

Town of Sand Lake
Town Board Meeting
Tuesday, April 18th, 2023
Minutes

Call to Order

1. Chair Melanie Connor Johnson called the April 18th Town Board Meeting to order at 6:30pm.

Appointments of Town Clerk and Town Treasurer

1. Crystal (Moser) Houman, appointed Town Treasurer, provided a brief introduction. She is the Webster School District's accountant and has live in Sand Lake Township for eleven years.
2. Maggie (Hallock) Olson, appointed Town Clerk, provided a brief introduction. She holds a Bachelor's Degree in Business and Communications and a Master's Degree in Public Administration. She works for the St. Croix Tribe in Sand Lake Township.
3. Appointed officials read and signed oaths of office.

Oaths of Offices for Elected and Appointed Positions

1. Chair Johnson reads aloud her oath of office. Elected officials Chair Melanie Connor Johnson, Supervisor Ken Pardun, and Supervisor Karolyn Kroll sign their oaths of office.

Roll Call of Officers

1. All present.

Public notice

1. Per Interim Clerk Peggy Tolbert, public notice was made in the newspaper, on the website, and posted at the Town Hall and Town Shop buildings.

Approval of Agenda Order

1. No corrections, additions, or subtractions.
2. Motion to approve the agenda by Supervisor Kroll, seconded by Supervisor Pardun, motion carried, voice vote.

Approval of the Minutes from March 13, 2023, Town Board Meeting

1. No corrections, additions, subtractions
2. Motion to approve the minutes by Supervisor Kroll, seconded by Supervisor Pardun, motion carried, voice vote.

Public Comments – Public Comments will be limited to three minutes and anyone wanting to comment must sign in with the Town Clerk before the meeting begins.

1. Chair Johnson would like anyone making public comments to state their comment to an agenda item, state their name and address so it can be recorded in the minutes, and use a maximum of three minutes.
2. Galina Werdier, 5729 County Rd. A., would like to thank all who voted in the Spring Election.
3. Laurel Scrivani, 5313 Austin Lake Road, has a question about last month's Special Meeting, which called for a vote on the Burnett County Zoning adoption in Sand Lake Township. She states she was unaware until she read the notice in the paper. Chair Johnson responds the meeting was canceled. Ms. Scrivani states she heard it was merely postponed until the new board was elected. Chair Johnson refers to 2020 when a conversation about adopting zoning via referendum first occurred. The Planning Commission reviewed the Comprehensive Plan. The Board would now like to move forward with zoning, which is the recommendation of the Planning Commission. Ultimately, adopting zoning is, and always has been, a decision of the Board. There will be a public hearing, likely in June, where opinions from Electors can be voiced. The Board will also have maps available for review.
4. Dave Deal, 25301 County Rd. X., states the documents page on the Town website is down. Interim Clerk Tolbert is aware of the issue and working with the website host to figure out what happened and how to correct it.
5. No additional comments.

Chair Report

1. Melanie Connor Johnson is the newly elected Chair. She graduated from Webster High School and has an Economics degree from the University of Minnesota with a minor in Native American Studies. She works for the St. Croix Tribe, has been the Town Treasurer in Sand Lake for 12 years, and her mom has been the Chairwoman in Jackson Township for 18 years. Her family has been in business in the area for over 80 years and her family lives on land of her grandfather's original homestead in Sand Lake.
2. Chair Johnson has "housekeeping" initiatives as the new terms begin. She has created a new Gmail account for her position. She would like Supervisors Kroll and Pardun to create similar Gmail accounts. These would be the accounts to communicate from, no more texting or personal email conversations.
3. Chair Johnson calls for the reinstatement of a Roads Supervisor and a Public Service Supervisor. The Roads Supervisor would be the point of contact for Town Roads Manager Brad Huser. The Public Service Supervisor would work on the ambulance committee, attend fire meetings, etc.
4. The Wisconsin Towns Association (WTA) Meeting is coming up on April 27th, Chair Johnson will attend.
5. There has been a request from a staff member at Burnett County Tourism to attend the May Town Board Meeting to discuss a VRBO tax.
6. The new Town Clerk and Town Treasurer should discuss software upgrades, a move to a virtual and shareable platform, for the accounting system.

