

TOWN OF CABLE
TOWN BOARD REGULAR MEETING
NOVEMBER 18, 2020 AT 6:00 PM
CABLE COMMUNITY CENTRE
MINUTES
DRAFT - 11/25/20

The Regular Meeting of the Town Board was called to order on November 18, 2020 at 6:02 PM at the Cable Community Centre. Members present: Chairman Rondeau
Supervisor Radecki
Supervisor Merrill

The Town Treasurer, Town Clerk and Administrative Assistant were also present.

After the Pledge of Allegiance, the Chairman made brief comments on the November 3rd election. The Chair relayed he had received many comments on the wonderful job done by Cable's Poll Workers. The noted that the voting process was organized, smooth and voters properly distanced. The Chair extended the Town's appreciation to the Poll Workers.

MINUTES

The Minutes of the October 21, 2020 Regular Meeting were presented. Supervisor Radecki stated that public comments regarding 3rd Avenue concerned a problem with the grading and stones rather than paving. The draft minutes were corrected.

A motion to approve the Minutes as corrected was made by Supervisor Merrill and seconded by Supervisor Radecki. The Minutes for the Regular Meeting were accepted as corrected by a voice vote of 3 to 0.

Minutes of the November 11, 2020 Public Hearing on the 2021 Budget were presented. No additions or corrections were made.

A motion to approve the Minutes was made by Supervisor Merrill and seconded by Supervisor Radecki. The Minutes for the Public Hearing were accepted as written by a voice vote of 3 to 0.

OFFICER REPORTS

Treasurer's Report was presented by Bobbi McCauley who reported the following balances:

General Fund	\$ 424,753.71
Perpetual Care	\$ 4,163.46
Annual Cemetery	\$ 2,404.98

The Clerk's Report was presented by Bunkie Miller.

- She reported on the excellent participation by Town voters at the General Election -- 616 votes were cast, which represented 87% participation by registered voters.
- She reported that the Town's application for the Routes to Recovery Grant was submitted to the Department of Revenue. Town's allotment is \$13,477 and reimbursements were submitted for approximately \$9,800 for Covid-related expenses such as Plexiglas, PPE and extra staff for the elections and restroom upgrades for touchless features. The remaining grant balance was used to submit payroll expenses for Great Divide Ambulance.
- She also mention that she is beginning the process to update town ordinances. The first goal is to establish an outline for a Town Code of Ordinances and then update existing ordinances as they are incorporated in the Code.

RECEIPT OF WRITTEN REPORTS

- Road Report
Supervisor Radecki noted that Road Crew member Travis Roberts was leaving Town employment after 14 years. A job listing has been posted in newspapers and on the Town's website.
Supervisor Radecki also reported a problem with a downed tree, but the matter was not reported to the Town office. Town staff discovered the tree and removed it. Because the Town has 77 miles of roads, constant inspection would be costly.
- Plan Commission – Draft Minutes of November 4, 2020 meeting
- Sanitary District - Minutes of October 14, 2020 meeting

- Law Enforcement Report - October 2020
- Forest Lodge Library Report - dated November 17, 2020
- Cable Union Airport –Minutes of November 12, 2020 meeting
- Connect Communities Minutes

None Submitted

The reports were received and placed on file.

VERBAL REPORT

- American Birkebeiner Ski Foundation - Telemark Grant Status
Ben Popp updated the Board via telephone due to medical emergency. He informed the Board that WEDC had awarded the Town \$250,000, or one-half of its request, for the demolition of Telemark. The Town will be able to submit another application for the remaining amount next year.

The Birkie expects to complete its purchase of the Telemark property in March 2021 and hopes to start demolition as soon as possible. Bids have been received from two contractors and they are working on final demolition plans.

Mr. Popp also updated the Board on the 2021 Birkie. Current plans would allow for about 2,000 participants per day over a five-day period. The Birkie is working closely with County Health officials will follow the same safety protocols it used from the Trail Run. Based on current spikes in Covid cases, they expect to make a final decision in December on race plans.

PUBLIC COMMENT

Scott Gooler provided the Board with an updated AIS/Clean Boats-Clean Water Grant report. The Town has now met its requirement for volunteer hours to satisfy grant match requirements. He also corrected some typos from the last report.

REGULAR BUSINESS

- 1 Resolution approving the 2021 Town Budget and Tax Levy.

The budget remained unchanged from that presented at the November 11th Public Hearing. The total budget is \$1,195,935.00. The levy of \$771,422 is the amount approved by the Town Electors by a vote of 19 to 2.

Supervisor Merrill reported he was contacted by several Town voters who were unable to access the Zoom web conference for the budget hearing. He reported some waited to be admitted to the meeting and others had trouble with the login and password. The Clerk indicated that she monitored both the Zoom conference and email to determine if viewers were awaiting access and she believed every request had been honored. Some staff also reported login issues. Confusion may have resulted from two scheduled Zoom budget meetings due to time restraints and the early adjournment of the hearing. Future Zoom meetings will include a link to a Zoom tutorial for those unfamiliar with the technology and a contact email or telephone number.

Motion to approve the Resolution authorizing the 2021 Town Budget and Tax Levy was made by Supervisor Radecki and seconded by Supervisor Merrill. The motion was approved by a voice vote of 3 to 0.
Adopted Resolution No. 2020-11-01

- 2 Resolution approving fees for 2021 liquor sales and operator licenses.

The Clerk reported that the new liquor ordinance adopted in May 2020, included a provision to annually adopt the fee at the same time the Board considered the annual budget. The Clerk recommended that only a modest increase be made in the annual cost of an Operator’s License from \$10 to \$15. Most of the current fee pays for a required background check of \$7.00 and doesn’t recognize administrative expenses incurred by the Town. A higher fee would allow for any future charged for the background check.

