TUG LAKE DISTRICT

Lincoln County, Wisconsin
www.tuglake.com

AGENDA ITEM 2

BOARD OF COMMISSIONERS — MEETING MINUTES

DATE	Wednesday, August 12, 2026
TIME	9:00 a.m.
LOCATION	Online meeting (Zoom)

Attendance

PRESENT	Todd Nicklaus, Chairperson Don Olson, Treasurer John Greenwood, Secretary
ALSO PRESENT	Residents and property owners (2): Dave Klecka (Treasurer-in-Training), Jean Greenwood.
GUESTS	Daniel Guild, LGMP, Consultant and meeting facilitator
ABSENT	Jeremy Neubauer, Town of Rock Falls representative Gene Simon, Lincoln County representative

Purpose: this meeting was called to answer questions from the District's consultants and provide direction on drafting the Tug Lake Management Plan, and to prepare for the Annual Meeting scheduled for August 29, 2026. Consistent with the published meeting notice, no votes were taken and no formal Board action was authorized at this meeting.

Minutes

1. Call to Order and Roll Call

The meeting was called to order at 9:00 a.m. All commissioners and the meeting facilitator identified above were present online.

2. Name of the District

The Board discussed a recommendation, originating from a retired DNR lake plan reviewer, to consider renaming the district to the “Tug Lake Protection and Rehabilitation District.” Commissioners noted that this phrase reflects language found in the opening section of Wisconsin Statutes Chapter 33 regarding protection and rehabilitation of public inland lakes. The term “conservation” was also discussed as a possible alternative but was generally viewed as not as precisely capturing the district's purpose. Commissioners raised questions about potential administrative follow-up if the name were changed, including whether the Department of Revenue, the district's insurance carrier, and Lincoln County would need to be notified or updated. It was noted that the county's original resolution establishing the district refers only to “Tug Lake District.” No action was taken. The consensus was that

a name change is not time-sensitive, since the District is not currently facing an imminent DNR grant deadline. The consultant will prepare a draft resolution for the Board's consideration at the August 29, 2026, Annual Meeting; the Board is not obligated to act on it.

3–5. Primary Contact, Address, and Phone Number

The consultant explained that DNR submissions (including the Lake Management Plan and grant applications) require a designated primary contact, address, phone number, and email address for the district, and that this contact may not be a consultant: it must be a property owner or elector of the district. Chair Todd Nicklaus agreed to serve as the district's primary contact. It was confirmed that using his home address (in Rothschild) is acceptable, since elector status is determined by property ownership within the district rather than primary residence. His cell phone was identified as the primary phone number.

6. Primary Email Address / Preferred Tug Lake District Emails

Chair Nicklaus's Gmail address was identified as the primary district email address on file. The consultant reviewed a memo (previously circulated, though not received by Dave Klecka) outlining a five-tier preference for district-related email use, from most to least preferred: A .gov domain email address (least likely to be filtered as spam; free to obtain, requires an application) An email address on the tuglake.com domain A personal account used exclusively for Tug Lake District business A personal email account also used for other purposes A work email account (least preferred, due to commingling and exposure to employer/external review) The Board was reminded that any district-related email, regardless of which account it passes through, is considered a public record subject to open records requests. The consultant proposed setting up role-based email aliases (e.g., chair@tuglake.com, treasurer@tuglake.com, secretary@tuglake.com) that could forward to each officer's preferred inbox, allowing continuity when officers change. The Board discussed the idea favorably. No final decision was made; commissioners agreed to review the memo and revisit the topic in about a week.

7. District Contact List

The consultant reported that an updated district contact list (name, phone, and email for commissioners and other contacts) has been compiled in a spreadsheet, though some information may be outdated and needs verification, particularly records maintained separately by Kain. Because the list contains personal contact information, the Board discussed privacy considerations before wider distribution. The Board agreed the consultant should first circulate the draft list to the commissioners for review and correction. Options discussed for future verification with residents included distribution at the Annual Meeting, an online verification form, or a hard-copy sign-off sheet.

