

NOTICE OF MEETING AND AGENDA TOWN OF LAFOLLETTE

**Monday, July 13, 2026
7:00 pm**

- Verification of Posting
- Reading of Minutes
 - o June 8th - Monthly Meeting
- Clerk's Report
 - o 2% Fire Dues
 - o Election preparation
 - o Records keeping update
- Treasurer's Report
- Financial Report
- White Pine Cemetery
- Website Update
- Chairman's Report
 - o Indian Creek Road completion and submission
 - o New Truck payment options
- Truck Loan
- Road Items
- Resident Issues
- Bills and Correspondences
 - o Payments made
 - o Short Term Rental Agreements
- Adjourn

Upcoming Town Meetings:

July 22, 2026 2:00 pm Open Book

July 29, 2026 5:00 pm Board of Review

Aug 10, 2026 7:00 pm Monthly Board Meeting

Aug 11, 2026 ELECTION DAY – Partisan Primary

Sept 14, 2026 7:00 pm Monthly Board Meeting

Sandy Hinkley, Town Clerk

Posted July 6, 2026

MEETING MINUTES TOWN OF LAFOLLETTE

Monday, July 13, 2026

Attendance: Chair Darwyn Brown, Supervisor Scott Lauder, Supervisor Mitch Coyour, Clerk Sandy Hinkley
Absent: Treasurer Karen Mangelsen

Residents: 1

Meeting Start: 7:01

Verification of Posting: Agenda/Notice posted on website, at Town Hall and Coomer on 7/6/26

Reading of Minutes

Minutes of June 8th Monthly Meeting presented. Correction noted, Motion to accept minutes after correction made by Scott and 2nd by Mitch

Clerk's Report

- 2% Fire Dues received, \$700 forwarded to Siren FD and remaining portion to cover Hertel FD SAP and other town budget fire expenses. Talked about adding all accounts within QB on to Scott's Budget Report
- Election – Absentee Ballots were sent with inadequate postage, no problems reported as yet. Will begin preparation for 8/11 quickly.
- Records keeping – Town project to clear outdated records and update filing system is considered extra work and any hours the Town Board and Clerk spend should be documented and additional compensation made.
- The Advertiser or "Yellow Papers" is now certified by the state as Legal Newspapers. Keep in mind for future publication needs.

Treasurer's Report

- Karen provided the numbers to Sandy to report. Receipts \$38,672.07 (\$189,000.00 transfer), Disbursements: Road \$192,280.27 / General \$ 2,314.85. Sandy also shared the Bank usage report for detail transactions, highlighted deposits and large expenses. Motion to approve Treasure Report made by Scott and 2nd by Mitch

Financial Report

- Income is good. Projected overall balance is negative due largely to Indian Creek Road expenses. Will make adjustments and expecting revenue to regain balance. Ambulance over budget – will also move expenses around. Will make allocation adjustments and publish an updated budget.
- Clerk submitted an updated cash balance report.

White Pine Cemetery

- Ownership complete and finalized, signed by judge and submitted to Register of Deeds. This ensures any issues about past land swap cannot be questioned.
- Expecting bill from Attorney as final step.

Website Update

- Up to date, will post BOR and 7/15 notices published tomorrow.

Chairperson's Report

- Indian Creek Road completed. Submission will be done today. Final cost \$245,684.46 at 50% = \$122,842.23 reimbursement expected.
 - o Could take 3 – 4 months to receive reimbursement
- New Truck completed as early as Friday, 7/17 payment expected.
 - o Potential loan needed to cover truck payment
 - o State loan rates at 6%, others 5.75%, Community Bank offered 4% @ 1 year or 4.15% @ 2-3 years
- Discussion of loan amount based on overall town expenses, truck, and potential 2026 road projects
 - o \$320,000 needed for truck - \$94,000 already budgeted and available - \$226,000 needed.
 - o Loan of \$230,000 covers truck but \$280,000 can cover expenses and Herrick Rd work until reimbursements received.
 - o Also Expect \$122,842.23 TRIP reimbursement in October, and predict \$112,000 available in Road Fund budget
 - o Propose potential to begin Herrick Rd in 2026, culverts and gravel - est at \$190,000
 - Meet with Cooper engineering on Wednesday morning 8:00 am to discuss culverts, etc. on Herrick/Town Line Rd
 - Culverts not reimbursed, County can do work but determined Town should do work. Culvert work can begin next week.
 - Want stop signs and culverts at Coyland Creek, but work cannot begin until a bit later.
- Motion made by Scott to secure a 2-year loan for \$280,000 from Community Bank. Motion seconded by Mitch.
- The titles for the Anchor Inn Rd properties have been signed over; the Quit Deeds are processed. Town retains 30 feet for road work. Paper work done and copies will be mailed, then communication will be made.
- Fire Department meeting on Wed night, Darwyn to possibly step down from Chair of the Fire Dept.
- Week of 9/15 designated for new truck training for Doug.
- Propane – Northwoods propane cost \$1.699 for keep full and pre-payment required. Ferrellgas proposes a rate of \$1.395 and paid as invoiced when filled. (summer fill options of \$1.29). No charge to switch tank monitor, no delivery fees. Prices through June 2027.
 - o Mitch made a motion to switch the Town's propane account to Ferrellgas, Scott 2nd

