

## Minutes Board Meeting January 11, 2011

Written by Clerk - Last Updated Wednesday, 12 January 2011 09:49

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Town of Lakeside Board Meeting

January 11, 2011

Meeting called to order by Chairman Tom Johnson at 6:40 p.m.

- Kay Johnson – No report available.
  
- Minutes – December 14, 2010. Motion to approve as presented. Motion-Scott, Second-Paul, Carried 641          Minutes to approve December 20, 2010 minutes as presented. Motion-Tom, Second-Scott. Carried 644
  
- Treasurer Report – Motion to accept as presented. Motion-Tom, Second- Paul, Carried 645
  
- Bills – Motion to approve for payment as listed. Motion-Scott, Second-Paul, Carried 648
  
- Correspondence – Notice received from Douglas County concerning timber cutting in the town. Thank you note received from Old Brule Heritage for support, Web notices, and recent contribution. Received Government Sales brochures. As a note Kathy mentioned that Douglas County Treasurer will be sending all correspondence, taxes, etc. via email. As a note Pearl mentioned that Douglas County Clerk will also be doing future correspondence via email which includes GAB and election notifications. Tom reminded board that all correspondence via email becomes public record and that it is wise to use words carefully

### **.DEPARTMENT AND COMMITTEE REPORTS**

- Fire Department/First Responder – Aaron reported that the cascade system is up and running. The department is also working on equipment repair. There were two medical calls.

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The gas meter needs to be repaired. Training is doing well. Fire Department is to host training sessions. Kathy mentioned that town has Super One card which can be used for providing refreshments. Pearl mentioned that in prior training sessions the classes used a sign-up list and took turns providing refreshments. Aaron also mentioned that the gas card did not work...suggestions were given to remedy this problem.

- Auxiliary – no report
  
- Town Plan Committee – no report
  
- Town employee – Jamie reported that dump truck (sander) had needed repairs at the end of December and that this has been taken care of – the bill had been approved with the current bills. He again mentioned that another employee would help with the work load.
  
- Sleepy Valley Loop Bridge - Committee met prior to this board meeting. Preliminary approval has been received verbally. Paperwork is to follow. Bridge repairs could be scheduled in the year 2013 or 2014 depending on funding.
  
- Cemetery – Robin would like to have a grasp as to the duties of the cemetery attendant. He needs to talk with Del Carlson. Board will talk with both men.

**BUILDING PERMITS** – Listed were Dan and Donna Erickson – new address and accessory building. Tom had given a packet to Winans for building permit. The home occupation permit received is in response to prior listing.

### OLD BUSINESS

- Collection site – No report. We are still waiting for paperwork to be done.

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- Web site – Jon Winter was present – talked of Blue Host. Tom suggested that Jon talk with Robin concerning what is current and how to maintain the site. The goal would be to have town billed directly. Paul made a motion to have Jon Winter monitor and manage the town site for \$50 per year. Motion-Paul, Second-Scott, Carried 725. Jon will contact Robin for added details. Remove from agenda.
  
- Walsh Road – We are still waiting for report from DOT.
  
- Locks – Jamie is waiting to be contacted. He will call once again. If no response then he will call another locksmith.
  
- Full-time employee – Jamie Magerl has been offered, and he accepted, the full-time position effective January 1, 2011. Clerk is to send letters thanking the five persons who were interviewed, and notifying the balance of the applicants that the full-time position has been filled.
  
- Drug & Substance Policy – Board could not print or open the forms sent by Kathy. Kathy will try again. She also made copies so the board will be able to review and make changes. This is to be ready for the February board meeting.
  
- Specific salaries – remove from agenda. This has been completed.

### **NEW BUSINESS**

- Reviewed dates and general information for annual report. Checked to see if alternate dates needed to be listed due to holidays on collection days.
  
- Clerk is to contact Ray Perala concerning a yearly report for board and which would also be printed in the annual report.

