

Proceedings of the Town of Pine Lake Board Meeting held on December 17, 2025, at 6:30 p.m., in the Pine Lake Community Building, Fire Department Meeting Room #1, 4197 River Road.

Notice of meeting was posted in two (2) locations within the Town of Pine Lake and on the town website at www.townofpinelake.com according to Wisconsin Statutes.

Present: Chairman Jim Flory, Supervisors Tim Oestreich, Brian Gehrig, Jennifer Cordy, Ron Lueneburg, and Clerk Cindy Skinner.

Absent: Treasurer Cory Hoffmann

Chairman Jim Flory called the meeting to order at 6:30 p.m. Motion by Ron Lueneburg to approve the agenda and the chairman to move items as needed, second by Tim Oestreich. Motion carried by voice vote.

Motion by Ron Lueneburg to approve the minutes of the November 19, 2025, Town Board Meeting, second by Brian Gehrig. Motion carried by voice vote.

Library Report. Pam Winchell reported that Pine Lake had 1,125 of items used/checked out in October as well as totals of materials and circulation for the district. She explained the different types of items that can be borrowed from the library besides books, etc. Free laptops were being given to families in need and more will be distributed in the future. The board was given a graph showing the usage by different members of the library district.

County Board Supervisor report. Currently no representative to report.

Constable Report. Jake Nitzel reported aiding two drivers on STH 17. Helped a person trying to find public land.

Citizens Concerns. Two property owners requesting help in re-assessing their properties. They were given information on talking with the assessor and if still not resolved the right to be heard by the Board of Review next spring.

Wages for the rest of the town employees not addressed at the November board meeting. The Budget Committee recommended increases for Joe Dreifeuerst to \$16.50/hour, Election Inspectors to \$12.50/hour and Chief Election Inspectors to \$14.00/hour, Erin Skinner, Deputy Clerk, to \$19.00/hour, Cindy Skinner, Clerk, a 3% increase to \$37,225.13, no increase for Cory Hoffmann, Treasurer. Motion by Jennifer Cordy to approve wage increases recommended by the Budget Committee for 2026, second by Ron Lueneburg. Motion carried by voice vote.

Financial Report. Cindy read Cory's report – Book Balance – 10/31/2025 - \$736,555.79, Income for November - \$129,500.24, Expenses for November - \$114,533.42, Book Balance – 11/30/2025 - \$751,522.61. Peoples Checking Balance - \$256,887.04. Peoples Money Market Balance - \$494,635.57. Bank Balance 11/30/2025 - \$751,522.61.

Amend the 2025 budget. Cindy requested to also include another grant received by the fire department in the amount of \$1,665.00 along with the \$10,000 EMS grant just received. Motion by Jennifer Cordy to amend the 2025 budget by adding the \$10,000.00 for 2026 EMS Grant to Income and to Account 52210E – Grant FD-WI DOR and \$1,665.00 for WI DNR grant to Income and to Account 52210F Grant-WI DNR, second by Ron Lueneburg. Motion carried by voice vote.

2026 Budget. Clerk presented the board with two suggested options regarding changes/cuts in areas of budget in order to pay for the increase in the town highway crew's wage increases. Option #1 -- adjustments had been made to health insurance and the library budget, with the balance of the needed amount taken from the fire department supplemental shared revenue allocation. Option #2 – adjustments were made to board office supplies and advertising/notices, legal fees, Plan Commission, and fireworks donation to the city with the balance of the needed amount taken from the fire department supplemental shared revenue allocation to bring it back up approximately \$1,200. Lengthy discussion regarding other possible options of what to cut including other highway budget line items. Roads are behind in construction/improvements and the need to purchase smaller truck in the near future for the town shop doesn't allow for cutting in those areas. Motion by Jim Flory to approve Option # 2 for the 2026 Budget, second by Jennifer Cordy. Roll call vote taken. Cordy, aye, Lueneburg, aye, Oestreich, aye, Gehrig, no, Flory, aye. Motion passed – 4 ayes and 0 no.

Discussion as to threshold for the amount that can be spent without board approval. The clerk requested this due to several unexpected high bills that had come in 2025. This would be for anything not of emergency nature. Chairman and clerk need to be made aware of emergency expenditures as soon as known. Suggestion by Jen of a threshold of \$2,500 and to be on the January agenda. Board members should review past lists of vouchers for other input.

