

**TOWN OF FIFIELD**  
**REGULAR BOARD MEETING**  
**Minutes of February 20, 2024**

The meeting was brought to order on February 20, 2024 at 6:00 pm at the Fifield Town Hall.  
This meeting is being recorded by the Lakeland Times.

**ROLL CALL:** Present: William Felch, Chairperson; John W. Smith, Supervisor; Ann Sloane, Supervisor; Crystal Cowling, Clerk; Kelly Kleinschmidt, Deputy Clerk; Ted Fleming and 27 public attendees.

The pledge of allegiance was recited.

**VERIFICATION OF PUBLIC POSTING:** Clerk verified this agenda was posted at the Fifield Town Hall, Fifield Post Office, Pike Lake Fire Hall via Supervisor Sloane, and Town of Fifield website.

**PUBLIC COMMENTS:**

- Resident shared concerns with surveying Bay Road. He was under the assumption this matter was resolved 3-4 years ago when the residents gave permission for the plow trucks to turn around in their driveways. Stated “*leave us alone*”, meaning to repair the road like it was, fix the potholes, and do not cut our trees.
- Fifield EMS Director spoke on behalf of herself and Pike Lake EMS Director regarding the letter to the Sheriff’s Department on dispatching. Disappointed with not being involved or having input on changes to dispatching protocol. Shared with the Board any changes would need to be revised in their EMS Operational Plan, which needs to be approved by the Medical Director and State. Feels changing this protocol will change the number of volunteers.
- Resident/Fire Fighter mentioned at the last fire meeting they agreed not to change the protocol. She shared that it would be an inconvenience to the responders.
- Price County United Limited: it was noted her topic is further down the agenda.
- Resident questioning Bay Road survey, feels removing trees and a little widening of the road for safety is acceptable, however that is it.

**APPROVAL OF MEETING MINUTES:** January 2, 2024, January 6, 2024, and January 16, 2024 minutes were submitted for review and approval. **MOTION** by A. Sloane and seconded by J. Smith to accept and approve the minutes as presented. Motion carried.

**CEMETERY REPORT:** Cemetery Administrator received a quote of \$800-\$1,200 to replace a broken headstone that was damaged during tree removal. She asked the Board for approval to go ahead and replace that headstone. **MOTION** made by J. Smith and seconded by A. Sloane to approve the cost of replacing the broken headstone. Motion Carried; VV 3-0. Clerk will inquire with the insurance company whether this is a claim or not.

**CLERK/TREASURER:** January financial reports were reviewed and accepted. The Clerks noted the audit should be wrapping up by the end of February. Noted the refund from the IRS for the overpayment of federal taxes from last year has been received. They have also been working on tax settlements from the County. The Clerks asked if the date of May 21, 2024 would work for Board of Review, the Board agreed with this date and Clerks will contact the Assessor.

### **FIRE DEPARTMENT REPORTS:**

- **Fire #1:** FD #1 had 1 fire call and 5 EMS calls. Corn Hole Tournament is scheduled for March 2, 2024. Their audit is set up for March 13, 2024. They have the new stairway in the firehall, still needs railing. North Star did their yearly inspection, tender #242 should be replaced or out of service. It was mentioned previously to try and sell this tender, this will be reconsidered once all the reports are received.

### **FIRE DEPARTMENT REPORTS continued:**

- **Community Paramedic:** C. Walters fielded questions regarding staffing for this project, funding, who would be making the referrals, and if this would cover the Pike Lake area as well. She stated this is just the beginning process and could take at least six months, if not longer.
- **Fire #2:** 2 EMS calls noted; 1 of which self-transported. Rural Rescue Vehicle is still in Pennsylvania. Appointment for approved tires is on 2-22-2024. Their audit is set up for March 5, 2024.

**TOWN CREW REPORT:** Road Superintendent reported they had temporally posted roads following the County and they since have been taken down. They will continue to follow the County for when postings go back up. The crew has put in a turn-around on Bush Road. They are now working on a turn-around and widening of North Voight Road and Voight Road. He questions who will be doing the locating of the culverts, the Town or hiring a firm to locate them; all agreed the County will inspect them. Also questioned who owns culverts on the forest roads. This will have to be looked into further.

