

Town of Sand Lake
Regular Town Board Meeting
Monday, December 8th, 2025
6:00 p.m.

- The meeting was called to order at 6:00 p.m. by Chairwoman Melanie Johnson.
- Roll Call of Officers – All present.
- Public Notice – The meeting was noticed on 12/07/2025 at the Town Shop, the Town Hall, and on the Town’s website.
- Approval of Agenda Order – Motion to approve the agenda as presented by Supervisor Ken Pardun, second by Supervisor Karolyn Kroll. Motion to approve the agenda with one change of Approving the 2026 Budget as Item #4 by Chairwoman Johnson, second by Supervisor Kroll. All in favor, motion carried.
- Approval of Minutes from Regular Meeting on November 10th, 2025 – Motion to approve the minutes from 11/10/2025 as presented by Supervisor Kroll, second by Supervisor Pardun. 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 – 11/12, responded to an email request for information related to a UDC Inspector, which was intended for a different Sand Lake Township, that we received in error. Maggie also responded. 11/16, received email with an update from Claudia Lee, STR Commission, sharing a copy of the STR Tracking reports that were sent to each Town Treasurer. 11/17, notice of new 2026 Burnett County Platt Books are available, and a township map can be printed. “Premium, wall map 36”x36” at the low-cost of \$199 + shipping, additional maps for \$50/each and they can be laminated for \$50 additional cost. Would we like to purchase a new map? A reminder to submit the PASER map update, that was sent the week prior to WIDOT, and updated online. Ken Benoit sent the list of nominations of Republican election inspectors, on behalf of the Burnett County Republican Party. 11/24, Mark Servi, sent a notice that the review of the LRIP TRIS/D a TRI to rank applications to be held tomorrow night, 12/09/2025 at 10:30AM – in Town of Siren. 11/26, WTA sent an announcement for the Cyber Security Grant. 12/04, we received the 2026 Highway winter materials costs from the county. 12/05, Ed Dedman from Webster, sent email for interest in going in partway on housing study with the Village of Webster. 12/07, Johnsons from Mallard Lake Resort had a question about the paving of Gaslyn and timeline for Normans Landing Road. 12/08, notice of leaning tree on Hopkins Road, sent notice to Brad. Meeting with Structural Buildings on 12/10 for Town Hall Project. Hertel Fire Annual Meeting and Dinner is on Thursday 12/11/2025.
- Clerk Report – Completed Statement of Taxes and other required reports (Levy Worksheet, PA-687, Mill Rate Certification) so Burnett County can print the tax bills, Treasurer Crystal Houman can pick up and distribute. Regular bookwork. Communicated with McCoy on an outstanding bill and will have it rectified once confirmed it was not cashed and can be voided.
- Deputy Clerk Report – Response to Town’s submission for accessibility. They have accepted our response in which we told them we will be building a new Town Hall with accessibility.
- Treasurer Report – The Equipment Fund Balance as of 11/30/2025 was \$26,279.23. The General Fund Balance as of 11/30/2025 was \$327,619.03. Total subtractions were \$21,394.25 and total additions were \$42,247.54. The summary of additions was \$1,736.47 for Avalara room tax (in which we sent our portion to Burnett County Tax Zone Commission), \$40,511.07 in State of WI Shared Revenue, and \$13.17 in interest. Tax statements will be available this week and need to be mailed by 12/15/2025. Motion to accept the Treasurer’s Report by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried.

- Supervisors Reports – Nothing to report.
- Planning Commission Report – Nothing to report.
- Road Report – Leaning tree email. He will take care of the tree after this snowstorm because his trucks are full of salt/sand. Ordered fuel today. McCoy is coming down on Sunday to look at the grater, code issue on a previously replaced part. Chairwoman Johnson asks him to send a summary of bills from his accident so Burnett County Sheriff's Office can close the report for restitution.
- Matters for Discussion and Possible Action
 1. Appointment of Election Inspectors January 1st, 2026 – December 31st, 2027 – List provided by Deputy Clerk Peggy Tolbert includes Susan Shutt, Laurel Scrivani, Julie Anderson, Kurt Anderson, Jim Tolbert, Rita Shives, and Brian Bocan. The Republican Party sent an Election Inspectors Nominator List which included Julie Anderson, Kurt Anderson, and Brian Bocan. Per Peggy, nominated people must attend the training (either Town or County) before they can work. Motion to approve the list by Supervisor Kroll, second by Supervisor Pardun. All in favor, motion carried.
 2. Compensation – Roads Department – Motion to approve COLA raises for Road Crew by Supervisor Pardun, second by Supervisor Kroll to begin 01/01/2026. Reviews also need to be done by Roads Supervisor Pardun. All in favor, motion carried. Huser requests his HSA (which has a Town match) to move from \$75 to \$100 per pay period. Motion to raise it from \$75 to \$100 by Chairwoman Johnson, second by Supervisor Pardun. All in favor, motion carried.
 3. 2026 Road Projects – Bids provided by Monarch. Bid #1 Normans Landing Rd – Gaslyn to Sewall at \$183,960.61, Bid #2 Dongola Rd – Town Shop to Cty Rd X at \$120,870.36. Bid #3 Dongola Rd – State Hwy 70 to Sand Lake Rd at \$21,734.13. Huser would prefer Bid #1 be done in 2026. Clerk Olson does not believe we will have enough carry forward to reach \$183,960.61 with our \$115,000 Road Construction budget. Huser can get a quote from Scott Paving. Treasurer Houman asks about investment options, CDs at 3% and we are not making anything on our checking account currently. Chairwoman Johnson would like to see a quote from Scott and a second estimate from Monarch with the straight stretch removed from Bid #1.
 4. Approval of the 2026 Budget – Motion to approve the 2026 Budget by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried.
- Pay Bills – \$261,223.23 – Includes Monarch bill for the Fall 2025 road project. Motion to approve the bills by Supervisor Pardun, second by Supervisor Kroll. All in favor, motion carried.
- Motion to adjourn at 6:30 p.m. by Chairwoman Johnson, second by Supervisor Kroll. All in favor, motion carried. Next Meeting – Monday 01/12/2025 at 6:00 p.m.