

TOWN OF CABLE
TOWN BOARD REGULAR MEETING
DECEMBER 16, 2020 AT 6:00 PM
CABLE COMMUNITY CENTRE
MINUTES
DRAFT - 12/30/2020

The Regular Meeting of the Town Board was called to order on December 16 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 state he had no specific comments.

MINUTES

The Minutes of the November 18, 2020 Regular Meeting were presented. No additions or corrections were made. A motion to approve the Minutes as corrected was made by Supervisor Radecki and seconded by Supervisor Merrill. The Minutes for the Regular Meeting were accepted as written by a voice vote of 3 to 0.

Minutes of the December 2, 2020 Special Meeting open session regarding interviews of candidates for the Road Crew 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 December 2, 2020 Special Meeting open session were accepted as written by a voice vote of 3 to 0.

Minutes of the December 9, 2020 Special Meeting open session regarding Road Crew positions and hiring 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 December 2, 2020 Special Meeting open session were accepted as written by a voice vote of 3 to 0.

Minutes for the Closed Sessions will be provides to Supervisors via email for review and correction. Approval will be presented at the January meeting.

OFFICER REPORTS

Treasurer's Report was presented by Bobbi McCauley

General Fund \$ 436,270.55

Perpetual Care \$ 4,163.46

Annual Cemetery \$ 2,404.78

The Treasurer reported donations of \$1,225.72 had been recent recently for the Bike Park. She also reported that the State of Wisconsin had deposited the Routes to Recovery Grant reimbursement of \$13,477.00 in the Town account.

Clerk's Report was presented verbally by Bunkie Miller

The Clerk reported much of her time was devoted to the three Town meetings in the last few weeks and follow up tasks after those meetings. She is continuing on contact efforts with Short-Term rental operators and plans to send a survey with the Treasurer's year-end mailing for Accommodation Tax information. She has been conducting research on area rentals and whether they have zoning approval, current Health Department certifications, Town Accommodation Tax Permits and Town Short-Term Rental Permits. The clerk has also started developing a database tracking system for Town actions.

RECEIPT OF WRITTEN REPORTS

- Road Report
- Plan Commission – Draft Minutes -December 1, 2020 Regular Meeting and December 8, 2020 Special Meeting

- Forest Lodge Library Report – December 8, 2020
- Law Enforcement Report – No report submitted.
- Sanitary District – Minutes – November 11, 2020

A question was raised about the recent flushing activity for the sewers.

Dave Popelka, Chair of the Sanitary District, reported that with the help of the Fire Department, about 500 gallons of water was flushed through the sewer to ensure no accumulation.

- Cable Union Airport –Minutes – November 12, 2020
- Connect Communities Minutes – none submitted.

The Chair accepted the reports to be placed on file.

VERBAL REPORTS

- American Birkebeiner Ski Foundation; Telemark Grant Status by Ben Popp

Mr. Popp confirmed that \$250,000 had been awarded the Town from the Idle Sites Grant. The ABSF met and is reviewing two bids for building demolition of approximately \$700,000. The ABSF has secure funding for the balance of demolition costs.

He also reported that the ABSF will try to close on the property closing in February, rather than March that was their last estimate. They needed to move up closing before the road bans went into effect so that the demolition contractor could access the site.

He has also made outreach to the Plan Commission about possible future use of the site.

PUBLIC COMMENT

Dave Popelka asked whether the Town had heard about the National Park Service plan for the trail connection from the Namakagon River to Parker Road. The Board responded that the Town has not been informed of any action.

Mr. Popelka also inquired whether the Birkie had a Covid Safety Plan. Kristy Maki, a Birkie representative stated they are working with the Health Departments in both counties, hospitals and other medical partners.

REGULAR BUSINESS

- 1 Resolution approving the 2021 County Library Levy Exemption for the Forest Lodge Library.

The Clerk presented the proposed resolution and the levy handout prepared by the County Clerk and the proposed resolution by the County Clerk. She explained that an exemption is required from the County levy because Town has its own library and includes a library levy in Town Budget. The County-wide library level and amounts for local exemptions was prepared by the County Clerk.

The Clerk indicated that this action may actually need to be taken earlier in the year, which is why the levy summary included 2018 and 2019 equalized values and levies rather 2019 and 2020 data. The new County Clerk is expected to revisit the timing in 2021,

A motion to approve the Resolution approving the 2021 County Library Levy Exemption for the Forest Lodge Library 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. 20-12-04.

- 2 Resolution approving the nomination of a trustee to the Forest Lodge Board of Directors for a three-year term commencing on January 1, 2021.

The Clerk reported that Library Director Kristine Lendved recently lost a trustee from the Forest Lodge Board of Directors due to a relocation. The trustee opening was posted by the Library and she received an application from Mary Jean Fenske, a Cable resident. Ms. Fenske possesses the qualifications that the Board was seeking. The three-year term will begin in January 2021.