Road Items - Discussed under Chairperson's Report

Resident Issues - Scott received call on July 4th for noise complaint, told them call to call DNR

Bills and Correspondences

- Land Services – STR
- Marc Livingston awarded \$8000 which is covered by West Bend.
- Email received from RJ Lucas on 7/10 asking for open records. (attached as pdf)
 - o Discussed response required from Town. Suggest we reach out to WTA and Attorney for advice to ensure our response is compliant with Wisconsin Open Records Request.
 - o In lieu of a Town Open Records policy, an hourly rate and copy charge rate was discussed and approved. Hourly rate determined to be clerk hourly rate calculated as annual salary / 52 weeks / 10 hours per week.
 - For current Open Records request the hourly rate is \$16200 / 520 = \$31.15
 - Per page copy rate is \$0.25 as quoted from County Clerk.
 - o Also discussed and approved to ask Lucas for clarification of his request and pre-charge for town effort.

Scott made a motion to adjourn meeting, 2nd by Mitch

Adjourned: 7:51 pm

Sandy Hinkley, Town Clerk

TOWN OF LaFOLLETTE
13-Jul-26
2026 BUDGET

	2026 Approved Budget October 2025	2026 Revised Budget Ongoing	2026 YTD Total	2026 Revised/YTD Difference
INCOME				
TAXES (LEVY)				
Property Taxes:	\$287,353	\$287,353	\$260,856	\$26,497
Siren Fire Department Increase				
Road Loan Payments:				
Sterling Bank Road Loan Levy #1				
Community Bank Loan Levy #2	\$139,903	\$139,903		\$139,903
Road Loan Levy #3				
State Funded Road Loan Levy #4				
LEVY TOTAL	\$427,256	\$427,256	\$260,856	\$166,400
INTERGOVERNMENTAL :				
MFL/FCL	\$10,000	\$21,154	\$21,154	\$0
Shared Revenue	\$48,623	\$48,623	\$272	\$48,350
Transportation Aids	\$117,261	\$125,668	\$94,251	\$31,417
DNR	\$610	\$610	\$552	\$58
State Fire Aids	\$3,000	\$3,000		\$3,000
Fire Signs	\$200	\$200		\$200
License & Permits	\$2,500	\$2,500	\$2,370	\$130
Fuel Tax Refund	\$400	\$400		\$400
LRIP-S Williams Road -- WISDOT				\$0
TRIP Warner Lake Road				\$0
TRIP Indian Creek Road	\$186,375	\$186,375		\$186,375
Fire Department SAP	\$5,100	\$6,234	\$6,234	\$0
INTERGOVERNMENTAL SUBTOTAL :	\$374,069	\$394,764	\$124,833	\$269,931
MISCELLANEOUS:				
Bank Interest	\$1,000	\$1,048	\$1,048	\$0
Community Bank Loan				\$0
Personal Property Tax	\$0	\$0		\$0
Dog License Fees	\$300	\$300	\$289	\$11
Land/Equipment Sale		\$200	\$200	\$0
Exempt Computer/Misc Income	\$500	\$10,823	\$10,823	\$0
Cash from Dec 30 Reconciliation		\$25,845	\$25,845	\$0
Set-a-side for Truck Purchase	\$0	\$94,000	\$94,000	\$0
Community Bank Loan for Truck				\$0
White Pine Cemetery Income	\$17,482	\$15,895	\$15,895	\$0
Over Paid Taxes	\$2,061	\$5,742	\$3,657	\$2,085
MISCELLANEOUS SUBTOTAL:	\$21,343	\$153,853	\$151,757	\$2,096
INCOME TOTAL	\$822,668	\$975,872	\$537,446	\$438,426

