

TOWN BOARD MEETING
TOWN OF SPIDER LAKE
Wednesday, December 8, 2021 7PM

Present: Chair Sheldon, Supervisor Amery, Supervisor Delaney, Supervisor Johns, Interim Clerk Overman, Interim Treasurer Brandt

Chair Sheldon called the meeting to order at 7:00PM.

Approval of Agenda

Motion (Johns): To approve the agenda with the addition of approving the road closure request of the American Birkebeiner Association. Second (Amery). Motion carried.

Pledge of Allegiance

Approval of November 10 and November 18, 2021 Minutes

Motion (Johns): To approve the November 10 minutes. Second (Delaney). Motion carried.

Motion (Delaney): To approve the November 18 minutes. Second (Amery). Motion carried.

American Birkebeiner

Motion (Amery): To approve the road closures the American Birkebeiner Association requested. Second (Johns). Motion carried.

Treasurer's Report (Treasurer Brandt)

As of December 1, the year-to-date ending balance is \$540,210.87, and after the capital reserve, the Town has \$182,187.97 available working funds. November receipts totaled \$16,378.90. The Town has now received a check for the Landing Monitors from the Spider Chain of Lakes Association, and this will appear in the December Receipts.

Vouchers (Clerk Overman)

Motion (Delaney): To approve the vouchers 25277 to 25302. Second (Johns). Motion carried.

Motion (Sheldon): To approve voiding the checks on the list submitted by Clerk Overman.

There were 21 checks and 2 EFTs totaling \$16,537.68. **Second (Amery). Motion carried.**

Motion (Sheldon): To allow the Clerk to write checks for the remainder of December, enabling year end close-out of expenses. Second (Delaney). Motion carried.

Clerk's Report (Clerk Overman)

Accounting system, QuickBooks update: The effort to transition to QuickBooks continues. The Clerk is in receipt of specific guidance on 'QuickBooks for Municipalities' and will incorporate into our system.

2020 Municipal Financial Report update: With assistance from Tim Sheldon, Lili Herbert, and Christy Overman, we reviewed and revised the 2020 MFR. Originally the report submitted to the State was over \$400,000 out of balance. This has been corrected, resubmitted, and accepted by Department of Revenue (DOR). More than 35 hours were used to resubmit this report.

Elections. The Clerk presented the list of Town election officials, and the Supervisors were asked to sign and approve the list. The Clerk received communications from the Republican Party, which named people to serve as [observers?] for the Spring elections. The Democratic party has not contacted the clerk.

Happy Hooker liquor license: The clerk has provided license applicants all of the information that she has regarding the application process. The applicant is required to complete various forms to be

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submitted to the municipality, county, and State for processing. The Town will be ready to process the forms in a timely manner, once those forms are completed and presented.

Committee Scheduling and Reports

- **Board and Clerk updates** (Sheldon)
 - **Supervisor Dale submitted her resignation effective December 2, 2021. Chair Sheldon confirmed that the remaining Board members and the Clerk can approve the appointment of a Supervisor to fill the position. Chair Sheldon will submit the name of a candidate for approval.**
 - **One individual expressed interest in the Clerk position but has since withdrawn from consideration.**

- **PRC** (Delaney)

There were two Permit applications:

GEHRKE - Request for new accessory structure.

PRC Decision: The LUP decision was tabled until the ZA can visit the site and a map is redrawn to scale with an accurate new building placement.

McDOWELL – Revision to already approved building project due to high construction costs.

PRC Decision: Current permit (#21-003) will be voided and a new one rewritten to correspond to the new plan. The garage (pole shed) will be enlarged to 30'x40' to accommodate living quarters. The already paid \$876 permit fee will be applied to new permit.

Before a new application for any other dwelling could be received, a discussion with the ZA will be required – This is because any new dwelling would now be considered a second habitable structure – which is NOT PERMITTED.

Two options would be available:

-A “new” primary structure could be applied for, but the existing habitable pole barn must be made “non-habitable.”

Or

-A CUP must be applied for as part of the building permit process for the new structure. (The CUP will require a public hearing, and conditions may be added to the permit).

The Zoning Administrator is pursuing next steps for two corrective actions:

LAMSON for shoreland clearing

PIERRE for failure to remove an RV.

- **Health & Safety** (Delaney)

COVID: Sawyer County is still in the red risk level with a rising seven-day average of 95.8 cases per 100,000 people. Thank you for wearing masks and keeping your distances here at the Town Hall.

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GHOST LAKE DAM: The outstanding obligations for the Ghost Lake Dam 10-yr Inspection and Assessment are now understood and in progress.

- The benchmark has been placed and sent to the DNR (thank you, Jesse Suzan Land Surveying!)
- Two reports, EAP – Emergency Action Plan and IOMP-Inspection, Operations and Maintenance Plan, will be undertaken by Ayers in the coming months and will be completed and transmitted to the DNR.