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- Tom brought contract for Ray Perala. The board reviewed the contract and signed it. Clerk is to mail this to Ray for his signature. Upon receipt the Clerk will make copies for all board members.
  
- Audit – Initial papers were signed and returned. Final report will be compiled. When the report is complete the board will meet with the auditor to discuss the report. Paul questioned expenses presented by clerk and treasurer for the audit. Scott explained that this is an acceptable expense as it is training required similar to classes board members attend.
  
- Discussed planning for accrued sick days, vacation, etc. for employees. This needs to be addressed and be included in future budgets.
  
- Refinancing grader – Clerk and Treasurer mentioned that the grader payment will be in February and we are nearing the time where the loan will need to be refinanced. The board will begin to seek options.
  
- Employee contract – full-time – Tom brought basic copy. He had talked with WTA concerning insurance and retirement and other items which may be pre-tax. Tom also talked with IRS and was told that his questions were too technical and recommended a CPA. Pearl and Kathy mentioned that these questions were addressed during the audit and Mike said he would include recommendations in the report.
  
- Part-time employee – Tom mentioned that when the board talked with applicants, two mentioned that they would not be interested in a part-time position. The board will contact applicants concerning part-time position. The board scheduled a meeting on Wednesday, January 19, 2011 at 7 p.m. to discuss the part-time position. Clerk will post meeting.
  
- Snow plowing – Jamie mentioned that there are trees, branches, lawn decorations and obstacles restricting plowing. He also mentioned time consumed in the larger yards/driveways. The board suggested that those plowing make a notation of these driveways and bring a list to the board. The board will send letters explaining the need to keep plow areas cleared. This is not only for snow season. Emergency equipment needs a sufficient space for access. The annual report also has guidelines listed.

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There was a motion to adjourn. Motion-Scott, Second-Paul, Carried 839

Meeting adjourned at 8:39 p.m.

Respectfully submitted,

Pearl Swanstrom, Clerk

cc: Tom, Scott, Paul, Kathy, Book, Web, Connection, Jamie

Those present: Jamie Magerl, Kathy Johnson, Aaron Kinn, Tom Johnson, Paul Colby, Scott Luostari, Jon Winters, Miina Helske (arrived 8:10), Kathy Colby

Town of Lakeside Board Meeting

February 1, 2011

Prior to the board meeting, Ted Helin brought grievances to the board and accused the clerk of purposely hiding information from the town. Mr. Helin said that the clerk did not take accurate minutes and that they were not complete and that Pearl should invest in a small tape recording machine so her notes could be complete. He showed his small tape recorder and clicked the "Record" button and placed the recorder in the center of the table. Mr. Helin said that the clerk purposely did not post on the website to keep interested people from attending the board meeting. The clerk explained that the purpose of this board meeting was to meet with Mike Hager and review the audit findings so that the board could explain this to all present at the February 8, 2011 board meeting. The clerk explained that budget allowed only for regular monthly board meetings to be posted in the Northwoods Shopper. She also explained that she simply forgot to add this particular meeting to the internet. This meeting had been posted in the three locations one week prior to the actual meeting.

Meeting called to order by Chairman Tom Johnson at 6:02 p.m. The purpose of this meeting is to meet with Mike Hager from Anderson, Hager, and Moe Certified Public Accountants to hear the results of the audit. Upon receiving this information the board would present the information to those present at the February 8, 2011 Board Meeting. Mike Hager was to bring three bound copies of the report which would remain in the town.

Mike Hager introduced himself and presented the three bound copies of the report from the 2009 Audit of the Town of Lakeside books as compiled by Anderson, Hager, and Moe. Mr. Hager presented a letter stating how the audit was compiled and explained responsibilities as described by professional standards. As is usual in a town of our size, we work on a Cash basis of accounts. The board should continue to monitor the financial reporting. Mr. Hager listed suggestions in the areas of cash receipts, cash disbursements, and payment for service, retirement contribution by town, fixed assets, and pledge collateral and FDIC insurance. Mr. Hager thanked the Town Clerk and Treasurer, the Town Board and other Town representatives that helped during the performance of their examination.