Proposal from Kerber Rose accounting firm to do an audit of the town and to prepare the Form CT for the state. Jen explained the virtual meeting that she and Cindy had with David Minch regarding the need for an audit, their credentials and experience with town governments and other services that they offer for municipalities including the Form CT report. The audit would be done February/March and only for 2025. The 2026 budget includes \$8,750 and reserves have \$2,000 to add to that. Discussion. Motion by Jim Flory to approve the proposal of \$9,000-\$11,000 for the audit and the preparation of the Form CT, second by Ron Lueneburg. Motion carried by voice vote.

Personnel Committee. Jen reported that the committee met on December 10th to finalize forms prepared for job descriptions, employee evaluations and highway shop work agreement. Job descriptions for Foreman and Highway Shop Crew Member were reviewed for the board. No other changes were made. The descriptions will be addendums to the Work Agreement. Motion by Jennifer Cordy to approve both the Foreman and Highway Shop Crew Member Job Descriptions, second by Jim Flory. Motion carried by voice vote.

Employee Performance Evaluations will be utilized for all the town employees, not just the highway crew and they will be used as the basis for wage increases beginning with 2027 budget. Jen listed the items on the form and how the percentages will be calculated for “Needs Improvement”, “Meets Expectations”, and “Exceeds Expectations”. The evaluations will be done by both the employee and their supervisor. This will be rolled out in January so everyone is aware. A practice evaluation will be done in April with the “real one” completed in the fall prior to budget time. Motion by Jennifer Cordy to approve the Employee Performance Evaluations form, second by Ron Lueneburg. Motion carried by voice vote.

Road Maintenance Employee Work Agreement. Jen reviewed the changes and updates made to the current agreement. No further changes suggested. Motion by Jennifer Cordy to approve the Road Maintenance Employee Work Agreement, second by Ron Lueneburg. Motion carried by voice vote.

Appointment of Election Inspectors for 2026-2027. The list was provided to the town board – First Choice by Democratic party – Thomas Jensen, former inspectors – Kent Bradshaw, Jane Kowieski, Kim Lowther, Genene Lynott, Jeff Lynott, Diane Syms, Inge Van Kampen, Delores Wiernasz as Deputy Chief Inspector, Julia Wilcox as Chief Inspector, Erin Skinner, Deputy Town Clerk. Motion by Jim Flory to approve the list as presented by the clerk, second by Jennifer Cordy. Motion carried by voice vote.

The annexation to the City of Rhinelander of parcels PL-593, PL-593-3, PL-593-4, PL-593-5 on January 27, 2025. Members of the town board recently found out about the annexation. Notification from the city had not been received and the clerk contacted the city clerk to get all of the information, which apparently had been sent out in January. Also, the five years of taxes that the city must pay to the town will be done according to the city clerk by having the property owners pay the 2025 property taxes to the Town of Pine Lake as their tax bills are still in Pine Lake and the balance of taxes will be paid to the town by the city in January, 2027. Address signs will have to be removed, Howard Disposal had been contacted to stop service at the end of the year and concern about the use of E. Cherokee Lane when property is developed was expressed.

Highway Shop Committee Report. Tim reported that the crew has been busy plowing and sanding roads. The Oak Leaf Drive dump was burned yesterday. One crewman will take off next week for the Christmas holiday but will be available for plowing.

Building and Grounds Report. The estimate for the gutters on the agenda was for information only for future planning and that estimates from several vendors will be requested next year.

Fire Department Report. Brian reported they had 31 EMS calls and 7 fire calls in November including the total loss of a home on Lakeshore Drive on Thanksgiving. The Operation HO-HO-HO project is coming up this weekend with gifts being wrapped tomorrow to give to 21 children from 5 families who live in Pine Lake.

Communications. Jim Flory received letters from Planning and Zoning regarding a business operating off County Highway W not within the allowable uses for that zone. Two complaints had been received. A second letter from Planning and Zoning sent to resident off Limberlost Road regarding animals not allowed and their removal. Christmas cards received for the town. Addresses have been assigned to the town dumps. Oak Leaf Auto Salvage paid \$268 for scrap metal picked up from the collection point at the shop. A Tourist Rooming House permit was renewed for 4060 County Highway W. Notices from Dept. of Revenue that tax payments cannot be rounded up or down due to the shortage of pennies and that the postmarks on mailed tax payments may not be accurate due to being postmarked at regional sorting centers rather than local post offices. Jef Muelver had sent another letter/email to legislators regarding an unnecessary bill trying to be passed.

Motion by Ron Lueneburg to approve the December vouchers for payment, second by Tim Oestreich. Motion carried by voice vote.

Next meeting is set for January 21, 2026, at 6:30 p.m.

Motion by Ron Lueneburg to adjourn, second by Jim Flory. Motion carried by voice vote. Meeting adjourned at 8:40 p.m.

Cindy Skinner, Clerk