TOWN OF LaFOLLETTE 13-Jul-26 2026 BUDGET	2026 Approved Budget October 2025	2026 Revised Budget Ongoing	2026 YTD Total	2026 Revised/YTD Difference
EXPENSES				
General Fund:				
Board Salary	\$14,600	\$14,600	\$0	\$14,600
Board Expenses	\$2,000	\$2,000	\$1,282	\$718
Legal Fees/Publications	\$500	\$500	\$0	\$500
Town Clerk Wages	\$16,200	\$16,200	\$8,100	\$8,100
Clerk Expenses & Website	\$9,500	\$35,345	\$3,733	\$31,612
Accounting Expenses	\$0	\$0	\$0	\$0
Payroll Expenses	\$22,250	\$22,250	\$3,938	\$18,312
Treasurer Wages	\$9,000	\$9,000	\$4,500	\$4,500
Treasurer Expenses	\$5,000	\$5,000	\$987	\$4,013
Bank Charges	\$50	\$50	\$5	\$45
Assessor	\$8,400	\$8,400	\$4,900	\$3,500
Election Wages	\$3,000	\$3,000	\$762	\$2,238
Election Expenses	\$7,900	\$7,900	\$928	\$6,972
Misc Insurance/Bond/WC	\$7,600	\$7,600	\$60	\$7,540
Siren Fire Department	\$11,013	\$12,983	\$11,660	\$1,322
Hertel Fire Department	\$12,000	\$13,692	\$13,692	\$0
Hertle Fire Department SAP	\$5,800	\$5,566	\$5,036	\$529
Ambulance Services	\$37,000	\$37,000	\$39,300	\$2,300
Town Infrastructure	\$10,000	\$10,000	\$761	\$9,239
Utilities	\$4,000	\$4,000	\$1,958	\$2,042
Dog License Paid to County	\$100	\$100	\$0	\$100
White Pine Cemetery Expenses	\$17,482	\$15,895	\$0	\$15,895
Overpaid Taxes Refund		\$3,657	\$3,657	\$0
GENERAL FUND SUBTOTAL	\$203,395	\$234,737	\$105,260	\$134,078
Road Fund:				
Hwy Wages	\$80,000	\$80,000	\$37,106	\$42,894
Outside Contractors	\$1,500	\$1,500	\$0	\$1,500
Highway Expense	\$174,495	\$186,431	\$197,133	\$10,702 \$196,920.33 Indian Creek
Highway Grants Expense	\$186,375	\$186,375		\$186,375
New Truck Purchase		\$94,000		\$94,000
Equipment Maintenance	\$8,000	\$10,300	\$11,624	\$1,324
Highway Insurance	\$8,000	\$8,000	\$0	\$8,000
Fuel	\$8,000	\$8,000	\$5,953	\$2,047
Bldg Maintenance	\$5,000	\$12,525	\$10,529	\$1,996
Shop Supplies	\$1,000	\$1,000	\$591	\$409
Highway Materials - Salt/Sand	\$6,000	\$6,000	\$5,720	\$280
Animal Control/Culvert Cleaning	\$1,000	\$1,000	\$710	\$290
ROAD FUND SUBTOTAL	\$479,370	\$595,131	\$269,366	\$349,817
Loan Payments:				
Principle Equip Loan	\$0	\$0		\$0
Interest Equip Loan	\$0	\$0		\$0
Road Loan Principle	\$133,539	\$133,539		\$133,539
Road Loan Interest	\$6,364	\$6,364		\$6,364
LOAN PAYMENT SUBTOTAL	\$139,903	\$139,903	\$0	\$139,903
EXPENSE TOTAL	<u>\$822,667</u>	<u>\$969,771</u>	<u>\$374,626</u>	<u>\$623,797</u>
INCOME TOTAL	<u>\$822,668</u>	<u>\$975,872</u>	<u>\$537,446</u>	<u>\$438,426</u>
Available			Current \$162,820	Projected \$22,551
WHITE PINE CEMETERY				
Beginning Balance	\$15,895		\$15,895	\$15,895
Plots Sold			\$15,895	
Expenses			\$15,895	



