

Town of Sand Lake
Regular Town Board Meeting
Monday, November 10th, 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 – Supervisor Ken Pardun absent. Deputy Clerk Peggy Tolbert absent. All others present. *Supervisor Pardun in at 6:05 p.m.*
- Public Notice of the meeting was made online on 11/07 and in two physical locations of the Town Shop and Town Hall on 11/09.
- Approval of Agenda Order – Motion to approve the agenda as presented by Supervisor Karolyn Kroll, second by Chairwoman Melanie Connor Johnson. All in favor, motion carried.
- Approval of Minutes from Special Budget Meeting and Regular Meeting, both on 10/14/2025 – Motion to approve both sets of the October minutes by Supervisor Kroll, second by Chairwoman Johnson. 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.

None.

- Chair Report – On 10/18, STR Commission sent new Ordinance Language for us to share on the website, Peggy was able to make those updates. On 10/21, she received an easement request from Mr. and Mrs. Tolbert, addressed later on this meeting's agenda. The Towns Association Regional Meeting was on 10/23, she was on vacation and unable to attend but she did forward the invitation to Supervisors. On 10/26, Aaron with Structural Buildings shared the preliminary drawings with the project team for input, few, if any, changes. He was going to use those drawings to start estimating the building costs. On 10/27, she received a request from St. Croix Tribal Police requesting guidance on what is needed to place a FLOCK camera in the road right away on Angeline, Tribal land. This is outside of the jurisdiction of Sand Lake, response given. On 10/28, he started working with Brad and Jeremy from Burnett County Highway Department on the LRIP Application. On 10/30, she met with Structural Builders to flag the proposed location for the New Town Hall, as a rough estimate for the excavators to build a cost number from. The final exact location of the new building has not yet been determined, but it will be in front of the Town Shop along Dongola Rd. On 11/03, we got notice the Town of Meenon is petitioning to be released from the legal proceedings related to the accident on Austin Lake and Lily Lake Road. They are not responsible for the stop sign as it was posted by the Town of Sand Lake. On 11/05, Cory Jackson with Jackson Plumbing has some questions about the new town hall septic system, she forwarded his information to Aaron at Structural Buildings. On 11/10, she submitted the 2026/2027 LRIP Application with the proposed project of adding 4" of gravel on 4,700 feet on Sand Lake Road at an estimated cost of \$48,000 of which \$18,500 will be covered by the LRIP Grant, work to be completed in 2026 or 2027.
- Clerk Report – Regular bookwork. Budget preparation both for tonight and in the QuickBooks system so we have "budget to actual" numbers for 2026. Dept of Revenue report for allowable

levy amount for budget. STR Tax Payment needs to be paid, with approval, for \$1,302.35, which is 75% of the \$1,736.47 check we received direct from Avalara Client Trust. 70% goes to Burnett County Tourism Coalition and 5% for Administration.

- Deputy Clerk Report – Not present.
- Treasurer Report – The Equipment Fund Account was \$26,268.43 as of 10/31/2025. The General Fund Account was \$306,752.57 as of 10/31/2025 with total subtractions of \$33,843.96 and total additions of \$29,381.80. Total additions were \$29,294.81 of State of WI Quarterly General Transportation Aid, \$8.49 in interest from the Bremer transition, \$78.50 in dog licenses and the Q4 Dept of Workforce tax overpayment, and \$5.14 in interest from Old National. The Bremer Bank to Old National Bank transition happened during October and went smoothly, checks can still be utilized from Bremer for two years. There were 58 dog licenses issued in 2025, with a payment of \$234.00 due to Burnett County on the 15th. She will deliver the check to Burnett County with the remaining license tags to meet their 11/15 deadline. The 2025 newsletter to be mailed with tax statements will be sent to the printer this week. She is ordering envelopes and stamps in preparation for tax statements. Motion to approve the Treasurer's Report by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried.
- Supervisors Reports – Supervisor Pardun has nothing to report. Supervisor Kroll attended Towns Association meeting, three hours. Ambulance company spoke, BCTC rep spoke about STR, and officer elections occurred.
- Planning Commission Report – Nothing to report.
- Road Report – Brad is back to work 10/21 part time, restricted. Back full time, no restrictions 10/27. Patching. Grader cylinder back, new slides, putting tower back together for winter. Steering section out on dump truck, ordered parts and repaired. Window repaired in town hall. Master cylinder out on half ton truck, picked up parts and repaired. Grading work. Overlays began last Friday, completing projects this week. Meeting set with Tyler from Monarch to do road plans, footage, and figures for the budget.
- Matters for Discussion and Possible Action
 1. Easement Request – Tolbert – Jim and Peggy Tolbert requested the Town consider a driveway access easement on a newly subdivided parcel so the new parcel they are selling could have future driveway access through Town of Sand Lake property. Chairwoman requested a map at October meeting, they sent it. Chairwoman wrote a letter for their real estate transaction, reads the letter granting driveway easement across a narrow section of land owned by the Town of Sand Lake for one private driveway. New driveway needs to be reviewed and approved by the Roads Dept before installation.
 2. Assessor Bob Pardun – Sonja Rikkola also present. Bob has partnered with her. She will do most of the field work, he will do office work and help her learn. Assessment contract amendment lists Sonja as the assessor with the county and state to protect the Township if Bob is not available due to health condition. Town signs Assessment Contract Amendment to allow Sonja ability to step in should he need her. She is sworn in with Oath of Office by Clerk Olson.
 3. Town Hall Building – Project Update – Review of the property for the building. Planning total sq footage so there are not state inspections needed. Working towards final design,

costs, etc. Spring 2026 construction. Brad asks about Town Shop septic. Per Chairwoman Johnson, it will likely need its own, new septic based on persons. Making progress, hopes for drawings next month.

4. 2026 Budget Second Review – Detail provided by Clerk Olson. Public Budget Hearing will be on 12/08 at 5:30 p.m., Special Meeting of Town Electors after the public budget hearing to approve the budget.
- Pay Bills – \$18,682.84 in bills + STR bill for \$1,302.35 = \$19,985.19 for the month. Motion by Supervisor Karolyn, second by Supervisor Pardun to pay the bills. All in favor, motion carried.
 - Motion to adjourn the meeting at 6:26 p.m. by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried. Next Meeting – Monday 12/08/2025 at 6:00 p.m. Public Budget Hearing will be posted for 5:30 p.m. on 12/08/2025 with Special Meeting to follow.