8. District Calendar

The consultant presented a sample multi-year district meeting calendar (2026–2029) proposing recurring Board meetings on the second Wednesday of select months (February, April, June, July, August, September, and November) at approximately 9:00 a.m. The proposed calendar also included placeholder dates for a newsletter and for grant-preparation milestones tied to the Lake Management Plan. The Board discussed the value of a published calendar for transparency and resident engagement, and debated formatting (e.g., a single-year layout versus multiple year columns). Commissioners noted that the current meeting schedule has been fairly ad hoc, aside from the annual meeting each August/September, and that state law requires a Board meeting at least quarterly. It was clarified that publishing a routine calendar does not remove the statutory notice requirements for

special or additional meetings (standard notice periods apply), though a limited exception allowing two-hour notice exists for urgent matters, provided the nature of the urgency is disclosed. No formal action was taken. The consultant will circulate the sample calendar file for commissioner review and feedback on structure and specific dates.

9. District Surveys

The consultant reported that resident surveys for the Lake Management Plan are nearly finalized. The proposed plan is to introduce the survey at the August 29, 2026, Annual Meeting, distributing both paper and electronic copies, collect responses through September, compile results and prepare a written summary in October, and present findings to the Board for incorporation into the Lake Management Plan in early November. The Board discussed how to reach residents who attend the community picnic but not the Annual Meeting. It was noted that privacy concerns regarding the contact list (see Item 7) will need to be resolved before any list-based materials are distributed at the picnic; the district calendar, by contrast, was seen as suitable for hard-copy distribution without concern.

10. Secretarial Duties per John Greenwood

The Board discussed the increasing workload associated with the Secretary role, currently carried out by John Greenwood with support from Jean Greenwood, and expressed appreciation for their years of service. Commissioners agreed the position has grown significantly and that the detailed clerical/administrative work may no longer be reasonable to expect from an unpaid volunteer. Discussion centered on whether to split the role into (a) a paid, part-time administrative function handling detailed recordkeeping, and (b) a Secretary position held by a commissioner with more limited scope. There was general agreement that, at least on an interim basis (proposed for approximately one year), Daniel Guild would take on the administrative/point-of-contact duties in addition to his consulting role, given his existing familiarity with district records and correspondence. Don Olson noted that the cost of this position needs to be reflected as a line item in the district budget by Friday, August 14, so that budget information can be distributed to members. Commissioners agreed to coordinate on a specific dollar figure outside the meeting (Todd Nicklaus and Dave Klecka to follow up with Don Olson). John Greenwood reported that he has contacted approximately five or six residents about taking on the Secretary role but has not yet identified anyone interested. He plans to continue outreach, including phone calls to residents, and to coordinate further with Todd Nicklaus. Other Items / Follow-Up Dave Klecka provided updated contact information (email and phone number) for the district record. The consultant's next steps include: confirming email connectivity with Dave Klecka; preparing budget materials for Don Olson ahead of the Friday, August 14 deadline; and beginning preparation of agenda items for the next meeting, starting the following Monday. Commissioners were asked to monitor their email for upcoming work products and to contact the consultant directly (call or text) with any questions at any time.

11. Adjournment

The meeting was adjourned at 10:04 a.m.

Note for the record: rules of order. The District's parliamentary authority is Robert's Rules of Order Newly Revised, and the Board follows its procedure for small boards. A motion needs no second, the Chair may take part in discussion and may vote, and a member need not be recognized before speaking. Where these minutes name both a mover and a seconder, both are recorded because both occurred. Questions are taken by voice or by show of hands, and a ballot is used where the governing rules require one or the Board directs it.

Tug Lake District meeting minutes approved 09/30/2026 by a vote of 3-0; recorded by John Greenwood, Secretary. Prepared by LGMP.