

Village of Port Edwards

Municipal Building
201 Market Ave. P.O. Box 10
Port Edwards, Wisconsin 54469
Phone: 715-887-3511

NEPCO Lake DISTRICT meeting Minutes

Started meeting at 3pm (1500), on the 10April 2023.

1. Call to order-
2. 7 attendees in person;
 - Lyman Schantz
 - Ray Bossert (Village Rep)
 - Joe Zurfluh (County Rep)
 - Lance Pliml
 - Dave Orcutt (DOMTAR)
 - Eric Hummel
 - Dave Altness
3. 9 persons via ZOOM;
 - Tiara Grunden
 - Jeff Manor
 - Robert Daley
 - Corey Dobson
 - Scott Stewart
 - Brain Nickel
 - Kevin?
 - Vickie Gukenberger
 - Stand Tall?
4. **INTRODUCTIONS-** Individuals in the Room introduced themselves.
5. Approve the agenda. **MOTION** Zurfluh 2nd, By Orcutt, all AYES
6. Approve minutes; **NONE**
7. Public comments on agenda items. **NONE**, postponed till after some discussion due to this being the first meeting.
8. **Elect a Chairperson, Secretary, and Treasurer –**
 - Nomination of Eric Hummel for Board Chairman, **MOTION** by Zurfluh, 2nd by Orcutt, ALL Ayes

- Nomination of Ray Bossert for Secretary, **MOTION** by Tschanz, 2nd by Orcutt, All AYES
- Nomination of Lyman Tschanz for Treasurer, **MOTION** by Hummel, 2nd by Orcutt, ALL ayes

These positions will be filled by the above members until the 1st Annual meeting, then they will be up for re-election at that time.

9. **Quick review of responsibilities and standards of conduct.** Reference material was discussed and referenced below.

- a) “People of the Lakes” guide. Pages 52-54

https://www3.uwsp.edu/cnrap/UWEXLakes/Documents/organizations/Lake%20Districts/Guide_Chapter5.pdf

- b) Standards of Conduct for Wisconsin

<https://ethics.wi.gov/Pages/Ethics/StandardsOfConduct.aspx>

- A brief discussion on the guiding rules for the district and a way ahead for some critical issues was discussed by Tschanz. Chairman Hummel highlighted some areas that must be done: a Budget, set the annual meeting date and some administrative announcements.

10. **Discussion to obtain shared vision on deliverables, assign Leads, and completion timeframe,**

Notification of local government officials to let them know the district exists.

- These details were tabled until the next meeting as the Newly formed Board better understands their positions and requirement.

11. Discussion on the administrative tasks required to establish the district as cited below. **MOTION** to have the Secretary present a list of options to these tasks for the next meeting. **MOTION** by Orcutt 2nd by Tschanz, All AYES.

These options and issues will be presented at the next meeting for a vote.

- **Discussion on Communication logistics**
 - i. Mailing address and contact information for the district and the board members
 - ii. Where does mail and notifications for the lake district get sent?
 - iii. Public meeting notices and displaying meeting minutes
 - iv. Video of meetings?
 - v. Create an e-mail address for the district (related to creation of website? – see later action)
- **Discussion on the Establishment of a shared drive to store electronic documents related to the district and review and verify files**
 - i. the district boundary (map) and legal description of the boundary
 - ii. list of all property owners within the district (parcel ID, mailing address, contact information), documents used to support formation of the district
 - iii. Lake management plan

- iv. Permits
- v. meeting minutes

12. **Discussion on Notification of local government officials to let them know the district exists**, the WDNR Lakes Coordinator, Wisconsin Lakes Association (<https://wisconsinlakes.org>), and ask the UW-Extension Lakes office to include the district in the statewide directory. (www.uwsp.edu/cnr/uwexlakes/lakelist). After some discussion on the need and requirements.

A **MOTION** By Bossert, 2nd by Orcutt to approve Chairman Hummel to craft a Memorandum for the introduction and send it out to the above parties by email/mail. All Ayes.

13. **Discussion of a Budget Draft & list of potential funding sources**; (ie. DNR, other State grants, Wood County, Municipalities, The Alexander Charitable Foundation, The legacy Foundation).

- A brief discussion on this followed by the tasker to the Treasurer to Present the initial budget and how the Lake district fee is calculated at the next meeting for discussion. Limited discussion on the outside agencies that are available for funding options. Some thoughts on asking if UWSP has a graduate candidate to conduct a lake study. The Village and County have resources to help with small funding issues with the intent of being reimbursed for those actions.

14. **Potential Resolutions & MOU's** – Pavloskis, DOMTAR, Wood County Park, Village of Port Edwards, Others?

- A discussion on the need for this was had, but this was tabled until we have an exact list of who and what we need to send a memorandum to.
- Potential MOUs-
 - i. Weed machine acceptance from the Village of Port Edwards
 - ii. Weed machine parking location with the County for the east side of the Lake.

15. Discuss Old Business. **NONE**

16. Discuss New Business. **NONE**

17. Discuss any correspondence.

- a. Received the memo from the County on the Formation of the lake District as of 21 March 2023.

18. Future Agenda Items.

- a. TREASURER- Present the initial Budget with specifics on options to calculate the levy amount. (Flat fee, House value levy, hybrid)
- b. SECRETARY- Present the administrative actions required as stated above.
- c. TREASURER- Present the list of property owners and parcels for inclusion in the district, discuss any adjustments. To ensure that a copy of the Wood County Board order to form the district is recorded, along with a legal description of the district boundary, with:
 - i. the Wood County register of deeds office
 - ii. the Wisconsin Department of Revenue

iii. the Wisconsin Department of Natural Resources

19. A short discussion on the timing of the Annual meeting based on the rules from May thru September. A window of the first two weeks of August 2023 was discussed as the best time to get a majority of participants. A survey of the district members will be sent to gauge the ability of those to attend. If this is the case, we have 125 Days until the 1st ANNUAL MEETING.
20. Next meeting date, 24 April 2023, at 3pm Village of Port Edwards Hall.
21. Adjourn by Hummel, at 4:05 pm

Validated:

Ray Boz Bossert, Lake District Secretary

Eric Hummel, Lake District Board Chairman