A motion to approve the Resolution approving the nomination of Mary Jane Fenske as a trustee to the Forest Lodge Board of Directors for a three-year term commencing on January 1, 2021 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. 20-12-05.

- 3 Resolution approving a Conditional Use Permit to operate a Multiple Unit Development for a three-unit family compound at 45905 Krafts Point Road submitted by the R. Douglas O'Leary Trust.

Mike Furtak, a consultant to the property owner, indicated that the owner bought the former Island View Resort five years ago and wanted to add a deck to one of three structures on the property. He stated the property was to be used as a family compound with no short-term rental, they had a new septic system and had placed a conservation easement on the property.

Supervisor Merrill reported on the Plan Commission's consideration of the permit and indicated the Commission asked about short-term rental use. The Commission said they would not approve short-term rental. Mr. Furtak stated that property was just for use by family and friends and that the County may add restrictions on the short-term rental as well. Andy Schwartz, Plan Commission Chair, reported that the Commission held a Special Meeting to consider the Conditional Use Permit that would allow the owner to use as a multiple-unit site. He stated that the property has enough land for the existing three houses, but that the placement of the structures prevented the property from being divided into conforming lots for each house. He stated the Commission found the owners were respectful of the wooded, waterfront lot by not increasing the habitable square footage. He indicating they had placed a conservation easement on the property that would restrict future development.

A motion to approve the Conditional Use Permit to operate a Multiple Unit Development for a three-unit family compound at 45905 Krafts Point Road submitted by the R. Douglas O'Leary Trust subject 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. 20-12-06.

- 4 Resolution authorizing a contract amendment with Bayfield County to allow periodic use of the Community Centre by the County Child Support Office and Planning & Zoning Department.

The Clerk reported that the Town was approached by Bayfield County as to whether it had available space for the Zoning staff and Child Support Office because they were being displaced from the Cable Business Center. The Zoning Office conducts local meetings one morning each week and the Child Support Office uses the building one day each month. A review of Town properties determined that the Community Centre small conference room might be appropriate because it would provide a secure space for confidential discussions by the Child Support Office and because it's a convenient location for area contractors to meet the zoning inspector and spread out plans. The County Executive indicated that the County already has an agreement to use the Center for its WIC program that could be amended for the additional uses. The County would pay \$100/month for its use and would likely not need any upgrade in WiFi capability.

Supervisor Merrill asked how the \$100 monthly rent was established. Chair Rondeau indicated this was the amount they were currently paying at the Cable Business Center and that it included heat. The Board requested that the County provide evidence of insurance as part of the lease to be prepared by the Clerk.

A motion to approve a contract amendment with Bayfield County to allow periodic use of the Community Centre by the County Child Support Office and Planning & Zoning Department 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. 20-12-07.

- 5 Resolution authorizing road closing and signage for the 2021 American Birkebeiner Cross Country Ski Race.

Kristy Maki, Event Director for the Birkie, reported that the current plan for the 2021 race included a 4-hour start window for 1,000 racers each day over a five-day period. She felt traffic impacts would be less intense than in the past years with a one-day race. Further the Birkie in using a one-way traffic pattern that would have skiers exit via McNaught Road.

The race course would cross Timber Trail and the ABSF is requesting a road closure during race time between 8:15 AM to 4:30. Signs for "Local Traffic Only" would be placed south of the North End trailhead to discourage spectators and through traffic. Signage will be placed at each end of Timber Trail to notify through traffic of the closure.

In response to Supervisor questions, she stated no busing would be used this year and that improvements have been made to the road from Telemark to McNaught Road to make it passable for vehicles.

Questions were raised about signage. Ms Maki stated they often use electronic signs on highways to notify participants of traffic and parking options and will use other signs in Town to direct skiers to the start area via Telemark Road. Supervisor Merrill stated that if the Town incurred any cost to place signage, the Birkie should reimburse the cost. Ms. Maki stated the Birkie obtains its own signs and arranges for placement. The Clerk stated that the resolution required the Birkie to work with the Road Foreman on sign placement.

Supervisor Merrill raised questions on impacts to the Town with participants spread over more days and the impact on downtown. Ms. Maki indicated they are working to determine how many participants will make a one-day trip compared to a longer stay. She will work with area Chambers of Commerce to determine impacts on hotels and short-term rentals. Regarding public health impacts, the ABSF is currently offering a virtual option and about 10% of registrants have selected this option. No foreign skiers will be participating due to travel restrictions. The ABSF will make a final decision in January about conducting in-person racing.

Supervisor Merrill also raised issues with the traffic pattern and complaints of speeding on Randysek Road. A speed indicator sign may be used.

A motion to approve authorizing road closing and signage for the 2021 American Birkebeiner Cross Country Ski Race 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. 20-12-08.

