

**TOWN OF CABLE
TOWN BOARD WORK MEETING
JANUARY 24, 2022 - 6:00 P.M.
VIA ZOOM**

MINUTES

Call to Order

Chairman Haag called the meeting to order at 6:09 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Approval of Agenda

Motion by Supervisor Merrill, seconded by Supervisor Hambrecht to approve the agenda as posted.

Motion carried 5-0.

Public Comment

Ed Hiltz, a seasonal resident from Virginia, thanked the board for making the meeting available by zoom.

Report on Phone Calls Regarding Telemark Road

Supervisor Popelka reported receiving calls from residents on Randysek Road and McNaught Road regarding traffic from the Birkie area. This issue was discussed at the Planning Commission meeting, when Chairman Tony Erba suggested the following:

- 1) Expectations be clarified with the Birkie regarding Town of Cable road use and traffic.
- 2) Acknowledge residents' complaints and provide an avenue for public input. Residents do not feel they are being

heard

suggested asking the
and send letters to the six
roads.

unless they call a board member. He
Birkie to publicly post their plans
residents outside village

- 3) Set traffic counters out to quantify exactly the amount of traffic and traffic patterns – whether from the Birkie or North residents who live further south.
- 4) Update the signage along the route because vehicles are driving fast. This would be a good start to creating understanding and resolving problems.

Mr. Erba suggested the Birkie write a letter to residents to keep up relationships with neighbors who would appreciate being heard and knowing the Birkie will do something about it.

Supervisor Weber reported talking to Birkie Director Ben Popp who informed him that directions for traffic are online at the Birkie website to direct cars to use Telemark Road. Unfortunately, Google Maps directs people to use McNaught. This will be corrected. Supervisor Weber will contact the Birkie about writing letters to residents about traffic plans. He added that speed signage on McNaught should be reviewed and that law enforcement be strengthened during events.

Supervisor Hambrecht agreed to check on placement of traffic counters to obtain traffic counts at different times of the week and at different events.

Elizabeth Holland, owner of Startline Inn, located at the end of the route on McNaught, stated that she does not believe there is excessive traffic. There are other businesses along McNaught that generate traffic besides the Birkie, such as the Cable Rod and Gun Club.

Motion by Supervisor Weber, seconded by Supervisor Merrill to contact Birkie Director Ben Popp to ask him to reach out to residents and property owners on the route along Randysek and McNaught to explain future plans with traffic control.

Discussion:

Chair Haag offered an amendment to the motion to clarify that Supervisor Weber will contact Birkie Director Ben Popp. Supervisors Weber and Merrill accepted the amendment.

Motion carried 5-0

Review Lease Renewal for Cable Area Chamber of Commerce

It was suggested that this matter be tabled until Chamber Director Heather Ludzack can be present for the discussion.

Chair Haag reported that he had discussed the Chamber's perspective on the lease with Heather. The biggest issue is the rent amount.

Supervisor Merrill responded that the reason to request rental of \$1200 a year is to earmark that money for economic development and Connect Communities. The money would be used to help downtown businesses without asking taxpayers. However, with the pushback, he would agree to the same terms as the former lease at \$1.00/year for a 30-year lease.

Supervisor Merrill stated that the rest of the lease is ok but read Section Four where changes were made. Items with strikethrough have been deleted from the final lease. Items underlined have been added.

“Duties of Lessee during the term of the lease shall be to maintain ~~a building on said premises, according to plans submitted to~~ and ~~accepted by the Lessor,~~ for the purpose of accommodating an office for the Lessee and also contain public restrooms which shall be maintained by the Lessee and shall be open to the public at all times agreed to by the parties.

Lessee shall also be responsible for the staffing of said building and ~~any and~~ all individuals working in said facility shall be the responsibility of the Lessee and shall in no way be deemed to be an employee or agent of the Lessor.

The Lessee shall, be responsible for the maintenance and upkeep of ~~all landscaping,~~ building and grounds of the demised premises. ~~The Lessee shall maintain the well and septic with the Cable~~

~~sanitary system.~~ The Lessee agrees to share costs of future maintenance and repair to the well and sewer lateral. The Lessee further agrees that its share of the costs will be limited to \$500, and 25% of the costs exceeding \$500 for each repair, upgrade or general maintenance to the well and sewer lateral. The Lessee shall maintain both the interior and exterior of the building. Further, the Lessee shall be responsible for the snow removal from adjoining decks and sidewalks adjacent to said building and maintain said sidewalk for public use. The Lessee shall be responsible for the maintenance of the grass of the demised premises.

