Town of Sand Lake
Regular Town Board Meeting
Monday, September 14th, 2026
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 Karolyn Kroll absent. All others present.
- Public Notice of the meeting was made on 09/13/2026 online and at the Town Hall and Town Shop.
- Approval of Agenda Order – Motion to approve the agenda as presented by Supervisor Ken Pardun, second by Johnson. All in favor, motion carried.
- Approval of Minutes from August 10th, 2026, Regular Meeting – Motion to approve the minutes as presented by Pardun, second by 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 – Final meeting in this Town Hall. On 08/10, she received an email from Lara Carlson from WTA regarding the vegetation question along Austin Lake Road. "Under Wisc Statute s. 66.1037(1), towns have the authority and responsibility to trim any vegetation in the town road ROW as necessary to provide safety to users of the town highway" so if the vegetation is causing a safety/visibility issue, the Town may need to trim the grass. If not, the Town would not face any liability for leaving it. On 08/13, she reached out to Maggie (Clerk) and Karolyn (previous Planning Commission Member) for assistance with two items from the August meeting. First, to help reach out to the previous planning commission to ask for their interest/assistance in updating the Land Use map and second reaching out to the WTA Legal Counsel for a step-by-step action timeline to understand the process of adopting county zoning. Karolyn replied she would help with these two requests. On 08/18, the Town received a change order in the amount of $500 to add an outdoor water spicket to the new municipal building. On 08/19, she attended the Burnett County Towns Association Ambulance Contract Meeting. The committee is in negotiation with North Ambulance regarding the 2027 contract. Committee would like at least a five-year contract, favors a ten-year contract. Consideration of adding additional vehicles, review of contracted minimum response times, improvements to public communication. They will have contract cost considerations for discussion at the next WTA meeting. Asking townships for feedback on current services and any improvements or challenges they would like to see addressed. On 08/20, Karolyn provided a Planning Commission update with the following folks saying yes to being on the committee: Dick Schwab, Neil Amborn, Adam Pavlicek, and Karolyn Kroll. Justin Coveau stated he was a maybe, would consider alternate position. Barb Johnson declined. The Town can have a five-or-seven-person board. Recommends three-year term (staggering terms). Board members are eligible to sit on the committee. On 08/24, she attended the Burnett County Short Term Room Rental Zone Commission meeting. The general discussion related to how the STR tax collection process was going. There was a decision made to move to an online collection and reporting system and away from paper and check payments. Many townships receive check payments from STRs or Booking sites that do not get forwarded to the commission in a timely manner. Paper check payments are a complication to the process. There are many challenges with booking and third-party rental agencies regarding compliance and payments. Burnett County Tourism Committee chair was there to provide insight on how the taxes collected are being used to increase "heads in beds". A representative from the STR businesses stated the industry is not easy and seeing a decline in demand post COVID. She reports many STRs are leaving the industry. Many are still operating without licenses and need to be compliant. On 08/25 Johnson reached out to Jason Towne, Land Use Department at Burnett County, and asked for updated Burnett County land use descriptions to include the new Rural Residential definitions in future map. The planning commission needs the framework to update the map with all existing uses. He said the County Clerk will provide us with an updated land use list. On 08/29 she sent a draft list of

FFE for the new municipal building with cost comparison to the Deputy Clerk, Clerk, and Board for review. On 09/01 she received a reply from Donald Taylor, Burnett County Board Chair, the County Clerk will be providing an updated land use list to Sand Lake later this week. On 09/03 Emily with NWRPC provided us with an updated service scope of work for assistance with the Land Use map update and adoption process. On the agenda later for consideration. On 09/07 she met with Deputy Clerk Tolbert at the new Town Hall to review ADA compliance documentation. Tolbert was going to submit paperwork and reach out to Structural Buildings if any other questions came up. On 09/10 Johnson attended the final walk through at the new Town Hall with Structural Buildings. Huser was able to attend and discuss the parking area, grading and gravel. All landscaping and exterior/monument signage will be held until Spring. The fire extinguisher and board chairs from existing Town Hall will be relocating to new building. Propane tank to be set this week. First meeting will be held in the new building on 10/12, first election will be 11/03. Need to form Ambulance Commission in the county so the ambulance funding no longer affects our budget.

- Clerk Report – Routine bookwork. Large payment to Structural Buildings of Minnesota. Question on insurance of new Town Hall. We currently use State Property Fund for insurance of buildings, Rural Mutual for other insurances. Olson will contact to let them know additional building added at Town Shop property – new Town Hall.

- Deputy Clerk Report – Accessibility report for polling place completed and accepted. Able to order ADA compliance items, received it today 09/14. Working with the elections commission to update the address with the state system – WisVote and MyVote. How do we notify the public of a change in voting? Sandwich board, newspaper article, email, etc. First group of absentee ballots went out 09/12.

- Treasurer Report – The Equipment Fund account balance as of 08/31 was $26,362.46. The Capital Expense account balance as of 08/31 was $20,005.71. The General Fund account balance as of 08/31 was $267,634.13 with total subtractions of $6,257.33 and total additions of $92,303.51. Additions were the August tax collections of $91,737.69, Public Accommodation Tax of $518.44, rural address sign of $38.00, and interest of $9.38. New tax portal, training to come. Motion to approve the Treasurer's Report by Pardun, second by Johnson. All in favor, motion carried.

- Supervisors Reports – Pardun got a call on 08/24 for exceeding weight on Gaslyn Rd from Dairyland Power, gave them three days permission. Johnson reads message from Kroll. Kroll states Northwest Regional Planning Commission has provided a quote of $6,500.00 for map update and zoning process. Board needs to decide if we will move forward with the quote. Provides update on ATV/UTV signage, need signs on applicable roads entering the township. Duane Hare (Club member) said he has some signs available and is willing to install. Huser states we have no signs or posts on hand.

- Road Report – Almost finished mowing. Grading. Gaslyn on to do list for mowing and grading. Patching each Wednesday. Gravel at new Town Hall. Monarch states they are still coming. Structural Buildings asks if Huser can meet Burnett Dairy at 8am on 09/17 for propane tank location.

- Matters for Discussion and Possible Action

    1. Approval of New Town Hall as Polling Place – Motion to approve the New Town Hall at 25473 Dongola Rd as the new polling place for Sand Lake by Pardun, second by Johnson. All in favor, motion carried.

    2. Approval of List of FFE for New Town Hall – We have additional $5,000 from the septic budget, making $10,000 leftover. Attempting to stay under $5,000 with furniture. $4,497.00 current presented list. Chairs, desk, election bo oths, bathroom and other cleaning supplies, etc. Motion to approve the FFE list for ordering by Pardun, second by Johnson. All in favor, motion carried.

    3. Approval of Lily Lake Tavern as Posting Location – Motion to approve the posting location by Johnson, second by Pardun. We will eventually discontinue posting at current, old Town Hall if sold. All in favor, motion carried.

4. Consideration/Approval for Northwest Regional Planning Commission Contract RE Land Use Map Update – Split payment between 2026 and 2027. Motion to approve by Johnson, second by Pardun. All in favor, motion carried.
5. ATV Signage Update – Discussed above in Supervisor's Report by Kroll.
6. Set 2027 Budget Work Up Meeting – Tuesday 10/20 at 5pm.

- Pay Bills – $56,394.67 – Motion to pay the bills by Pardun, second by Johnson. All in favor, motion carried.
- The meeting was adjourned by Johnson at 6:41pm, second by Pardun. All in favor, motion carried. Next Meeting – October 12th, 2026, at 6pm at the New Town Hall at 25472 Dongola Rd, Webster. Open House at 5:30pm.