The report is listed as: Financial Statement As of December 31, 2009, Independent Auditor's Report. The Table of Contents is listed. Mr. Hager explained the first pages as general explanation of pages to follow.

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Written by Clerk - Last Updated Tuesday, 08 February 2011 06:53

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Page 6 began the financial statements as compiled by the audit.

Page 7 is the Statement of Activities – Cash Basis for the year ended December 31, 2009.

Page 8 is the Statement of Receipts, Disbursements and Cash (fund) balances.

Page 9 is the Reconciliation of Statement of Net assets to cash balance and statement of activities to statement of receipts, disbursements and cash balances

Page 10 is the Budgetary Comparison Schedule – Governmental Fund.

Page 11 is Notes to Financial Statements.

Page 12 is Property tax collections.

Page 13 is Outstanding Debt.

Page 14 is employee retirement system, benefits, risk management, and contingencies. Suggestions were made to improve these areas in the coming year. Mr. Hager answered questions concerning this area and gave additional suggestions.

Page 15 began Supplemental information.

Pages 16-17 listed schedule of general fund receipts.

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Pages 18-19 listed schedule of general fund disbursements. The clerk questioned the breakdown of Hall Maintenance 20%, Fire Department 20%, and Transportation 60%. The clerk mentioned that according to Schedule CT the breakdown is 20% town and 80% highway. Mr. Hager made a note of that stipulation. He also acknowledged that the town follows the outline of the Schedule CT breakdown. This difference does not change the bottom line number.

Page 20 lists the schedule of payroll expense based on gross salaries.

Page 21 lists the 2008 property tax roll.

That concluded the bound report. Mr. Hager presented a letter stating that the Anderson, Hager, and Moe had no significant changes. The town operates on a cash basis and no significant audit adjustments were found. Mr. Hager referred to a letter which included suggestions and recommendations limited to the segregation of duties and that it is important that board looks over the financial information as presented, by the clerk and treasurer, at the monthly meetings. These reports seem to contain sufficient summary of financial activity monthly.

The auditors had prepared reports independently from those used by the clerk and treasurer which were listed in the audit report. It was suggested that independent cash receipts be made for even the direct deposits to aide in tracking purposes. Cash disbursements – check vouchers – the town now has a stamp and has been using this since the stamp arrived. It was also suggested to list beginning and closing check numbers of checks approved for payment in the minutes monthly. The clerk presented a copy of the agenda

posting for the February 8 meeting (to be posted on completion of this meeting) with notation of a separate item listed with suggested check numbers. This is a line separate from the approval of bills and, as such, will be recorded in the board meeting minutes.

Mr. Hager mentioned that the books were remarkably detailed and accurate considering the size of our town. He mentioned that services rendered (i.e. revaluation) should be contract items in the future. Mr. Hager explained a better way to do the retirement contribution. He gave suggestions on how to do this in the future.



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Paul Colby stated that the clerk was personally responsible for postponing the town audit. He said she had restrained the board from contacting a CPA to do the audit. Pearl asked the chairman if she could respond. Paul shouted that there was nothing that the clerk could say that would be of any significance and prevented the clerk from responding to the accusation.

Mr. Hager gave suggestions to explore for new employees with retirement accounts. Fixed assets should be listed and a list filed with the insurance company.

Mr. Hager explained bank guarantee of accounts and said the town seems to have sufficient coverage at present. He suggested to check bank coverage if tax collections are above \$900,000.

Mr. Hager mentioned that records were in very good shape. Vouchers and receipts were in good order. He recommended that the board be more aware of finance.

Paul said that a computer could help for accounting process. Jon Winters commented on computer programs available. They discussed benefits of quick books vs. other programs.

Mr. Hager said that overall the audit went very well and they were able to reconcile easily. Mr. Hager recommended maintaining the copies of the actual voided checks. Our town has copies issued by the bank of all checks written in the file...these are the copies generated by the bank.