Sandra Hinkley <clerk@tn.lafollette.wi.gov>

Fwd: Town of LaFollette

Randolph lucas <lucasrandolph394@gmail.com>

Fri, Jul 10, 2026 at 10:19 PM

To: Sandy Hinkley <clerk@tn.lafollette.wi.gov>

rj Lucas

----- Forwarded message -----

From: **Randolph lucas** <lucasrandolph394@gmail.com>

Date: Fri, Jul 10, 2026, 10:04 PM

Subject: Re: Town of LaFollette

To: Katie Lucas Bauer <cammykaye@hotmail.com>

Wisconsin Open Records Request – Alcohol Beverage License Records (2020–2026)

Dear Town Clerk,

Pursuant to the Wisconsin Open Records Law, I am requesting copies of public records related to alcohol beverage licenses issued by the Town of La Follette.

Please provide the following records:

X Marks the Spot – 2020 and 2021 License Years

Complete alcohol beverage license applications for X Marks the Spot for the 2020 license year.

Complete alcohol beverage license applications for X Marks the Spot for the 2021 license year.

All renewal forms, Class "B" beer and liquor license applications, agent designation forms, and supporting documents.

Any ownership, management, officer, agent, or authorized representative documents submitted with the applications.

Any correspondence, notices, staff notes, emails, or written communications concerning approval, renewal, review, suspension, non-renewal, recall, transfer, or revocation of the X Marks the Spot licenses.

Please also provide all Town Board records concerning X Marks the Spot from January 1, 2020, through December 31, 2021, including:

Meeting agendas.

Meeting minutes.

Motions.

Seconds.

Roll call votes or vote records.

Public comments.

Notices of hearings.

Written findings or reasons for any denial, suspension, non-renewal, or revocation.

Any documents regarding COVID-19-related requirements, restrictions, conditions, or decisions affecting the license.

Other Town of La Follette Alcohol License Holders – 2025 and 2026

Please provide the same alcohol beverage license records for:

Misty Pines Inn LTD.

Coyland Creek LLC.

Sandbar on 70 LLC.

St. Croix Casino Hertel.

Any other Class "B" beer or Class "B" liquor license holders in the Town of La Follette during 2025 and 2026.

For each business, please provide:

Complete license applications.

Renewal applications.

Agent designation forms.

Ownership or organizational documents submitted.

Any changes in ownership, management, or authorized agents.

Correspondence and records concerning approval, renewal, transfer, suspension, denial, or revocation.

Town Board Alcohol License Actions

Please provide meeting minutes, agendas, resolutions, motions, and votes concerning all alcohol beverage license approvals, renewals, transfers, denials, suspensions, recalls, or revocations from January 1, 2020, through December 31, 2026.

Please include any:

Written objections.

Hearing notices.

Hearing records.

Findings or written explanations.

Communications regarding license decisions.

I request these records in electronic format when available. If any portion of this request is denied, please identify the specific record withheld and the legal authority for the denial as required under Wisconsin Open Records Law.

Thank you for your assistance.

Sincerely,

Jayme Lucas

I would recommend attaching this as a PDF as well as putting it in the email body, so there is a clear dated copy of exactly what was requested.

rj Lucas

On Fri, May 15, 2026, 6:03 PM Randolph lucas <lucasrandolph394@gmail.com> wrote:

rj Lucas

----- Forwarded message -----

From: **Randolph lucas** <lucasrandolph394@gmail.com>

Date: Tue, Mar 10, 2026, 10:31 PM

Subject: Fwd: Town of LaFollette

To: Katie Lucas Bauer <cammykaye@hotmail.com>

----- Forwarded message -----

From: **Randolph lucas** <lucasrandolph394@gmail.com>

Date: Tue, Mar 10, 2026, 10:21 PM

Subject: Re: Town of LaFollette

To: Sandy Hinkley <clerk@tn.lafollette.wi.gov>

Hi Sandy,

The Town of La Follette *does* have jurisdiction over the building inspections and the "Order to Raze" since those actions directly impact the property where the business and collection are located. Denying the liquor license based on these issues proves relevance.

I need the specific statute you claim gives you the authority to ignore the collection's value in this matter.