**TRANSFER SITES REPORT:** T. Fleming noted routine business and all is going well.

**APPROVE AND SIGN ORDINANCE #28:** Board approved and signed the revised ordinance. Clerks will post and be in touch with PLCLA regarding signage.

**REVIEW AND DISCUSS CODE OF ETHICS/CONDUCT:** Supervisor Sloane provided information, contacted the WTA and the Town's attorney regarding code of ethics/conduct. It was determined that utilizing the Town's attorney for this matter would be best. The employee handbook currently has a section regarding this and will be looked at a future meeting when the handbook is reviewed as a whole.

**HUMAN RESOURCES POSITION:** Supervisor Sloane compiled information from various entities regarding Human Resources. MRA firm has a yearly flat fee of \$1,250. This is based on having less than 50 full-time employees. They have a 24/7 hotline. They cover a wide variety of HR topics. PEO firm is more restrictive, also has a flat fee and would include help with payroll and benefits. League of Wisconsin Municipalities, geared for small communities, holds 4 webinars for \$75. UW-Green Bay has an online course for HR certification, which would be 10 sessions. The board will review this information and this will be tabled to the March 6, 2024 meeting.

**TRI-D BIDS UPDATE:** Cooper Engineering received and opened bids regarding the Walnut Street project. Four bids were received, with the lowest bid from James Peterson Sons, Inc at \$701,897.02. Chairperson will contact Forward Bank with this amount and work out the details before signing the Notice of Award. This matter is tabled to the March 6, 2024 meeting.

**REVIEW AND APPROVE DISPATCHING LETTER TO SHERIFF'S DEPARTMENT:** The Sheriff's Department has asked for a simplified request for dispatching. It was questioned what the previous dispatching request stated, what it states now, and what it should state in the future. After a lengthy discussion on how the letter should read, it was decided that a meeting be set up between the Sheriff's Department, both Fire Chiefs, and both EMS Directors. Fire Department #2 Chief will contact the Sheriff's Department to set up this meeting. The letter requesting dispatching will be finalized after that meeting.

**UPDATE AND DISCUSSION REGARDING SURVEYING OF BAY ROAD:** Residents inquired as to why a survey would be done, shared their concerns with any work being done on this road. After some discussion, the Town Board, at this time, would like to have surveying done on Bay Road to determine property lines. **MOTION** made to contact Wilderness Surveying Inc. to conduct a survey on Bay Road was made by A. Sloane and seconded by J. Smith. Motion carried; VV 3-0

**INTRODUCTION OF NEW COUNTY BOARD SUPERVISOR:** Jason Hastings introduced himself as our representative on the County Board. He spoke briefly about the possibility of Bug Tussel coming to Price County and other communication issues. He indicated if anyone had any questions or comments, they can feel free to contact him.

**PRICE COUNTY UNITED LIMITED:** Lyn Ludwig, President of Price County United Limited, presented an overview of the possibility of relocating Hilgy's LP from Phillips to Fifield. In preparation for grants, at this time, she is requesting Town of Fifield to consider having an estimate done for the cost of putting an access road to the property that Hilgy's LP would be moved to. One option would be to extend Willow Street; the other option would be to use West Central Avenue and cross over to the property. Cooper Engineering offered to do a rough estimate for the Town. This is tabled for a future meeting.

**CORRESPONDENCE:** None noted.

**REVIEW OF PAID INVOICES:** Paid invoices reviewed and approved for payment.

**ADJOURN:** **MOTION** made by A. Sloane and seconded by J. Smith to adjourn the meeting at 8:15 PM; motion carried.

***These minutes are a DRAFT until approval at the next scheduled regular board meeting.***

Respectfully submitted,

Crystal Cowling, Clerk/Treasurer  
Kelly Kleinschmidt, Deputy Clerk/Treasurer  
TOWN OF FIFIELD

2/29/2024  
REVISED 3/7/2024