Town of Sand Lake
Town Board Meeting
Monday, March 11th, 2024
6:00 p.m.

* Call to Order at 6:00 p.m. by Chairwoman Melanie Connor Johnson.
* Roll Call of Officers – Supervisor Kenneth Pardun, Chairwoman Melanie Connor Johnson, Clerk Maggie Olson, Treasurer Crystal Houman, Deputy Clerk Peggy Tolbert, and Roads Supervisor Brad Huser present. Supervisor Karolyn Kroll absent. Supervisor Kroll in at 6:06 p.m.
* Public Notice – Public Notice was made on 03/10/2024 in the two physical locations (Town Hall and Town Shop) and made on the website and within the courtesy paper on the weekend of 03/08/2024.
* Approval of Agenda Order – Motion to approve the Agenda by Supervisor Pardun, seconded by Chairwoman Johnson. Both in favor, motion carried.
* Approval of Minutes from Public Hearing on Room Tax and the Regular Town Board Meeting both on 02/06/2024 – Approval of both sets of minutes by Supervisor Pardun, seconded by Chairwoman Johnson. Both in favor, motion carried.
* Public Comments – Sand Lake residents who wish to make a public comment need 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.

None.

* Chair Report – On February 8th, she began looking into the State ARIP program for road improvements – a grant program with a defined goal of improving roads used for agriculture, including timber harvesting. She had a meeting with the DOT and St. Croix Tribal Roads on February 20th regarding Emerson/Gaslyn to determine if there is any interest in a joint application. Challenges are low road usage and costs associated with the project. The cost share is great, so considering working on the application in phases. Total cost estimate for just under 10 miles is $1M with a 20% cost share of $200,000 to be borne by the town. On February 13th, she responded to an email regarding utility work permits for overhead electrical transmission line upgrades on Shrider Road, request from Dairyland Power. She confirmed with Jason Towne, BC Land Use, that there are no permits or permissions that the town can issue for this project and replied to Dairyland Power. On February 26th, she received a request for easement assistance from Mr. Lipke related to his property on Normans Landing Road and his cell tower project. He has some challenges related to neighboring property and access to his property. She forwarded his email to Jason Towne and the Sand Lake Board. On February 27th, following Mr. Lipke’s email, she received additional emails from Mr. Lipke’s neighbors, Mr. Slinger and Ms. Kennedy requesting information on the processes and approvals for the cell tower. She responded to their request and included meeting minutes. She consulted with Jason Towne, BC Land Use, again regarding this issue and was again advised that local governments do not have the authority to approve or prevent the construction of cell towers, State level decision. She replied to that email and forwarded the email conversations to the Board. This topic is on the agenda for this meeting. On March 6th, she received a phone call from Beth Esser from One Energy. She was inquiring about necessary permits and processes for the installation of a solar field. Polk Burnett is interested in installing a solar field on the David Erickson land just north of HWY 70 in Sand Lake Township. She was referred to Chairwoman Johnson from Jason Towne. As Sand Lake does not participate in comprehensive zoning, there are no processes, permits, or zoning applications to apply toward these projects. Ms. Esser and Polk Burnett will be reaching out to the Board and would like to present the project at an upcoming meeting. She asked if the Annual Meeting would be appropriate for a presentation, or another day. Chairwoman Johnson advised her she should come prepared with a packet and information related to size, maps, design, and neighbor impacts. On March 6th, she had a call about a concern regarding a new driveway on Whistler/Gaslyn intersection and she contacted Supervisor Pardun and Roads Supervisor Brad with the information for follow up.
* Clerk Report – Clerk Olson is wondering if the Town’s other Roads Worker needs to be added to the Bellin Drug Testing list? Supervisors ask to clarify if drug testing is limited to CDL drivers. She would also like to see the notice box replaced at the Town Shop as the glass is now missing from the existing box and notices will not survive inclement weather. The Roads Supervisor will replace the box. Bank reconciliations are up to date through 02/29/2024. February Settlement checks (Webster School, Siren School, Northwood Tech, and Burnett County) went out and the amounts are included on the bills list this month as it was between meetings, the Board signed for the checks at the April 2024 meeting though. She spoke with a concerned constituent regarding a cell phone tower conversation as an agenda item via email and spoke with a second person via phone regarding the cell phone tower installation from Buell Consulting.
* Deputy Clerk Report – April 2nd election preparation, training on 03/12 at 12:30 p.m. in the Town Hall for new election inspectors, there is a second training available at Burnett County and all workers have signed up. She needs to have a key to the post office box because absentee ballots need to be logged within 24 hours, the Clerk will let her use her post office key.
* Treasurer Report – General Fund balance as of 02/29/2024 is $195,863.46, total additions were $191,382.79 and total subtractions were $634,970.51. Equipment Fund balance $15,953.66. Addition batches were on 02/05 for Dog Licenses for $26.00, on 02/05 for Tax Payments Batch 6 for $172,321.86, on 02/07 for Tax Payments Batch 7 for $18,941.38, and on 02/29 for Interest for $93.55. Motion to accept the Treasurer’s Report by Supervisor Kroll, seconded by Supervisor Pardun. All in favor, motion carried.
* Supervisors Reports – Supervisor Pardun has nothing to report. Supervisor Kroll received a request for the garbage truck to have an exemption for Birch Haven Road and she sent an email to allow for the exemption.