On Tue, Mar 10, 2026, 11:24 AM Sandy Hinkley <clerk@tn.lafollette.wi.gov> wrote:

The Clerk for the Town of Lafollette, Sandy Hinkley, has received and documented the date, time, format and content of each text and email received from Randolph Lucas from March 3 – 8, 2026. This document was presented to the Town Board on March 9, 2026, at the monthly town meeting. The following response was discussed and approved by Town Chair, Darwyn Brown and Town Supervisors, Scott Lauder and Mitch Coyour:

The Town of LaFollette and its Board followed the required Wisconsin statutes and Wisconsin Towns Association Attorney guidelines when the application for the annual Liquor License renewal was denied to X Marks the Spot. All procedures were documented and are available as public records on the Town of LaFollette's web page:

Webpage

townoflafollette.com

Town Meeting Minutes Link

<https://townoflafollette.com/town-meeting-minutes>

Resolutions and Ordinances Link

<https://townoflafollette.com/resolutions-%26-ordinances>

The other concerns addressed within Mr. Lucas's communications, such as the Lawson/Lucas Legacy, building inspections, "Order to Raze," collections and any claims against them are not relevant to the jurisdiction of the Town of LaFollette. Your concerns of property should be addressed directly to Burnett County Land Services / Zoning.

Signed,

LaFollette Town Board

**NOTICE OF MEETING AND AGENDA
TOWN OF LAFOLLETTE**

**Wednesday, July 15, 2026
8:00 am**

Coyland Creek @ Town Line Road

- Verification of Project specifics with Cooper Engineering.
 - o For Herrick Rd & Town Line Rd project

Sandy Hinkley, Town Clerk

Posted July 6, 2026

MEETING MINUTES TOWN OF LAFOLLETTE

Coyland Creek at Town Line Rd Monday, July 15, 2026

Attendance: Chair Darwyn Brown, Supervisor Mitch Coyour
Road Maintenance Doug Coyour
Cooper Engineering: Aaron Scharf and Amy Kelsey

Meeting Start: 8:00 am

Verification of Posting: Agenda/Notice posted on website, at Town Hall and Coomer on 7/14/26

Darwyn discussed Town's expectations concerning culverts and gravel.

- Gravel depth needs to be changed from 3" to 4" for the 687 ft from 50th St East towards 360th Ave.

Discussion on 1320 feet from Herrick Rd to 56th St.

- Darwyn made motion, Mitch seconded not to have Cooper Engineering include that 1320 feet in the revised project application.

Cooper was not sure if phase one could be complete this fall.

Discussion with Cooper Engineering about culverts, gravel, slope, grading and restoration soil boring, roadway design.

DNR Wetland Delineation permitting

Mitch made a motion to adjourn meeting, 2nd by Darwyn

Adjourned: 9:00 am

Sandy Hinkley, Town Clerk

**NOTICE OF MEETING AND AGENDA
TOWN OF LAFOLLETTE**

**Monday, July 27, 2026
7:00 pm**

- Project 19997
 - o Herrick Rd & Town Line Rd project
 - o Verification of Cooper Engineering participation

Sandy Hinkley, Town Clerk

Posted July 22nd , 2026

MEETING MINUTES TOWN OF LAFOLLETTE

**Monday, July 27, 2026
7:00 pm**

Attendance: Chair Darwyn Brown, Supervisor Scott Lauder, Supervisor Mitch Coyour, Clerk Sandy Hinkley

Residents: 0

Meeting Start: 7:01

Verification of Posting: Agenda/Notice posted on website, at Town Hall and Coomer on 7/22/26

Meeting start: 7:00 pm

TRIS Project #19997, Herrick Rd & Town Line Rd

Original submission for LRIP Grant was incorrect

- Submitted by Cooper Engineering
- Missing 687 ft – On Town Line, 687 ft east of 50th. Recorded mistake and submitted as a revision along with adding 4 inches gravel compacted. Both errors were accepted and revision was approved.
- Upon receipt of revision another error was noted: the 687 ft that was added, the shoulders were recorded as 3 inches vs the correct 3 feet.
- Noted the 1320 feet on Town Line toward 56th, west of Herrick Rd should be included.
 - o These changes were submitted. Expect another revision tomorrow with correction.
 - o New revision will be forwarded when received

Cooper Engineering

- Contract to manage the project was submitted to Town - shared and reviewed
 - o Added fees beyond basic stood out, calculation proved substantial amount to be paid.
 - Base fee \$80,000 plus 10% of billed through rates.
 - o Separate from grant writing efforts, which were already submitted and paid.
 - o Mistakes in submission were made by Cooper
- Town should consider managing own project.
 - o Experienced, proven with 3 prior projects
 - o Scott made a motion that the Town manages the project on our own, 2nd by Mitch and agreed by Darwyn.
 - Darwyn to contact Cooper, remove from project and thank for grant writing help
 - May charge for services rendered for submission work, even with errors.
 - o Call to Mark Sevi verified cost estimated for “engineering” can be rolled into project cost any way needed.
 - When submit for reimbursement, make note of engineering cost folded into project costs.