FIRE DEPARTMENT: There was 1 Fire call, a CO alarm with no incidents. There were 3 EMS calls. All Fire Apparatus and equipment in good operating conditions as of Dec 3rd, 2021.

3 New Mobile Radios are on order to replace the old EF Johnson mobile radios in Brush #1, Tender #1 and Engine #1. Of the 3, the DNR 50/50 Wildland grant will pay for 2 of the radios as a grant was applied for and received. Installation and programming are all included in the cost.

As discussed in the Budget meetings, we will be ordering 3 more Motorola mobile radios (1500 APX) to replace the ones in Brush #2 and Tender #2, then the one in the FD office. This is part of our ongoing effort to keep our equipment up to date and in working order and are the only anticipated major purchase for 2022.

ORDINANCE ENFORCEMENT AD HOC COMMITTEE: Recommendations and Actions will be incorporated into the activities of the H&S Committee going forward.

- **Facilities & Solid Waste** (Johns)

Supervisor Johns has had several calls asking if taxes are going up in 2022. They are not, at least not as a result of the Town of Spider Lake budget.

Rasmussen cleaned several of the town furnaces and will finish on Monday. They also checked for gas leaks at the town hall and found none. All filters were checked and replaced as necessary.

The town has received incorrect bills from Republic Waste since September. This has finally been corrected as of this week with a \$200 goodwill credit to our bill.

- **Finance and Insurance** (Sheldon/Amery)

Motion (Amery): To renew the Town's Insurance with Horton for \$11,444. Second (Delaney). Motion carried.

Motion (Amery): To renew the Town's health insurance with Security Health for \$11,444. Motion carried. Second (Sheldon). This is an 11.9% increase over the prior year. This approval ensures renewal of the policy, but the Board has yet to decide what portion of the insurance will be paid for by the Employee. Currently, the Town pays \$800 per month for this insurance, and the balance is paid by the Employee. This discussion and decision will take place when the new Employee Handbook is presented and discussed. The Workers Compensation premium will rise to \$12,717. The increase is because a claim was filed.

Employee Handbook. Chairman Sheldon will circulate the proposed draft of the new Employee Handbook in the coming week for the Supervisors to review.

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- **Roads Committee (Amery)**

The Road budget will be \$54,000 under budget for 2021

The grader needs to be repaired at a cost of \$7527 which we can pay this year or next.

**Motion (Delaney): To pay for the grader repairs this month and to move \$7,500 from Highway/Street Local Maint-Salary/FICA to Equipment Operations Maintenance to cover the cost. Second (Amery).
Motion carried.**

- **Ordinance Enforcement Ad Hoc committee (Delaney)**

One of the earlier recommendations from the Committee was to clarify the language of the Boating and ATV ordinances. The recommended changes were minor, and do not change the intent of either ordinance. The desire is to make these small changes to make them clear to taxpayers and visitors to the Town.

Motion (Sheldon): To approve Resolution 2021-03 to amend Ordinances #12 (Boating) and 01-01 (ATV use). Second (Delaney). Motion carried.

The Committee recommends a flyer or brochure to represent the Town's character and expectations (ordinances), and the areas where TOSL differs from the county and state. Messages need to be WELCOMING and POSITIVE while still communicating the expectations. Work will proceed on a brochure/flyer with appropriate maps for the ATV and boating needs. The community (stakeholders and influences) will be engaged in the process to solicit ideas and buy-in. The Committee will also investigate the use of newer technology options such as QR codes to see what might be applicable.

The Ad Hoc Committee will be dissolved and its activities will continue under the Health and Safety Committee.

- **Feasibility Ad Hoc committee (Johns)**

Supervisor Johns reported that the Ad Hoc Committee has not met since the November Board Meeting. With the end goal of fit-for-purpose Town infrastructure, significant work has been completed to understand the needs of the Roads and Fire Departments. Benchmarking has been completed to understand options available. An inspection of our existing facilities has been conducted, and these buildings can be modified or expanded to meet specific needs. At this time, the Mark Johns personal recommendation to act on an "as needed" basis over time. Chair Sheldon indicated that the Town needs additional space to house all Town equipment (Roads and Fire Department).

Announcements/New Business

Supervisor Amery is requesting volunteers to help flesh out the content of the Business, About Us and other webpages which are not yet complete. Please contact her via phone or email.

The Tax bills will be available from Sawyer County this FRIDAY, Dec 10. The Clerk and Treasurer will be preparing them for mailing over the coming weekend.

If there is a desire for a year-end Town Newsletter, the Board will need to act quickly to produce the insert. At a minimum, Chair Sheldon would like to include a message indicating that we are looking for applicants to the Clerk position.

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The next meeting is January 12, 2022 at 7:00PM

Adjourn

Motion (Amery): To adjourn. Second (Johns). Motion carried.

Posted the day of month, 2021