* Planning Commission Report – Nothing to report.
* Road Report – Roads Supervisor Brad Huser has been doing a lot of Spring maintenance and brushing. Brad presents portable signage options, would like permission to order. Brad would like to purchase five spring stands, two slow signs, two guys working signs, and two road work ahead signs. Total $970.00 + shipping. Motion to approve $1,100.00 spending on signs by Supervisor Pardun, seconded by Supervisor Kroll. Brad states he will turn in receipts for backup for the credit card statement. All in favor, motion carried.
* Small Bridge and Culvert Identification Plan Follow Up on Requirements – There is a form to fill out and turn in before April 15th, 2024. Supervisor Pardun and Brad state they will be doing the inventory themselves for the Township.
* Matters for Discussion and Possible Action
* Cell Phone Tower Project/Easement – Chairwoman Johnson reminds the Board they cannot approve or deny, support or not support, and does not have jurisdiction over the erection of a cell phone tower. Landowner for the cell phone tower realized he does not have easement to the property and the Town would have to agree to erect a road and maintain the road, which Sand Lake Township has not historically done.
Richard Slinger at 4010 Norman’s Landing Road, Webster, WI states he has spoken to state representatives regarding the lack of notification to neighbors on this project, and the representatives were upset notification was not made to neighboring property owners and he is personally appalled at the secrecy of the project. Bjorn Erickson residing at 6617 Brittany Road, Edina, MN owns property on the corner of Sewall Road and Norman’s Landing Road and asks when the Board was notified of the project. There was an agenda item in August 2023. Chairwoman Johnson states there is no zoning requirement, but she did ask the company to provide the town with information on the project. She first spoke with them about this project in July, when an email from the prior Chairwoman was forwarded to her. It was back on the agenda in October 2023, again stating there is nothing the Town can do accept request the company due its due diligence regarding safety for the project. He is upset with Scott Buell for not notifying the property. Mr. Buell states they followed all the processes required by the State, County, and local Township for the project. Mr. Buell states they spoke with another nearby property owner who gave them Mr. Lipke’s information. Mr. Buell states they normally find out project issues, such as the lack of access, much earlier in the project. Mr. Lipke has since offered to purchase an easement from another property owner and Mr. Buell states it is up to the landowners to work with them. If they do not, Mr. Buell would have to move to another route for gaining access to this utility. Mr. Erickson asks about the tower location being moved and Mr. Buell states it is otherwise wetland. Mr. Erickson asks why the tower must be so big, Mr. Buell states it is due to signal issues. Chairwoman Johnson understands the feelings around the project but feels the Town has no action to take. Discussion ensued. Mr. Slinger requests some zoning to be adopted within the Township to allow the Town Board to have a greater impact. Mr. Erickson asks what happens to the tower if the technology goes obsolete. Mr. Buell states lease agreements have terminations requiring removal. He would need Mr. Lipke’s approval to share confidential information. Mrs. Erickson is bothered by the lack of humanity, lack of notification, lack of collaboration. Mr. Buell states they typically send letters to the area with offers but they did not have to do in this location, sneaking was not intended they just wanted to move the project along quickly.
* Set Dates for Open Book/BOR – The Open Book will be on April 19th, 2024, and Board of Review (BOR) will be on April 29th, 2024, both from 5pm-7pm. Chairwoman Johnson asks Bob Pardun about an online option to take BOR training, Bob is not aware of one. Bob states it is an annual requirement now to have at least one person trained. Chairwoman Johnson will reach out to Ken Busby, Town of Scott, for course materials.
* Public Records Access Policy Wis. Stat. 19.34 – Motion to table until the Board can review further by Chairwoman Johnson, seconded by Supervisor Kroll. All in favor, motion carried.
* Town Website Update & Consideration for Notifications – New website is done. The notifications option would come from a Constant Contact email account. Sign up form on the website, it would auto drop into Constant Contact and emails could be sent out with documents and meeting notifications. Jay can set it up for $65.00 and then $12.00 a month following for Constant Contact. Does the Town want to provide the service? Motion by Supervisor Kroll to move forward with the service, seconded by Supervisor Pardun. All in favor, motion by carried. The Clerk will cancel old website with Dept. of Administration.
* Guns & Elections – Peggy would like the township to be proactive about having signage regarding not allowing guns in the building during the election. Motion by Pardun to hang signage up stating weapons are not allowed, seconded by Supervisor Kroll. All in favor, motion carried. Supervisor Kroll will locate and hang signs.
* Pay Bills – Note the correct LaFollette payment is included in this batch. Motion by Supervisor Pardun, seconded by Supervisor Kroll. All in favor, motion carried.
* Adjournment – Motion to adjourn at 7:06 p.m. by Chairwoman Johnson.

The Next Town Board Meeting, the Annual Meeting, will be on Monday, April 15th, 2024, at 6:00 p.m. – Incorrect, the 2024 Annual Meeting will be on Tuesday, April 16th, 2024, at 6:00 p.m. per the 2023 Minutes of the Annual Meeting on 04/18/2023. The Regular Town Board Meeting will be at 5:00 p.m. prior to the Annual Meeting.