Preparation Work on Herrick and Town Line

- Culverts costs are added on revised project costs
 - o Culverts measured, legal descriptions noted, barrier fencing needed and getting DNR approval
 - o Paperwork from DNR to be completed
 - o Culvert bid may be part of gavel bids
- Tree Removal – Stump removal can also be reimbursed
 - o Separate Bid
 - o Called land owners if want logs

Darwyn reached out to companies to verify work can be done this fall, they confirmed.
This project is a 70/30 reimbursement.

Darwyn will begin ad process as soon as possible. Following regulations, it could be a month before we can open bids.

Scott made a motion to adjourn meeting, 2nd by Mitch

Adjourned: 7:23 pm

Sandy Hinkley, Town Clerk

**NOTICE OF MEETING AND AGENDA
TOWN OF LAFOLLETTE**

**Thursday, July 30, 2026
10:00 am**

HERRICK RD

- Family Emergency Pay Policy

Sandy Hinkley, Town Clerk

Posted July 29, 2026

Meeting Minutes

Thursday, July 30, 2026

Family Medical Leave Pay Policy

Attendance: Chair Darwyn Brown, Supervisor Scott Lauder, Clerk Sandy Hinkley, Road Maintenance Doug Coyour

Meeting Start: 10:19 am

Verification of Posting: Agenda/Notice posted on website, at Town Hall and Coomer on 7/29/26

The Town of LaFollette does not qualify under State or Federal requirements to establish a formal, regulated Family Medical Leave Act (FMLA) Policy for its employees.

However, the Town Board wishes to acknowledge that employees are entitled to attend to family medical emergencies without hardship due to missing hours or wages.

In conjunction, The Town also needs to provide continuous services and obligations to meet the Town's government and maintenance responsibilities.

Therefore, the Town is establishing a Family Medical Leave Pay Policy that can be invoked by an employee during a family medical emergencies or other unforeseen circumstances. The request will be approved or denied by the LaFollette Town Board.

- a) This is not a guaranteed benefit
- b) There are no written qualifications or requirements
- c) During an official Town Meeting, the Board will consider all factors of the event, needs and/or requirements of employee, employment history, and the needs and/or requirements of the Town to determine how to best address each occurrence.
- d) After qualification, The Board will determine employee's specific guidelines for non-working compensation
 - a. Balance of FML (non-working) hours allowed to be taken
 - b. Time period, start and end, allowed for FML (non-working) hours to be taken
 - c. Potential reevaluation date
 - d. Coverage of duties and responsibilities while employee absent
 - e. Hourly reporting requirements of employee
 - f. The FML hours paid will not decrease employee's accrued sick or vacation hours. However, the employee needs to ensure true vacation or sick days taken during allotted FML period are recorded as such.

This outline was discussed and agreed upon as a Family Medical Leave Policy by all attending meeting. A resolution containing the above information will be written and discussed next Town Board meeting.

The Town Board met to define an FML Policy and to immediately invoke the FML Policy to assist Road Maintenance employee, Doug Coyour with a family medical emergency. Based on his son's extensive injuries, his longevity of employment, dependability, assurance of reliable compliance and accountability:

- a) Doug was given a balance of 120 hours, with flexibility to increase if needed
- b) Effective with pay period beginning 7/26/2026 through 12/31/2026.
- c) Reevaluated on 1/1/2027 or when 120 hours have been exceeded or as situation changes.
- d) Doug will continue to work as he determines Town maintenance needs. If a task is defined that Doug cannot complete due to FML, Doug will contact Darwyn Brown and Darwyn will assign task accordingly.
- e) Doug will report the hours taken as FML on his biweekly time card.
- f) FML does not override true "vacation" or "sick" hours taken during the FML period. Ensure proper reporting on timecard.

Scott Lauder made a motion to approve the FML Policy and all specifics as applied to Doug Coyour, Darwyn seconded. Policy approved.

Scott made a motion to adjourn the meeting, 2nd by Darwyn

Meeting Adjourned: 10:28 am

Sandy Hinkley, Town Clerk