TUG LAKE DISTRICT

Lincoln County, Wisconsin
www.tuglake.com

AGENDA ITEM 3

BOARD OF COMMISSIONERS — MEETING MINUTES

DATE	Wednesday, August 19, 2026
TIME	9:00 a.m.
LOCATION	Online meeting

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 Buzz Sorge, Consultant
ABSENT	Jeremy Neubauer, Town of Rock Falls representative Gene Simon, Lincoln County representative

Minutes

1. Call to Order

The meeting was convened at approximately 9:00 A.M. as an online meeting of the Tug Lake District Board of Commissioners.

2. District Communications and Distribution List

Daniel Guild reported on the development of a consolidated District email distribution list. Approximately 103 email addresses had been compiled from existing District records, with only one message reported as undeliverable. The group discussed the need for a consistent procedure for distributing District information and notices, including how to communicate with residents or property owners who do not use email.

3. Draft Resolutions and Administrative Documents

The group reviewed the status of documents distributed before the meeting. Daniel reported that three draft resolutions had been prepared following previous Board discussions. Topics included a proposed change to the District's name and the planned resignation and transition of Treasurer Don Olson. The Board also discussed previously distributed materials concerning the proposed administrative coordinator function. The draft resolutions were presented for review and comment

rather than immediate adoption. Discussion included the distinction between matters requiring action by the electors at the Annual Meeting and matters within the authority of the Board of Commissioners. It was noted that Treasurer Olson intends to remain a commissioner until his planned resignation in April 2027. No formal action on the draft resolutions was clearly recorded during this meeting.

4. District Email and Administrative Systems

The group discussed options for establishing and managing official District email addresses and related administrative systems. Discussion included email forwarding, account access, forms, and the need to maintain continuity when responsibilities change among District officers or support personnel. Daniel indicated that he would continue reviewing available options and return to the Board with recommendations concerning implementation and any required actions.

5. Resident Communications and Surveys

The group discussed providing residents with follow-up communications through letters, email, newsletters, or similar methods. The developing District email list could also be used to distribute future surveys. The Board discussed the importance of explaining the purpose of the surveys and providing residents with advance information regarding Annual Meetings, Board meetings, and other District activities.

6. Annual Work Planning and Grant Preparation

Discussion addressed the development of a more structured annual work plan for the District. The group discussed training, survey results, organizational preparation, and the District's anticipated effort to prepare a grant application in 2027 for potential 2028 funding.

7. Board Meeting Schedule

The group discussed establishing a more predictable schedule for Board meetings. Wednesday mornings were identified as generally workable, with 9:00 A.M. discussed as a standard meeting time. A schedule based generally on the second Wednesday of selected months was discussed. Potential dates included September 9 and November 11, 2026, as well as dates during spring and summer 2027. Daniel agreed to prepare a draft annual calendar for further review by the Board.

8. Meeting Procedures and Future Agenda Items

The group discussed meeting procedures and methods for improving the organization of future agendas. One recommendation was to include a standing agenda item near the end of each meeting allowing commissioners to identify subjects for placement on a future agenda.

9. Lake Management Plan and District History

Discussion turned to the Lake Management Plan and related public information materials. Daniel reported work on a history of the Tug Lake District and indicated that both a longer history and a shorter version could be developed for public distribution. Work was also continuing on resident surveys and supporting materials, including photographs, graphics, tables, and other information intended to make District materials more accessible to residents.

10. Community Engagement and Organizational Capacity

The group discussed the importance of strengthening relationships among residents and property owners around Tug Lake. The planned surveys are intended in part to identify opportunities for greater community involvement, education, communication, and participation in District activities.

Daniel and John Greenwood were identified as working together on developing a more structured approach to these efforts, with Buzz Sorge providing consultation on lake management matters.

11. Officer Succession and Administrative Support

The group discussed commissioner and officer succession, including the transition associated with Treasurer Olson's planned resignation. Discussion also addressed the Secretary position, and the possibility of delegating specified administrative responsibilities while maintaining the Secretary's statutory and organizational role. It was noted that officer positions under Wisconsin Statutes Chapter 33 are determined by the Board of Commissioners rather than directly by the electors. No formal change in officers was clearly recorded during the meeting.

12. Other Business

Participants were invited to identify additional subjects for discussion. Additional conversation concerned implementation recommendations, District activities, communications, participation, and coordination with local government representatives.

13. Adjournment

The recording concluded at approximately 10:16 A.M. A formal motion or vote to adjourn was not clearly captured in the source transcript.

Prepared from the August 19, 2026 meeting recording and transcript.

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.