

**Town of Phelps, Vilas County, Wisconsin
PO Box 157, Phelps, WI 54554**

**MINUTES OF PHELPS TOWN BOARD
MONDAY, SEPTEMBER 12, 2011
PHELPS FIRE STATION**

The meeting was called to order by Chairman Snook at 7.02 PM. Supervisors present were: McCaslin, Kimmerling, Brand, Waier and Clerk/Treasurer Hiller. Also in attendance were 34 citizens. The meeting was posted at the Phelps Community Center, First National Bank-Phelps Branch, Phelps Convenience Center, and emailed to the Vilas County News Review.

The Pledge of Allegiance was recited.

Supervisor Waier moved to accept the August 8, 10, 17, 29, 2011 minutes. Supervisor McCaslin seconded the motion. All voting aye, motion carried.

Correspondence: Supervisor Waier reported that the board met with North Star Health Officials and Dr. Madalyn, who is the Doctor that they are interviewing for the clinic position here in town. It was a meet and greet meeting with a tour of the school and the area. The Doctor was very impressed with the school and the beautiful lake setting. North Star is looking at purchasing the Boundary Waters building and is looking at a timeframe of six months for opening the clinic/pharmacy. A question came up regarding the North Twin Builders lawsuit in regard to the cost to the town. The insurance agent said that there is not a direct correlation in regard to the liability insurance premium. All of the issues combined would make the premium increase.

Chairman's Report: Chairman Snook reported that he has contacted Tony Pescatorie and had several phone conversations regarding starting a grocery/hardware store in town. He also is meeting with people who are interested in investing and discussing the best use of the Big Store property. Chairman Snook explained that he toured the Big Store and will be posting pictures on YouTube. There were some areas of water damage and areas where the bats have been. However, it is a fascinating building inside, for it includes an elevator and a second story large brick fireplace.

He also has met with Lorin Johnson, Tuck Daniels and the Great Wisconsin Headwaters Trail foundation regarding the bike trail from Conover to Phelps. GWHTS President Jeff Currie was introduced at this time and mentioned that he would like to get a committee together from this area. The three of them walked the area from Song Hill to Sylvan. It seemed that by using the county right away and possibly some use of forestry land, the goal could be achieved.

Chairman Snook has sent out pictures, land plot prints and basic building information to Silverstone Partners, Inc., who have expressed an interest in the Nursing Home, (who is currently working on an assisted living facility in Minocqua and may entertain doing something similar here). Rennes Group has given him permission to tour the Nursing Home with a video camera and create a marketing video to assist in locating interested parties.

He also mentioned that he has spent two days with Deto removing boats from the property next to the old day care center. Deto is now committed to continuing to move more. Chairman Snook then explained that at last month's meeting he was accused by one of the supervisors of breaking open meeting laws by sending emails to board members. He contacted the Wisconsin Towns Association and they said the following: "A one-way communication will not violate open meeting laws. It is common to receive information to review prior to a meeting".

Chairman Snook then explained that there are certain people within our community who go above and beyond in community service and would like these people recognized publically. Therefore, he presented the very first "Town Chairman's Circle of Excellence Award" to Pauleyn Nystrom for all her efforts collecting money for the town fireworks and her work with the museum, etc.

Clerk/Treasurer's Report: Clerk/Treasurer Hiller presented the monthly financial report as of August 31, 2011. Supervisor Waier moved to accept the financial reports as printed. Supervisor Kimmerling seconded the motion. All voting aye, motion carried.

Library Report: June Franzen reported that she has received two checks from the Eleanor Ellis Library for a total of \$776. This amount is a grant and is based on telephone bills and the number of people receiving a reduced lunch

at the school. It was brought up that there has been a request from people regarding a receptacle being placed outside the building for cigarette butts. The Library will look into this. Also Ms. Franzen mentioned that the carpeting in the Library and Town Hall need a shampooing. It's been at least four years since it has been done. She would also like an outlet installed on the floor close to the table in the Library. She does not want cords dragged on the floor which could be a liability issue. Another outside outlet also needs to be put in. The Clerk will contact an electrician regarding this

Constable's Report: Rick Brown reported that he had two dog calls dogs, two cat calls and issued one dog citation..

Park Commission's Report: Todd Bierman reported that things are slowing down. He has put in new infield dirt on the baseball diamond and hopes to be staining the park buildings this fall. He is still watering the hanging baskets each day until it freezes. He has put the backstops in at the Shooting Range and reported that the welcome sign is missing from the there. He is planning on repainting the parking lines on North Twin landing. The Library and town hall parking lines were briefly discussed.

