

Buffalo Lake P&R District Meeting Summary Minutes

Saturday, January 5, 2019

Packwaukee Town Hall

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. All in favor, none opposed.

- 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. All in favor, none opposed.

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

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

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

MOTION: Bill made motion to accept the Financial Report seconded by Judy all were in favor, none opposed.

Personnel Committee Subcommittee of the Finance & Dues Committee

The hiring committee met and discussed hiring procedures. The Committee is 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.

The different forms for the various job description positions were discussed along with due process pertaining to disciplinary actions working under the influence and use of electronics. There was discussion on of the use flotation devices.

There was discussion on a new mechanic's position.

The District is looking to hire a total of 8 people for this upcoming season. 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.

MOTION: Vikki made a motion to approve the employment forms with the corrections that have been made Seconded by John, all in favor, none opposed.

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. 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 the 2 harvesters that are not currently in use.

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

Website is getting an update and being reorganized. The Email blast has been redesigned. Please sign up for the emails if you haven't. The Committee is looking to social media more and more.

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

The committee wants to have social time at an establishment on the lake. They are possibly looking at doing a picnic/open house at the District's property this summer.

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

No Report

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 approve Resolution 2019-1 as read Bill seconded, all were in favor, none opposed

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.

11) Draft Minutes Protocol: Minutes are to be approved by the Board only. There was discussion that a summary of the minutes would be placed on the website until the minutes are officially approved by the Board.

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 6 in favor and one opposed motion carried.

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 all in favor, none opposed. Meeting adjourned at 10:39am

RESOLUTION 2019-1

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)	Title
MARCEL J DION	HARVESTING Committee Member
Signature of Authorized Representative	Date Signed
<i>Marcel J Dion</i>	

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 _____