During the term of this Lease or any renewals thereafter, the Lessee shall not change or alter the nature or character of the building or grounds of the demised premises without the specific written approval of the Town Board of Cable. This shall include, but not be limited to: Structural modifications to the building, the planting, transplanting, or removal of any trees, shrubs, or any plantings; location, relocation or removal of any signs, structures or permanent lighting; or alter to add to the landscaping of the grounds the demised premises. Planting of annual or perennial flowers in existing landscaping shall be at the discretion of the Lessee.”

Supervisor Weber commented that Heather has done a good job with the maintenance of the building, adding the new sign, upgrading the deck. He does not want to complicate the language further regarding shrubbery, trees and snow removal.

Supervisor Popelka noted that the language is the same as the original lease, except regarding an upgrade connection to the sanitary system. Lawn care is now the responsibility of the lessee. The town will continue to plow the sidewalk and parking lot.

Motion by Supervisor Merrill, seconded by Supervisor Weber to approve the 30-year lease to the Cable Area Chamber of Commerce for annual

rent of \$1.00, effective February 1, 2022, and that the changes in Section 4 are agreed to by the Town Board as read above. Motion carried 5-0.

Review Updated Events Checklist Fees and Administration

Motion by Supervisor Merrill, seconded by Supervisor Hambrecht to table this item and refer it to the Planning Commission for further clarification.

Discussion:

Supervisor Popelka stated that the checklist is not to be a money maker for the town. The purpose is to know what events are taking place and when. It does not work to rely on event organizers to provide information to the town. The checklist allows the town to enforce control of use of town resources. He suggested rescinding the board's former approval at the December 15, 2021 meeting and agreed the checklist should be referred to the Planning Commission for further review.

Planning Commission Chair, Tony Erba, asked for clarification of what the board wants the commission to do. The December 15th motion approves the event checklist fees. He read the motion:

“Motion by Supervisor Weber, seconded by Supervisor Hambrecht to approve the Event Checklist form with the addition that an organization with multiple events in Cable each year can fill out one form for all events and provide proof of medical insurance one time with a fee of \$1000 for events of participants up to 1000 and \$1500 for 1001 or more participants. Motion carried 5-0.”

When the checklist is finalized, it will be posted on the town website.

Supervisor Weber stated that the motion at the December 15th meeting did not approve a final event worksheet. After that meeting Shelly

Wilson rewrote the original to be up to date and sent it to the board. He agreed with tabling action to make sure everyone agrees with what is proposed. The minutes are incorrect in that the checklist was not passed. He agreed with rescinding the motion from the December 15th meeting.

Supervisor Merrill withdrew his initial motion to table this matter. Supervisor Hambrecht, as the second, agreed.

Motion by Supervisor Merrill, seconded by Supervisor Weber to rescind the board's motion from the December 15, 2021 board meeting regarding the event checklist and send the matter to the Planning Commission for review and input.

Discussion:

Supervisor Weber stated that it is important to clarify the intent of the fees regarding the event check list. The fees are meant to cover additional help if necessary, such as a 4th road crew person or event checklist coordinator to handle events.

Chair Haag noted that Shelly Wilson has volunteered to assist with the event checklist and review applications.

Motion carried 5-0.

Review Revisions to Employee Handbook

Supervisor Popelka stated that the biggest revision in the handbook is in regard to paid time off (PTO). The existing handbook lists PTO as vacation and personal time. The board previously discussed combining vacation and personal time and define what full-time employees are allowed to bank or carry over each year. The language is not clear and is an unfunded liability to the town. His proposed revisions include an anniversary date of January 1 for all employees.

Supervisor Weber agreed that PTO should cover all time off except holiday pay and comp time allowed highway employees, but the

wording is very unclear and needs to stipulate what each person can earn in a year.

Chair Haag suggested a matrix that shows years worked and the number of PTO hours earned. He noted that by combining vacation hours and PTO hours, including sick time, the total amount of PTO has been reduced and discourages use of sick time.

Supervisor Hambrecht stated he has no questions about the amount of PTO given to employees, but way the it is described in the handbook is very confusing and needs to be simplified. Keeping all time off as PTO is the best way. PTO is not related to comp time.

Supervisor Weber asked the maximum number of PTO hours that can be received not including holidays and comp time. Supervisor Popelka answered that with a January 1 start date, 40 hours can be accumulated in the first year; 64 hours in the second year. Only 60% can be rolled over into the next year if not used. He read the language as is currently stated:

“Permanent full-time employees are eligible for annual paid vacation leave pursuant to the terms set by the Town Board.

Vacation benefits will be based on the calendar year.