Motion to approve the Resolution authorizing the Resolution to approve fees for 2021 liquor sales and operator licenses was made by Supervisor Radecki and seconded by Supervisor Merrill.
The motion was approved by a voice vote of 3 to 0.
Adopted Resolution No. 20-11-020

3 Resolution authorizing payment for website Content Management Services to Shelly Wilson.

The Clerk reported that the previous Clerk had recommended payment for web services performed by Shelly Wilson, but formal action had been delayed. Much of Ms. Wilson's works involved converting the Town's old website to the current provider, Town Web. Ms. Wilson also serves Town staff by routinely posting meeting notices and minutes and in making other modifications for items such as election and voter information.

Supervisor Merrill reported he spoke with Shelly Wilson about the services she provides. She indicated that she enjoys performing these services for the Town and thought the proposed compensation of \$1,200 was too much. Supervisor Merrill and Ms. Wilson agreed to an amount of \$800.

Supervisor Merrill moved to amend the resolution to authorize a payment of \$800 to Shelly Wilson for website content management services. The motion was seconded by Supervisor Radecki. The motion to amend the resolution was approved by a voice vote of 3 to 0.

A motion was then made to approve the amended resolution to authorize payment for website content management services to Shelly Wilson by Supervisor Radecki and was seconded by Supervisor Merrill. The motion was approved on a voice vote of 3 to 0.

Adopted Resolution No. 20-11-03

DISCUSSION ITEMS / POSSIBLE ACTION

4 Update on Room Tax collections from Lodging Marketplace Providers.

The Clerk reported she had received a request to place this item on the agenda. This was a matter that the Clerk had already begun investigating with area Short-Term rental owners and through a search of various Lodging Marketplaces such as AirBnB. The Clerk proposed that she contact local owners through mail or email and surveyed as to whether they use such providers, whether the provider collects the Room Tax for the Town. She is also asking them to report confidentially their gross revenues to determine whether Lodging Marketplace Providers are accurately providing the Town with the required tax. The survey may reveal if some local owners may be double paying.

The Clerk mentioned that the Short-Term Rental Ordinance and the Accommodation Tax Ordinance were in critical need of review as part of her ordinance update efforts. Supervisor Radecki stated that these owners should identify their market place providers to the Town and inform the Town of any changes.

5 Approval of Payment of Claims for Town of Cable General Fund for Check Numbers 9665 to 9724.

Supervisor Merrill questioned the checks for payment of plumbing equipment and plumbing services. He reiterated that he wished these expenditures had been presented to the Board. The Clerk reported the expenditures were to be reimbursed under the Routes to Recovery Grant and time was running out to incur expenses prior to the grant submission deadline. The individual purchases were under the threshold needed for Board approval. When asked about local suppliers, the Clerk noted she attempted to use local plumbers, but most calls were not returned in part because these were small contractors in high demand. Blakeman Plumbing is a larger firm that could provide installation prior to the funding deadline. Cable Lumber will be providing the hygienic vanity top and sink for the women's restroom.

A motion to approve payment of Check Numbers 9665 to 9724 was made by Supervisor Radecki and seconded by Supervisor Merrill. The motion was approved on a voice vote of 3 to 0.

6 Proposed 10-year update to the Comprehensive Plan.

Andy Schwartz, Chair of the Plan Commission, presented a memo to the Board outlining the statutory requirement to update the Comprehensive Plan in two years. Because the Town will receive Census data next year along with survey results from the Housing Survey and from the Business Broadband Survey, the Commission was looking for direction from the Board as to whether to proceed.

The Chair and other Supervisors indicated that the Plan Commission should begin work on the Comprehensive Plan update because much work needs to be done.

7 Spring Election information - filings and deadlines.

The Clerk reported that the statutory notice of the Spring 2021 Election would be posted shortly. This notice identifies the Town positions that will be on the ballot on April 6, 2021. Because the notice identifies current office holders, she recommended that if any member would not seek reelection that they should file a Notice of Non Candidacy as soon as possible. Information packets will be available in the Town office for all candidates. Nomination papers can be circulated as of December 1, 2020 and are due on or before 5:00 PM on January 5, 2021 along with other paperwork.

8 A Closed Session to discuss employee positions and salaries was not held because the matter did not address confidential matters regarding specific employees, a requirement for such a session.

9 Discussion of employee positions and salaries.

The Board discussed the recent opening for a Road Crew member and prospective wage and benefits. Based on the wage survey conducted for the budget preparation, Supervisor Radecki recommended a starting rate of \$23 to \$25 per hour depending on experience. This rate, when combined with the benefits, would be competitive with other towns. Supervisor Merrill stated he wants to address the amount of compensatory time being accumulated by the Road Crew. The Administrative Assistant stated that the Employee Handbook places restrictions on the amount of compensatory time. Supervisor Merrill also addressed the time the Road Crew devotes to administrative matters and suggested that office personnel may be able to assist in some functions. Supervisor Radecki noted that prep time is also needed before proceeding with scheduled activities. Supervisor Radecki also indicated that the Board may want to consider an additional part time employee.

A motion to approve a wage range of \$23 to \$25 per hour plus benefits for the new Road Crew member was moved by Supervisor Radecki and seconded by Supervisor Merrill. The motion was approved on a voice vote of 3 to 0.

ADJOURNMENT

The Chair moved to adjourn and to schedule the next Town Board Regular Meeting for December 16, 2020 at 6:00 PM. The motion was carried without objection. Agenda submissions are requested on or before 5:00 PM on December 9, 2020. The meeting adjourned at 7:05 PM.

Elaine "Bunkie" Miller
Town Clerk

Approved: _____