Ted Helin questioned whether the town signed 2009 and 2010 contracts for audit. Tom replied that the town had only signed a contract for 2009.

Tom thanked Mr. Hager for coming to a meeting and reviewing the audit.

Ted Helin questioned if copies would be available for the next meeting. Mr. Hager will email a copy to Jon Winters so he could post the Audit on the website. Mr. Hager mentioned that the purpose to the audit would be to present it in entirety and not by selected pages.

Mr. Hager thanked the board for help during the audit process.

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Motion to adjourn-- Motion-Tom, Second-Scott, Carried 705

Meeting adjourned at 7:05 p.m.

Respectfully submitted, Pearl Swanstrom, Clerk

cc: Tom, Scott, Paul, Kathy, Book, Audit, Web, Connection

Those present: Mike Hager from Anderson, Hager, Moe, Tom Johnson, Jon Winter, Paul Colby, Kathy Johnson, Bob Johnson

## Board Meeting Minutes February 8, 2011

Written by Clerk - Last Updated Friday, 25 February 2011 07:36

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Town of Lakeside Board Meeting

February 8, 2011

Ø Meeting called to order by Chairman Tom Johnson at 6:31 p.m.

Ø Kay Johnson was present and reported that there were several changes at the County Board level. She mentioned several names. The library is looking for a new director. Land Conservation committee will not meet in February. Superior Days will be February 22-23. Revolving loans will be available tomorrow for new businesses – Call Doug Finn for information. This is tax season and Governor Walker's budget is coming out this week. Kay encouraged everyone to watch this and pay attention to various programs which may be cut from the budget. There are programs which will apply to people in this area. She mentioned that election is coming up next week. There was discussion over the DNR acquisition of property on the Brule River. It is still ice/snow season and she reminded us that it is good to plan ahead on the salt supply needed from county. The next county board meeting will be March 17. Kay answered questions from the floor. There was discussion about various roads and repairs to the roads. Tom thanked Kay for coming to the meeting.

Ø Minutes of January 11, 2011 – Paul requested that the comment be added that he had spoken to Robin concerning the cemetery. The audit in question was for the year 2009, not 2010. There was a motion to approve minutes with corrections as listed. Motion-Scott.

Second-Paul. Carried 656. Aaron mentioned that the cascade system is getting closer to working condition.

Minutes of January 19 – Tom commented about rate of pay for Mark. This is \$11.50 per hour. Mark is working on completion of his CDL. Board needs to talk with other applicants. There was a motion to approve minutes with corrections as listed. Motion-Paul, Second-Scott, Carried 700

February 1 – Paul questioned terms such as personally responsible and shouted. He mentioned that in the future he would appreciate objective, not subjective, terms being used. There was discussion by others present. Scott mentioned that he was not aware that Ted Helin was recording the meeting. There was a motion to approve minutes with corrections as listed. Motion-Scott, Second-Paul, Carried 705

Ø Treasurer Report –Motion to accept treasurer report as presented. Motion-Tom, Second-Scott, Carried 707

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Ø January bills were confirmed from Check #19011 through Check #19050 and end of month automatic withdrawals for withholding payroll deductions.

Ø February bills, with the addition of four FD bills presented, for approval – there was a motion to approve for payment. Motion-Tom, Second-Scott, Carried 715 Included in the bills was the bill to Anderson, Hager, & Moe S.C. for the audit of the 2009 books in the amount of \$5750.00.

### CORRESPONDENCE

Ø The form for Menards to authorize purchasers was presented. Names to be included are James Magerl and Scott Luostari. Lang Enterprises Inc. – Information for new address signs was received. Board will discuss this at future meetings. Discussion.

Town received a news letter from Old Brule Heritage.

Town received a check in the amount of \$265 from Old Brule Heritage for the last of sales for the book Sisu & Sauna. Tom will forward the check and note to Mary Waldorf as auxiliary.

There was discussion of the placement of a defibrillator on the west end of town.

