



VILAS COUNTY LAND & WATER  
CONSERVATION DEPARTMENT

AQUATIC INVASIVE SPECIES (AIS)  
PLANNING PARTNERSHIP

330 Court Street  
Eagle River, WI 54521  
(715) 479-3738



**GUIDELINES & SUGGESTIONS  
FOR NEW TOWN LAKES COMMITTEES**

YOUR RESPONSIBILITIES

- ❖ Standing committees of town boards are subject to statutory requirements for ethical conduct, open meetings and open records to the same degree that town boards are:
  - Your meetings must be posted in accordance with your town's posting practices
  - A quorum of voting members *must* be in attendance at the opening of any meeting. If a quorum is lacking, the only business you can conduct is to set the time and place of the next meeting and adjourn.
  - Minutes of all meetings must be kept, properly approved and filed with your town Clerk.
  - Consult with your town board for proper procedures before advertising for bids, awarding contracts, applying for grants or any other activity that could legally obligate your town.
- ❖ Keep your town board aware of your activities and concerns by reporting at the regular monthly board meetings.
- ❖ Provide the Vilas County Land and Water Conservation Department AIS Project Coordinator with copies of all meeting notices and minutes (not mandatory, but requested).
- ❖ Log your time and personal expenses (provide to AIS Coordinator) until such time that your "in-kind" contributions are needed for your own grant funded projects.

ORGANIZATIONAL STRUCTURE

- ❖ Decide on how your committee will conduct its business *before* attempting to make decisions:
  - Number of voting members and who they represent (i.e. two voting members per each participating lake organization)
  - Consider allowing authorized alternate members to improve the likelihood of achieving quorums at meetings.
  - Length of service for committee members (consider two year staggered terms)
  - Encourage direct committee involvement by one or more town board members.
- ❖ Seek recognition of your committee structure and make-up by your town board

**continued on reverse**

## POSSIBLE PROJECTS\*

- ❖ Town-wide boat landing watercraft inspection program (volunteer based, but overseen by a coordinator paid with grant funding).
- ❖ Town-wide volunteer based lake monitoring for early detection of new infestations (Adopt A Shoreline, shoreline sweeps, etc.). This requires training, coordination, a plan for identifying suspicious samples collected by monitors and development of a plan for rapid response to confirmed infestations.
- ❖ Boat landing AIS signage
- ❖ Full lake plant surveys and development of aquatic plant management plans (grant supported).
- ❖ Educational outreach efforts (could be grant funded if needed).
- ❖ Individual lake participation in CLMN (Citizen Lake Monitoring Network) water quality monitoring.

**\* Be aware that AIS grants provide for only 25% advance funding. The balance is released as a reimbursement after the project is completed. It is therefore necessary to find a temporary funding source to pay for project expenses. That source might be your Town Board. Keep in mind that your elected officials will need to know in advance (at the time of preparing its annual budget) of any temporary financial assistance you will need during the coming year.**