DISCUSSION ITEMS / POSSIBLE ACTION

- 6 Acquisition of a license for web-based conferencing software such as Zoom for use at public meetings by Town entities.

Andy Schwartz, Plan Commission Chair, submitted a memo regarding the request. The Plan Commission, like other commissions, had some members not participate in person because of Covid. The impacts could extend for the next 5 to 6 months. The Plan Commission would like to add a virtual option to its meetings like what is done for the Airport Commission. But such meetings often use Zoom licenses obtained by other entities which the Commission did not feel was appropriate.

A Zoom license would be about \$150/year and would allow up to 100 participants and would not impose a time limit on meetings. All town committees could use the license.

The Plan Commission and Town staff will work with participants to resolve usage issues. At the last Plan Commission meeting, some participants had difficulties connecting or speaking and the members will work to resolve these problems. Supervisor Radecki inquired whether the Town would have added monthly costs like some users. Mr. Schwartz indicated higher level plans were available at higher costs with monthly fees, but were not needed for most Town meetings.

A motion to authorize purchase of a Zoom license for Town meetings was made by Supervisor Radecki and seconded by Supervisor Merrill.

The motion was approved by a voice vote of 3 to 0.

- 7 Revised Employee Handbook for Road Crew.

Supervisor Radecki stated he worked with the Administrative Assistant to develop the handbooks.

Supervisor Merrill ask about "on-call time" and whether the handbook should require one employee to be available within a stated radius at all times.

He also asked about Comp Time for the Foreman at 140. He thought 80 hours would suffice.

Supervisor Merrill also asked about the HSA contributions and whether employees should put in funds.

Supervisor Radecki stated the compensation pays was similar to other Towns and that Cable needed to stay competitive. The health insurance cost will be \$700/individual and \$1,500/family.

Kristine Lendved, Library Director, indicated that the HSA contributions were a great value for employees.

The Clerk indicated she noted some inconsistencies in enforcement actions such as with the Town's approach to the drug or alcohol use. The Clerk will work with the Administrative Assistant on modifications.

A motion to approve the template for the employee handbooks was made by Supervisor Merrill and seconded by Supervisor Radecki.

The motion was approved by a voice vote of 3 to 0.

- 8 Repaving of County M.

The Road Foreman reported that in 2021 the County will repave its full width of County M from Randysek Road east to a point near the power station, but the Town is responsible for repaving the shoulders that are outside of the white line of County M. The County will pay for the grading, but the Town must pave the shoulder. The estimated cost is \$78,000 for about 1,855 linear feet. The foreman indicated the estimate does not reflect actual 2021 paving costs.

Supervisor Radecki asked about the collapse of the drain. He also stated this extra cost will cut into the budget for the Frels Road project and the gravel site would need to sit through the winter and the Town can reapply for the grant. This work will not affect Cable Sunset repaving.

Dave Popelka requested whether the Town could incorporate stormwater drainage in the project because heavy rains result in flooding from the library to Randysek. He suggested adding a culvert that would drain water to low area. He thought that grant funding might be available. Supervisor Radecki stated that the Town would investigate with the County.

9 Possible improvements by the American Legion Cable Post to the County M triangle park.

County Supervisor Crandell forwarded an inquiry from the American Legion about possibly making improvements in the triangle of excess County right-of-way at County M and Randysek Road and Reynolds Street. Supervisor Merrill raised concerns about pedestrian crossing and the lack of a cross walk. Further planting could block views of pedestrians. He recommended the Town make outreach to the American Legion and County.

10 Establishment of a hiring procedure and job description for the Town Treasurer and Town Clerk.

The Clerk reported that passage of the Referendum in November provided for appointment of the Clerk and Treasurer through a hiring process. Further, the resolutions approved at the Annual Town Meeting regarding Clerk and Treasurer salaries applied only to elected positions and the Town Board could set a different pay rates. The two positions will still be considered Town Officers under state statutes.

The Clerk stated that she would not apply for the position because the time requirements were too great. She emphasized that this position is not a clerical position, but a job with significant statutory responsibilities. The job description and salary should reflect these responsibilities

The Board recommended that the Clerk and Treasurer work on job descriptions and salary recommendations and report back to the Board.

11 Approval of Payment of Claims for Town of Cable General Fund – Checks 9709 to 9746.

A summary of checks was presented to the Board.

A motion to approve Payment of Claims for Town of Cable General Fund – Checks 9709 to 9746 made by Supervisor Merrill and seconded by Supervisor Radecki.

The motion was approved by a voice vote of 3 to 0.

ADJOURNMENT

Motion to adjourn and schedule the next regular meeting of the Town Board for January 20, 2021 at 6:00 PM.

Request agenda submissions on or before 5:00 PM on January 13, 2021.

The meeting adjourned at 7:30 PM