Bonestroo Engineering Firm and Cooper Engineering Firm sent information. Tom will forward this to the Sleepy Valley Loop committee.

Town received a Crossroads booklet which outlines weight limits.

The Census Bureau sent a survey – Tom reported no changes in annexation in the town.

### DEPARTMENT AND COMMITTEE REPORTS

Ø Fire Department/First Responders – Aaron and Nova were present and reported that there have been no runs in February. There had been one EMS, one mutual aide, and one gas response in January. The FD purchased a gas sniffer. Also purchased was the mounting station for the gas sniffer. Training is available for this 4-gas detection system. Cascade system is near completion. Pee Wee truck does not start. Aaron said they are looking at repairs for the truck. The gas card is still not working at the station. It was suggested that the FD call the company directly to determine what the problem would be. Aaron questioned the exit sign at the top of the loft stairway. Tom will pick up the battery. Also mentioned was the need to place the extinguisher by the door on a rack.

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Ø Auxiliary – June 4 is the tentative golf tournament. Tom mentioned the date needs to be confirmed.

Ø Town Plan has not met this month. Five of the nine elements of the plan are completed.

Ø Aaron mentioned that the tanker has a leak in the water tank. This would need to be welded. It was suggested that Jamie will help have equipment available for the work. Aaron would need to schedule time for repairs.

Ø Town Employee – Roads are drifting and icing. Winter works continues to be done. The clerk noted that the last payment for the F550 truck was made (included in the bills) and a refund of \$122.77 was deposited directly into the checking account.

Ø There was discussion of the purchase of new equipment (perhaps in the FD also) and there was the question of grants available. It was suggested that all should begin to plan ahead and check grants.

Ø Jamie has his CDL – we will need a copy to be placed into the file.

Ø Sleepy Valley Loop Bridge – Lila has been out of town so there is no report

.Ø Cemetery – Del had surgery so will be unavailable for a short time. Robin will need to pick up the records from the town hall.

Ø Building permits – We are still waiting for information concerning Thralow...Tom took his phone number to phone him.

OLD BUSINESS

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Ø Collection site – ready to move forward. There is a continuing problem with people dumping tires, boxes, and various items beside the dumpster during non-dump hours.

Ø Walsh Road – still working on this.

Ø Locks on doors – Jamie mention that this should be worked on this coming Tuesday. There was discussion as to how many keys need to be available. There will be a sign out and return list to keep track of keys. The clerk is to maintain this record. If keys are lost or not returned, the person responsible for the loss will be fined

.Ø Part time employee – in process.

Ø Safety & Drug policy – Board members are making notations. There is still the need to update and make the booklet current.

Ø Contract for Ray Perala – this is signed and copies have been made. Remove from agenda.

Ø Audit results – Mike Hager, from Anderson, Hager, and Moe, met with the board to review the audit of the 2009 books. Mr. Hager mentioned a couple of procedural issues to help with future records. Overall he found no problems with the bookkeeping process. The records were in good order and balanced. Jon Winters mentioned and IRA management account available and his willingness to gather information. Discussion. Jon will keep in touch with Jamie concerning information. He will forward this information to the clerk who will copy it to the board. Town will be purchasing a program for all financial records. Jon would be able to help train in these programs.

Ø Tom presented a letter of intent to audit the 2010 records. Discussion. Paul mentioned that he was satisfied with the 2009 audit which determined that all was in order. Motion to not complete a 2010 CPA audit for the town. Motion-Paul, Second-Tom, Discussion, Carried 824 The clerk is to send a letter to notify Mr. Hager that the town will not be doing a 2010 audit.

Ø Contract for full-time employee – still in process.

Ø Election Report card – at this morning's public test, the clerk received the report card from the November election. The town again received the grade "A". She complimented the good work and attention to detail displayed by the election inspectors at each election.

## NEW BUSINESS

Ø Audit – there are three bound copies of the audit for the 2009 books in the town hall. These are public record and may be viewed by anyone. Arrangements can be made with the town clerk.

