

Town of Sand Lake
Regular Town Board Meeting
Tuesday, October 14th, 2025
6:00 p.m.

- The meeting was called to order at 6:00 p.m. by Chairwoman Melanie Connor Johnson.
- Roll Call of Officers – All present. Treasurer Crystal Houman absent.
- Public Notice of the meeting of was made on 10/13 at the Town Shop and Town Hall and online at the Town's website.
- Approval of Agenda Order – Motion to approve the agenda as presented by Supervisor Karolyn Kroll, second by Supervisor Kenneth Pardun. All in favor, motion carried.
- Approval of Minutes from Regular Meeting 09/08/2025 – Motion to approve the minutes from 09/08/2025 by Supervisor Pardun, second by Supervisor Kroll. All 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.

Jim Tolbert at 25862 Normans Landing Road. Presenting a request for an easement through Sand Lake property to a new parcel on Normans Landing Road. Chairwoman Johnson asks if there is any cost to the Town for this process. No, per Tolberts. Their existing driveway is also an easement, and they would like to sell this new parcel to someone and have that new person be able to install a driveway. Chairman Johnson would like the maps presented with a highlighted area of the sliver of Sand Lake Township land and description of easement request and add it as an agenda item in November for Town's minutes. It would provide a better record for everyone and provide a roadmap for future requests.

- Chair Report – On 09/16, she received WTA notice that Burnett County will once again be in the LRIP Pilot Program. Sand Lake will receive \$18,500 non-competitive funding this round and we need to work with Jeremy, the County Highway Commissioner on the application. The next WTA District meeting is Thursday, 10/23 at 7 PM at the County Government Center. She will not be able to attend but hopes Pardun or Kroll can attend as there will be a vote on the LRIP process and more information. On 09/14, there was another cattail island that floated into Emerson Bridge, and more correspondence with the "Friends of Yellow River" & the WI DNR. Brad and Ken cleared the blockage. On 09/23, she received the update from the new Hall planning group. Brad, Peggy, and Aaron from Structural Buildings met and discussed the layout and location of the new facility. On 09/24, she received information for the website from the STR commission. On 09/26, Peggy discovered that the town hall had been the target of vandalism. She met with Peggy and Jim at the hall with the Burnett County Sheriff's Dept. Later that day, she received a tip from a resident on who threw the rocks through the town hall windows. She relayed the information to Peggy and she updated the Sheriff's Dept. On 09/29, she reached out the Wisconsin Board of Commissioners of Public Land regarding the State Trust Fund Loan Process. She received a reply from Richard Sneider, the process is very simple and takes about 45-60 days. Once we have the final numbers from Structural Buildings, we can complete the application. We have 4 months to draw the money once approved. We will arrange the timeline so the funding is drawn in 2026, and our first debt payment will be due and levied in 2027. On 09/29, Brad was injured at work. Worked with Clerk/Deputy Clerk and insurance company on claim. On 09/30, she spoke with Aaron, Structural Buildings, regarding the location of the new hall. There is not enough easement behind the existing building, and he will give us a quote to include trenching utilities to a site nearer to the Dongola Road.
- Peggy asks if Structural Building Inc. will get the Town numbers for cost. Bocan withdrew his request with the County for campground. Notice of County Public Hearing for a Variance re: leaving a screen porch that was constructed without a land use permit which does not meet the required lake setback on Big Sand Lake.

- Clerk Report – Regular bookwork. Email stating Sand Lake population is 578. Email from the gal who mows the Town Hall wanting to know about her August check, Treasurer stated it did clear the bank and to let us know further if she did not cash it. We will follow up. Room tax discussions with Claudia Lee and Ed Dedman (Burnett County Tourism Coalition, BCTC) re: Short Term Rentals. We must cut a check back to them for 80% of the total we received directly from various booking sites, for our commitment to the coalition. We received the checks direct to the Town from booking sites instead of them going to BCTC and them giving us our 20% back. I worked with Chairwoman, Deputy Clerk, and the Work Comp company on Brad's claim. Andreas from Roads picked up a package at the Hall that was left by Fedex and notified me.
- Deputy Clerk Report – Worked on the Election budget. Set up new laptop with Ken Busby.
- Treasurer Report – The Equipment Fund balance as of 09/30 was \$26,257.28. The General Fund balance as of 09/30 was \$311,209.59 with total subtractions of \$12,821.81 and total additions of \$84,854.62. The additions included a deposit for Address Signs for \$140.00, the August County Settlement of \$84,702.62, and interest of \$12.00. Old National bank change. Clerk and Deputy Clerk provided her with dates for the newsletter for Annual Meeting and Election Dates. Motion to accept the Treasurer's Report as presented by Maggie Olson for Crystal Houman by Supervisor Pardun, second by Supervisor Kroll.
- Supervisors Reports – Supervisor Kroll worked with Spooner Door & Window for window repair quote at the Town Hall. Supervisor Pardun has been helping Roads Dept with cattail issues.
- Planning Commission Report – Nothing to report.
- Road Report – Cattail issues. Hauling gravel. Injury at work, off for a couple weeks from that. Road guys have been out patching. Waiting on Monarch. Need to do a Road Tour, got sidetracked with Brad's injury. Brad and Supervisor Pardun will do it soon. Chairwoman Johnson asks Brad to budget for next road project. Two overlays per Brad in 2026. LRIP Project \$18,500 requires so much paperwork and must follow specific rules, she thinks re-gravel somewhere with the LRIP. She asks if we should think about the roads staffing for 2026.
- Matters for Discussion and Possible Action
 1. None
- Pay Bills – \$25,627.26 in bills. Spooner Window & Door quote for large window repair is \$850.00. Seven insulated basement windows are \$845.00. \$1,695.00. Motion to pay the bills with Spooner Window & Door cost added by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried.
- The meeting was adjourned by Supervisor Pardun at 6:36 p.m., with a second by Chairwoman Johnson. All in favor, motion carried.

Next Meeting – Monday 11/10/2025 at 6:00 p.m.