Clerk Report

1. Interim Clerk Tolbert shares information on forms to fill out for newly elected and appointed positions. There will be forms to report contact information, including emails, to both the Wisconsin Towns Association and Burnett County Clerk. We will hold off on those forms until new emails are established.
2. The newly appointed Town Clerk and Town Treasurer need to apply for bonds.
3. All staff, elected officials, and appointed officers should complete a new W4 form to ensure payroll profiles are accurate.

Treasurer Report

1. Treasurer Crystal Hومان gives report on account balances. The General Account balance as of March 31st, 2023, is \$98,746.60 and the Equipment Fund account balance is \$15,807.96. There is approximately \$15,000.00 in ARPA funds remaining and included in the General Account balance. Dog licensing was due April 1st, 2023. There are four outstanding, unlicensed dogs from last year.

Supervisors Report

1. Supervisor Pardun provided an update on equipment breakdowns due to a difficult winter. He states town residents have harassed Roads Manager Brad Huser and would like it to stop. Legitimate concerns, such as a slippery road or down tree, are acceptable items to communicate to Mr. Huser. Other concerns should be brought to the Board.
2. Supervisor Kroll states the Waste Management (WM) dumpster will be replaced with Republic Services, due to WM no longer offering dumpster service. The Republic Services dumpster will be picked up biweekly at the Town Shop and the cost will be \$90.90 per month.
3. Supervisor Kroll would like two agenda items added to the May Town Board Meeting
 - a. Approval of Payment for Training – Board of Review Training - \$45
 - b. Approval of Payment for Training – Town Official Workshop - \$70
4. Supervisor Kroll would like to help everyone understand the referendum on zoning, would like to provide a list or diagram on the process of adopting zoning. This will be discussed under the Planning Commission agenda item, per Chair Johnson.
5. Supervisor Kroll will update the Town's Facebook page with the new officers/appointments, and their new emails and contact information when available.

Planning Commission Report

1. In April of 2022, the Planning Commission completed work on updates to the Comprehensive Plan. It was presented and accepted by the Town. Chair Johnson states there should have been a Resolution allowing the Board to accept their changes. Chair Johnson believes we must repeat the process due to lack of Resolution. She would like the Planning Commission to meet before May 8th to officially approve the Comprehensive Plan updates and present to the Board as an Agenda Item at the May 8th Town Board Meeting. Public hearing will then be scheduled in June before the regular

meeting. Sand Lake is in interim zoning until August 2023, so while there may be a lack of building and development now, it will begin again if zoning is not adopted by July.

2. Supervisor Kroll believes a Resolution exists. Chair Johnson states if a Resolution was done, the process can move up to May without a Planning Commission meeting.

Road Report

1. Town Roads Manager Brad Huser reports on equipment breakdowns due to the difficult winter. The plow truck is currently in Marshfield for hydraulic issues. He is unsure when road restrictions will be lifted, but Sand Lake will follow the county. He has been working on a lot of sinkholes/wash outs and is preparing to fill potholes but must wait until standing water is out of the potholes. The culverts on Okerlund Road are running, hoping to keep water off the roadway. The next road condition survey will be in Fall 2023.
2. Chair Johnson would like a list of equipment and its number of hours, for insurance and records, before the next meeting.

Matters for Discussion and Possible Action

1. Approval of applying for a .gov email for the Town Clerk – this will cost \$57 to obtain, followed by \$6 a month, and will be set up by Ken Busby. It will provide election security.
 - a. Motion by Supervisor Pardun, seconded by Supervisor Kroll, motion carried, voice vote.
2. Approval of purchase of a grapple
 - a. The Town has had to use Supervisor Pardun's personal grapple consistently. They have received a quote from Trailer City in Grantsburg and would like to purchase a grapple which can attach to an existing Town skid steer. Multiple procurement quotes not required due to price.
 - b. Motion by Supervisor Kroll, seconded by Supervisor Pardun to purchase from Trailer City, motion carried, voice vote.

Pay Bills

1. Any questions, concerns, or clarifications needed on the line-item bills? Supervisor Kroll asks about wage garnishment line items. Interim Clerk Tolbert explains they are catch up deposits.
2. Motion by Supervisor Pardun to pay the bills, seconded by Supervisor Kroll, motion carried, voice vote.

Adjournment

1. Motion by Supervisor Kroll to adjourn at 7:11pm, seconded by Supervisor Pardun, motion carried, voice vote.
2. The next Town Board meeting will be on May 8th, 2023, at 6:00pm.