Ø Need Sleepy Valley Loop report for the Annual Report – then the annual report will be ready for printing. Ø Annual Report – There was the suggestion that there be a date change for the April board meeting due to conflict of schedules. The board meeting will be on Tuesday, April 12, 2011 at 6:00 in the evening. This is immediately before the annual town meeting. The board meeting will include the swearing in of new town officials.

Ø The clerk mentioned that she had phoned County to have her name removed from the April ballot. At this point the name cannot be removed. She has the option to refuse the position if elected. She mentioned that in our town it is often the case that a write-in vote will take the office. If a write-in does not have the high vote, she will refuse the position, and it becomes an appointed position. The appointment will be by the board. This would hold true to other offices as well. The Chairman and one Supervisor position will be obtained by a write-in vote. If the high vote would refuse the position it would become an appointed position. Signing of the proper papers, appointments, and swearing in could all be completed on the same evening. This will be an agenda item for the April board meeting. The appointed positions will be announced at the annual meeting.

Ø Motion to approve the Annual Report and Financial Statement. (The clerk and treasurer will meet Wednesday morning to finish Schedule C.) Motion-Tom, Second-Paul, Carried 842

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Ø Part-time employee contract – continue

Ø Insurance – The clerk had phoned Rick Rockwood to have suggested dates to meet with the board. Rick mentioned that last year's review of assets was complete and that it could be used for this year also. Rick mentioned that he would only need to know of major additions or subtractions in the inventory. Aaron will phone Rockwood concerning the cascade system, the jaws-of-life, and other items. The clerk has already forwarded other information which Mr. Rockwood had requested.

Ø One procedural item mentioned by Mr. Hager was the use of contract for miscellaneous jobs in the town. It was suggested that perhaps there be a contract for Jon Winter for his work with the website. Jon said he would be able to compile a simple contract outlining a job description of what he would be able to do with the website.

Ø Prior discussion had suggested forming a cemetery committee and job description for such. This item should be listed in the future.

Ø Tom mentioned that training is available through WTA. In the coming WTA meeting will be a session which will include job description of town officers, public records, and e-mail records. It would also be good to watch for the Board of Review training which is to be available via Wis-line.

There was a motion to adjourn. Motion-Tom, Second-Paul, Carried 855

Meeting adjourned at 8:55 p.m.

Respectfully submitted, Pearl Swanstrom, Clerk

cc: Tom, Scott, Paul, Kathy, Jamie, Book, Connection, Web Those present: Tom Johnson, Paul Colby, Scott Luostari, Jon Winter, Mark Saari, Kay Johnson, Jamie Magerl, Nova Nordrum,



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Dana Lagesse, Miina Helske (arrived later), Kathy Johnson, Aaron Kinn.

## Board Meeting Minutes March 8, 2011

Written by Clerk - Last Updated Saturday, 26 March 2011 09:51

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Town of Lakeside Board Meeting

March 8, 2011

Meeting called to order by Chairman Tom Johnson at 6:45 p.m. Kathy Johnson not present.

Ø **County Supervisor** – Kay Johnson sent a letter: o Township officials are to notify Do. Co. Surveyor of upcoming construction activities which may disturb survey monuments.

o

Road posting to be March 14 (watch for exact date)

o

Bids for Hwy F on March 18 and Hwy 35 to 4-corners on March 8.

o

Towns now have \$2117 per mile and may lower 3% or more

o

March 3 Administration meeting...labor contracts on hold pending Governor's Budget

o

March 8 Executive committee redistrict information (attached sheet details)

o

March 9 Extension and recycling...budget cuts possible

o

March 10 Loan portfolio report updates for Do. Co. Revaluing loan

o

March 15 Land conservation budget

o

March 16 Hayward WAC meeting Governor's Budget and what it means

o

March 17 County board – do not have agenda yet

Ø Minutes of February 8 meeting. Correction of Pee Wee name to read: Engine 3. Motion to

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accept minutes with correction. Motion-Scott, Second-Paul, Carried 703

Ø Treasurer report – Motion to accept as presented. Motion-Tom Johnson, Second-Scott Luostari, Carried 704

Ø Confirmation of February bills listing check 19051 through 19100 and automatic transfers. Motion to accept the confirmation. Motion-Tom, Second-Scott, Carried 710

Ø Bills for payment – Motion to accept for payment as presented. Motion-Tom, Second-Paul Colby, Carried 710

### **CORRESPONDENCE**

Ø Douglas County Forestry Department Summer ATV Map arrived. Tom will contact Douglas County with corrections.

