesting permit shortly.

6) Resolution 2019-1 – This resolution is just a formality to give Joe Dion the authority to apply for a grant to the DNR for obtaining a transporter (see attached).

MOTION: Larry made the motion to the approve Resolution 2019-1 as read Bill seconded, 5 in favor, 1 absent

7) Discussion on the first payment of the Inland Transporter: Removed from Agenda

8) 2019 Harvesting Permit Application Update- Bill stated that they are getting ready to review the harvesting permit for the 2019 season

9) Processes and Procedures and Board Member Behavior: Ro just wanted to remind everyone that we as a Board need to follow policies and procedure just like other government bodies.

MOTION: Larry made a motion to have monthly board meetings Vikki seconded the motion Discussion was had about having monthly meetings at least through October. The meetings would be the second Saturdays of the month. All in favor, none opposed. February 9th is the next Board Meeting. Vikki to get the meetings on the Packwaukee Town Board Room Calendar.

10) Renaming of the Lake Restoration Line Item to Lake Restoration and Ecology: There was discussion about approving expenditures from the Lake Restoration line item and the way they have been approved. There was discussion that expenditures would have to follow the same procedures to request funding as other committees. The Board decided that the Ecology committee must first bring projects to the Board for approval. The Board was against the micro-managing of the spending providing the project was previously approved by the Board.

Ray asked a question as to way the dump truck was sold. Bill stated that the question was for the Harvesting Committee. Vikki said it was a cash deal for \$2500.00

11) Draft Minutes Protocol: Bill stated that everyone is looking for draft minutes. Bill stated that the minutes need to be on the website. Vikki asked when did this all start. She stated that she sits on several boards and they all don't approve minutes until the next board meeting, what we are now doing is sending out minutes and asking the Board to look them over and send back the comments. There was discussion about minutes. John stated that the minutes shouldn't be sent out to the entire population before they are approved. The minutes should be approved by the Board and then once approved they can be sent out and posted on the website. Al stated that until minutes are approved,

a synopsis of the minutes could be written up and put on the website. It would not be an official document but a way to communicate with membership until the minutes are officially approved. Judy stated that a Board meeting is just that a meeting of the Board to discuss the business on the agenda. She stated that the public does not way in on the board meeting unless or until the public comment portion of the agenda. Minutes are what was discussed at the meeting. The minutes are distributed to the Board members and the Board members comment/correct the minutes.

It is not for the public to make change to the minutes. We understand that we want to hear the from the public and want the interaction, but the board minutes are for the board to correct not the public. The minutes are about the actions the board takes and what was approved. Al stated that minutes don't have to be as detailed. It's about the action items. John stated that going back and forth with he said she said is not necessary. The minutes should be written up prior to the next meeting. A summary of minutes will be posted on the website prior to the following meeting. The Board minutes will first be approved by the Board before being sent and posted for the public.

12) Marquette Lake Group/County/Packwaukee Reports:

Al stated that AIS grant has been submitted and will not know if it has been approved until February. The next Marquette Lake Group meeting is in June, but the exact date has not been set. Al stated the County is going to put grits in front of the culverts on the causeway. Al stated that most likely there will be weight restrictions placed on the causeway this spring. Al wanted the Harvesting Committee to be aware of the weight restriction. John discussed that several County Board members are in favor of the District taking over Dredge Island, the County does not want the island. Judy reiterated what Al said about restricting vehicle weight on the causeway do to the high water in the spring.

13) Unfinished Business: Larry made a motion to push discussion of Dredge Island to the February 9, 2019 meeting, seconded by Vikki, there were 4 in favor and 1 opposed and 1 absent.

14) New Business: Linda Huggett requested 2017/2018 purchase so that the operations committee look at what has been spent in the past. Vikki stated that she will get that request to her.

15) Audience Comments: None

16) Announcements: Ro reminded everyone about the Healthy Lake grants and that there are brochures on the table.

MOTION: Larry made a motion to adjourn, seconded by Judy, 5 in favor 1 absent.

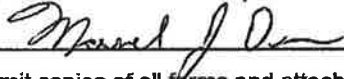
Meeting adjourned at 10:39am

Respectfully, submitted by Ro Klecz

RBF	SFR	CVA	
<input type="checkbox"/>			Proof of Payment (either copies of the front and back of the cancelled checks, or bank statements showing the payments have been made)

Section 9: Certification

I certify that information in this application, and all its attachments, is true and correct and in conformity with applicable Wisconsin Statutes.

Name of Authorized Representative (Type or Print) <u>MARCEL J DION</u>	Title <u>HARVESTING Committee Member</u>
Signature of Authorized Representative 	Date Signed

Submit copies of all forms and attachments to your regional Community Services Specialist.

Section 10: Sample Resolution

WHEREAS, BUFFALO Lake P+R DISTRICT hereby requests assistance for the purpose of:

Project description NEW TRANSPORT

THEREFORE, BE IT RESOLVED, that BUFFALO LAKE P+R DISTRICT has budgeted a sum sufficient to complete the study or project, and HEREBY AUTHORIZES MARCEL J DION,

_____ to act on behalf of BUFFALO Lake P+R DISTRICT to:

- Submit an application to the Department of Natural Resources for financial assistance;
- Sign documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that BUFFALO Lake P+R DISTRICT will comply with state and federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site (if applicable).

Adopted this 5TH day of JANUARY, 2019.

I hereby certify that the foregoing resolution was duly adopted by BUFFALO Lake P+R DISTRICT at a legal meeting on the 5TH day of JANUARY, 2019.

Authorized Signature _____
 Title _____