Town Crew Foreman's Report: Gerald Niemisto reported that the painting for handicapped lines at the Library/Town Hall was donated by Pitlik; the granite by the Library was also donated. He reported that they have been brushing the roads by Kentuck Lake Road and CTH A and replaced the culverts at the salt shed. He also reported that to do all of Strong Road, the cost would be \$440,000. This includes driveways and culverts. Strong Road is 1.8 miles long. With cleaning up the back of the Town shop, He reported that he received a check of \$603.75 for the old iron.

Sanitary District: John Barron reported that their monthly meeting will now be held on the 1st Wednesday of each month. Geoprobe soil boring – dug 4 holes and found decreasing contamination going south with each hole; hopefully he'll be done soon. Regarding the sewer main maintenance, LS 7, they pulled pump 1 due to it being clogged. In regard to Oliver, they got top soil and seeded by her driveway. They plan to flush all hydrants in town next week. Articles will be in the Border Bulletin and the News Review. Midwest testing tested both well houses and both six inch meters tested 100% accurate. The school meter was tested and found that the low flow was not working at all. Due to not being able to get parts for that old meter, they need to buy a new meter for the school. They tried to test the clinic's meter but couldn't get to the plug because of the sprinkler system. The low flow was not working on the meter so they had parts and changed the inner parts of the low part of the meter. The meter is working properly now and will record more usage now that the low flow is working. He has spoke to several people about the new well ordinance and believes that just about every house on Millerville has a well. He also reported that the Gonnering trailer is officially gone; the sewer and water laterals are intact and should be able to be used again. The Sanitary District will be meeting with Jennifer Schenck of Rural Development at 10 a.m. for review of the facilities and STH 17 project. He also mentioned about obtaining the bumper crane for their truck.

Fire Chief's Report: Steve Waier reported that they are adopting the Mavis alarm system with Vilas County. This is a Mutual Aid Ordinance. Otherwise it has been quiet.

Ambulance Supervisor's Report: Carole Selin reported that First responders are starting the refresher class this week. She had 26 runs in August and 12 so far in September. With the new ambulance billing company they have had 143 calls turned in since March. She has purchased a new computer for the ambulance which is called a tough book. Information can be entered and sent back to hospital during the run - which cuts the time for the runs.

County Supervisors' Report: Sig Hjermvick reported that he had 259 calls in regard to ATV's since 1/1 to 8/31. A resolution will be going to County Board this month regarding the bicycle/pedestrian trails. They are working on and preparing the county budget as well as hiring a human resource director, which is a brand new position for the County. He mentioned that crack sealing will be done on CTH E this week.

Phelps Chamber of Commerce: Chamber President Marty Primich introduced Danielle Myszka as the new Chamber Director. Danielle Myszka reported that there are two events coming up – the Colorama 5K Run/Walk and Brunch on Sunday, September 18 and the Midwest Musky Class which is on September 30 – October 2nd. Registration for the Run/Walk is at 7 a.m.; the Brunch starts at 8 a.m. at the school and Tickets are available in advance; \$10 Adults \$7 for children. The entry fee for the Musky Classic is \$50 and includes a classic hat, Sunday meal and 3 fabulous days of musky fishing on Lac Vieux Dessert, North and South Twin, Big Sand Lake, and Long Lake. This is a big fish tournament with a \$1,000 first place award, and a fish mount replica for the biggest musky. Other prizes will also be awarded.

Phelps Town Lakes Committee: Rollie Alger reported that the next Town Lakes meeting is this Thursday, September 15 at the Town Hall at 6 P.M.

Phelps Building Committee: John Huza reported that in regard to the fire tower, information will be sent off to a constructional engineer. The Building Committee looked at the job Gerald did behind the town garage and were very happy with the cleanup. He needs a small building for signs, small equipment, etc., and are proposing a 24 x 32 town garage with no windows, one overhead door and one walk in door. Todd could do the work and build it. Of course it depends when it is done. A proposal for Todd to do it and one for contracting it out should be obtained.

Phelps Signage Committee: No report due to Lamberts being out of town.

Planning Commission: Lorin Johnson had nothing to report but would be interested in being part of the committee for the bike trail.

Community Development: John Huza mentioned that they did not meet last month.

Food Pantry Committee: Debbie Vold submitted the report in writing and Chairman Snook read the report. In July it was 120 households served which included 182 adults, 16 children, 140 volunteer hours and received 3,709 pounds in donations. In August they served 114 households which included 176 adults, 19 children, and 136 volunteer hours and received 2,167 pounds of donations.

Museum Report: Pauleyn Nystrom reported that the Museum's Open House was a great success on September 3rd. They received \$1,925.65 in tickets sold. She was wondering if the rent will be the same from the bank. They are outgrowing the museum area already and were discussing maybe knocking a wall out. They need an agreement with the bank. Their next meeting is on Thursday, September 15. She briefly discussed about an Antique show. She has received an e-mail from an appraiser. The committee will be discussing this at their next meeting for possibly next summer.