Ø This board meeting was noted in the *Northwoods Shopper* and Tom recommended that future postings include that the agenda will be posted separately.

Ø Cooper Engineer sent a letter requesting that they be considered for the Sleepy Valley Loop Bridge project. Tom will forward the request to the committee.

Ø A road maintenance class will be available. Information received.

Ø Boundary Annexation survey has arrived. Tom will review and correct as needed.

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Ø Municipal brochure arrived listing equipment and trucks for sale.

Ø Crossroads newsletter was received.

Ø Tom drafted a letter to Douglas County Highway Department, Mr. Halverson, concerning Hwy P just north of Bardon Creek Road. He read the letter and will send this to Mr. Halverson.

### DEPARTMENT AND COMMITTEE REPORTS

Ø Fire Department/First Responder – Cascade system is nearly complete. Firefighter-1 class is in process. The class meets at the town hall. It was requested that Jamie Magerl and Mark Saari assist with the welding of the problem areas on the tender.

Ø Tom mentioned that there have been “break-ins” in the town. He mentioned that all should be watchful of strangers or vandals.

Ø FD Auxiliary – Golf tournament is June 4 at the Poplar Golf Course. Watch for notices.

Ø Town Plan – no report

Ø Town Employee/roads – Jamie and Mark reported that they have been grading, checking culverts, steaming culverts, sanding, and noting culverts that need replacement. Mark has CDL permit and needs use of a truck to take the driving test. The grader may need one tire replaced – Jamie has already talked to John Deere concerning replacement.

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Ø Sleepy Valley Loop Bridge – Paul reported that the committee will meet with Mark Lein from Michigan Tech concerning possible design suggestions and costs. Questions from the floor.

Ø Cemetery – Robin Berglund said he is still interested by has several questions. Tom suggested that Kathy talk to Robin concerning questions. Tom will ask Robin to come to a board meeting.

Ø **Building permits** – Permits for Winans and Thralow are still holding for additional forms.**OL**

### **D BUSINESS**

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Collection site – no update

Ø Walsh Road – continue

Ø New locks on doors – Jamie is working on that. Northern Lock & Key did not come. Jamie has asked Cell Hardware to send information.

Ø Part time employee – remove from agenda

Ø Safety & Drug policy – Scott and Tom made correction notes. Tom mentioned using another location rather than Bellin Health. Tom brought a draft form for Drug & Alcohol policy – he made copies to review for next meeting in April.

Ø Contracts for full- and part-time employees – Tom presented drafts and asked board to review and bring corrections/suggestions to next board meeting.

Ø Form C/CT was mailed on February 17, 2011 and confirmation card has been received.

## **NEW BUSINESS**

Ø Contract for Jon Winter – Paul will remind Jon Winter to draft a contract and sent email copy to the clerk to forward to the board for the next meeting

.Ø Date for Road Survey – Thursday, April 14, 2011, at 5:30 p.m. beginning at the garage. The board will continue meeting until completion. Tom asked that a note be included to check the culvert between Dan Esselstrom's and Sundlhom's.

Ø Tom asked the board to be at the April 12, 6:00 board meeting, by 5:30 in the evening to review bills and folders prior to the board meeting. The annual meeting will be the same evening and scheduled to begin at 7:00 p.m. Both meetings will be posted separately. The board meeting will be posted on the same day as the annual meeting due to possible appointment of officer/officers dependant on the election results. At the board meeting will be the "swearing in" of newly elected officers and necessary appointments.