The amount of paid vacation time you receive each year increases with the length of your employment as shown below:

- From the initial start date of employment through the end of the first calendar year, vacation/personal time off hours will be prorated based on the number of months worked.
- After the first calendar year of work the employee will be entitled to (64) hours of vacation/personal time off pay or (56) hours if that is the employee’s scheduled work week.
- After the 2nd calendar year of work the employee will be entitled to (112) hours of vacation/personal time off pay or (96) hours if that is the employee’s scheduled work week.

- After the 10th calendar year of work the employee will be entitled to (168) hours of vacation/personal time off pay or (144) if that is the employee's scheduled work week.

The last paragraph of this section states:

“Permanent full-time employees are eligible for annual personal days. Pursuant to the terms set by the Town Board, employees are eligible for (24) hours on January 1st of the year after their initial start date. An additional day is give en each year until maximum of (48) hours are obtained per year. Unused personal days may be accrued up to a maximum of (96) hours. If your employment terminates, you will be paid for all unused and accrued personal days through your last day of work. These hours are included in the above chart vacation/personal time off.”

Supervisor Merrill stated that employees are getting way too much time off. He would like to do away with PTO and add another week of vacation.

Supervisor Popelka suggested two charts be drafted regarding PTO hours—one based on a 32-hour work week and one based on a 40-hour work week.

Motion by Supervisor Weber, seconded by Supervisor Hambrecht to clarify and simplify PTO based two charts listing PTO for the respective number of years of employment for a 40-hour work week and for a 32-hour work week.

Discussion:

Chair Haag stated that the charts would be incorporated into the handbook.

Supervisor Weber amended his motion to table adoption of PTO until the PTO charts can be reviewed. Supervisor Hambrecht accepted the amendment.

Motion carried 5-0.

Add COVID19 Paid Leave Policy to Employee Handbook

Chair Haag stated that the reason for this policy is that CDC guidance is for employees with COVID to not be at work. This is a compassionate care mandate to try to keep everyone safe.

Supervisor Popelka asked if this would qualify for ARPA funding. Clerk/Treasurer McCauley explained that the CDC has ruled ARPA can no longer be used to pay public employees.

Supervisor Weber expressed concern about the sick time an employee would get if COVID were contracted multiple times. If CDC guidelines change, he does not want to be held to this policy.

Supervisor Hambrecht stated that this is a good policy to adopt because it protects employees and specifies following CDC guidelines, but it needs to be kept open ended.

Supervisor Merrill agreed with following CDC guidelines but would not want to pay for 5 days if those days include a Saturday or Sunday. The policy needs to be clarified.

Supervisor Weber suggested that if an employee tests positive on a Friday, the employee would be paid for Friday, Monday and Tuesday which ends the five-day period. The employee would not be paid for Saturday or Sunday. If the employee needs to stay home longer, then regular sick time would be used.

Supervisor Merrill disagreed and stated that sick leave is sick leave whether COVID or anything else.

Motion by Supervisor Hambrecht to adopt the COVID Leave Policy as presented. The motion died for lack of a second.

Motion by Supervisor Weber, seconded by Supervisor Popelka to approve PTO based on current CDC guidelines for employees who test positive for COVID.

Motion carried 4-1
Supervisor Merrill opposed.

Review Short-Term Rental Room Tax Rates and Annual Fee

Supervisor Popelka reported that there has been no Room Tax Commission meeting. Room Tax Commission input is needed before raising fees.

Supervisor Weber recognized that there has been a lot of pushback for an 8% room tax increase. He would support keeping an increase to 4%, but that has to be done through the Room Tax Commission. While the town cannot control the room tax rate, it can control the town's fees.

Supervisor Hambrecht stated that there needs to be consensus of the four towns through the Room Tax Commission before action is taken on fees. Consistency among the towns is important.

Motion by Supervisor Weber to adopt the new short term rental application and table action to the Wednesday board meeting to include a fee of \$750, not the \$25 that is in the present draft. All other verbiage would remain the same. The motion died for lack of a second.

Motion by Supervisor Popelka, seconded by Supervisor Hambrecht to table action until Cable board members can meet with the Room Tax Commission to discuss fees and the room tax rate.

Discussion:

Supervisor Weber noted the public comment about the impact short term rentals have on long term rentals for families as housing because short term is more lucrative. It is important to take care of locals and make sure long-term affordable rentals are available. He does not want to wait for the Room Tax Commission. The board has not heard from them.

Motion carried 4-1
Supervisor Weber opposed.

Adjournment

Motion by Supervisor Popelka, seconded by Supervisor Weber to adjourn the meeting at 7:53 p.m.

Motion carried 5-0.

DRAFT