Discussion/Action: Bierman Cemetery: The Board received a letter from Don and Bonnie Bierman with the dimensions and a photograph of an above ground burial crypt. The dimensions are 105 inches long, 87 inches wide and 36 inches high. The entire crypt is made of granite; it sits on a concrete slab and is built to hold two coffins. It was mentioned that cemetery sexton, Tom Wilson, had no objections to this. There was some concern on the lots on the other side. Discussion on how the lots are laid out on the cemetery. Some have eight and others have six and there are a few at the end that have four. As a board we need to work on policies and a criteria in the future. A motion was made by Supervisor Kimmerling to approve the above ground burial crypt. Supervisor McCaslin seconded the motion. All voting aye, carried.

Discussion/Action: Committees Submitting Written Reports Prior to Meeting – Proposed by Tuckey at last meeting to speed meetings up: Committee Reports being submitted in writing were discussed. A motion was made by Supervisor Waier, seconded by Supervisor Kimmerling, to have all committees submit a written report prior to the monthly town board meetings. All voting aye, carried.

Discussion/Action: Employee Grievance Policy: An Employee Grievance Policy needs to be passed by October 1, according to Governor Walker's bill. Discussion on who will be the hearing officer. This person cannot be someone who works for the town; they can be a retired lawyer and/or needs to be unbiased. Delnice Hill mentioned that the school passed their policy and will obtain a list of 4 or 5 people to contact if needed. It was discussed to contact other local towns to see who they are using. A motion was made by Supervisor Waier and seconded by Supervisor Kimmerling to approve the Employee Grievance Policy. All voting aye, carried.

Discussion/Action: Employee Incident/Accident Report Policy – Discussion on the Incident/Accident Policy. The report wording should be changed to: "...needs to be noticed to the Department Head and Clerk/Treasurer within 24 hours". A motion was made by Supervisor Waier to approve the policy with the above changes. Supervisor Kimmerling seconded the motion. All voting aye, carried.

Discussion/Action: Application for Use of Town Facilities: Chairman Snook explained that this topic came out of the insurance liability audit in which their suggestion was to have an application for renting town facilities. Discussion on the wording. If the Women's Club uses the lot downtown, "other" should be added. Also the wording on the no liability to the Town of Phelps needs to be corrected. A motion was made by Supervisor Waier and seconded by Supervisor McCaslin to approve. All voting aye, carried.

Discussion/Action: Directive on What Account to Use for Paying the DOT (Credit) Landscaping: Chairman Snook mentioned that in regard to the Credit for the flowers/landscaping bills for the STH 17 project, we need to address the account that these bills should be paid from. Also a standard requisition form for people to use for being reimbursed for expenses such as this was created. Motion by Supervisor Waier, seconded by Supervisor McCaslin to pay these bills from the People's State Bank STH 17 checking account. All voting aye, carried.

Discussion/Action: to Rescind the motion to chip seal Frankenthal Road: Last year a motion was made to chip seal Frankenthal road due to Pohwogan also chip sealing their portion. Pohwogan has now decided not to chip seal their portion. The Town should just redo the culverts and work on the drainage on Frankenthal Road. A motion was made by Supervisor Waier to rescind the motion to chip seal Frankenthal Road. Supervisor Kimmerling seconded the motion. All voting aye, carried.

Discussion/Action: Set Date and Time for Budget Workshops: the budget workshops will be held on Monday October 3 and Wednesday, October 5 at 5 P.M. at the Town Hall.

The marketing of the town on YouTube and possible joining with Conover with North & South Twin was brought up. A separate meeting with Community Development, the Chamber and the School was set for Wednesday, September 28th at the Town Hall at 6 pm to discuss this issue. The Grievance Policy resolution and Dog Ordinance should also be discussed at this meeting.

Discussion/Action: Set Date for Fall Cleanup: the Fall Cleanup is scheduled for Saturday, October 15, 2011 at the Transfer station on DNR Vista from 12:30 to 3:30 pm. New recycling preparation instructions for the Transfer station were also available at the meeting.

Discussion/Action: Setting a Date for Going over ATV Surveys and Comments: Thursday, September 29 @ 6 pm at the Town Hall, was scheduled for the ATV workshop in regard to the surveys and comments.

Citizen Input: Donald Crass suggested that a new Phelps sign is needed at the potato fields in Eagle River. Danielle Myszka said that the chamber will take care of that.

Christy Riihimaki received the dog license citation and wants her citation rescinded because the ordinance is not explicit as to when the citation can be issued for having a dog in public places. The board will be going over the ordinance and will rescind the citation. However, she must get her dog licensed.

Monthly vouchers were signed and approved by the Town Board.

Motion to adjourn was made by Supervisor Waier. Motion was seconded by Supervisor Kimmerling. Meeting was adjourned at 9: 18 P.M.

Marjorie Hiller, Clerk/Treasurer