Ø George – vacation hour question – after review of files it was determined that there are no hours due to George Sletton for unused vacation hours. The board signed a letter and it will be forwarded to George stating these findings.

Ø Resolution for Election Workers for the 2011-2013 was presented. There was a motion to approve and sign the resolution. Motion-Tom, Second-Scott, Carried 820. Tom signed the resolution.

Ø Information for 403K – Jon Winter was not present. Tom will contact Jon concerning information he was to gather.

Ø Jamie has insurance coverage through the end of March. He is checking into family insurance. Tom asked the clerk to call auditor Mike Hager concerning recommendation for 403K and retirement for full-time employee. Scott will call Scott Wall concerning 403K and other information.

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Ø Gravel – Tom received a call from Nathan (?) concerning gravel crushing. Tom was explaining prevailing wage law. Tom mentioned that gravel should be added to Road Survey agenda. A special meeting may need to be called to discuss gravel.

Ø Repair to breaker box – Tom mentioned that this needs to be tended to by an electrician. Tom will contact electricians for information. Put this on next month's agenda.

Ø Overhead door in old building – the cables are broken. Jamie is to measure door opening and give this to Tom. Both Tom and Jamie will check prices to replace the door.

Ø Jamie mentioned that the lighting in the building will need to be up-graded by 2012

.Ø Notation – as of February 1, 2011, the unemployment liability for George Sletten has been fulfilled.

Ø Notation – as of March 4, 2011, Bob Johnson has been paid in full for the accumulated vacation days and sick leave.

There was a motion to adjourn. Motion-Tom, Second-Paul, Carried 840

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Pearl Swanstrom, Clerk

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Those present: Scott Luostari, Paul Colby, Tom Johnson, James Magerl, Wes Johnson, Karen Johnson, Mark Saari, Kathy Colby, Minna Helske (arrived at 8:15), Harold Hanson (arrived at 8:15) cc: Tom, Scott, Paul, Kathy, Book, Connection, Web



## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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Town of Lakeside Annual Meeting

April 12, 2011

Ø Meeting called to order by Chairman Tom Johnson at 7:16 p.m. Tom introduced the following officers present: Tom Johnson/Chairman, Scott Loustari/Supervisor, Tracy Ruppe/Clerk. Absent, excused Dennis Dolsen, Supervisor, Treasurer is still to be appointed.

Ø Presentation of plaques to Pearl Swanstrom, Cathy Johnson & Bob Johnson for their many years of service to the Town.

Ø Old Brule Heritage Society was present to respond to the Town's proposal to give a slice of land between the road and the land that Old Brule currently owns to Old Brule Heritage Society. Certified Survey Map was handed out with a brief discussion about Old Brule. Motion to deed the land noted on the survey map to Old Brule Heritage Society. Motion – Scott Loustari, Second –

Bernadette Blakeley, Motion carried.

Ø Minutes of the last annual meeting – April 14, 2009. Motion to accept the minutes as presented. Motion - Kathy Johnson, Second – Lila Ronn, Motion carried.

Ø Treasurer report for the year 2010. As referred to in the 2010 Annual Report. The balance on hand as of January 1, 2010 was \$185,270.23.

Total revenues were \$992,068.98. Total expenditures were 955,791.41. This left a December 31, 2010 balance of 221,547.80. Motion to accept treasurer's report as presented. Motion – Pearl Swanstrom, Second - Nova Nordstrom, Motion carried.

Ø Kay Johnson sent a letter greeting the town. She stated it looks like the County Board may consist of 17 members, 10 City and 7 County, but no definite decision has been made.

Work will start on Highway F from Hwy 2 to Hwy 13 as soon as weight restrictions are lifted.

Recycling will not have mini grants this year, but plan to have recycling thru the end of the year.

### DEPARTMENT AND COMMITTEE REPORTS

Ø Fire Department/First Responder – Nova Nordstrom was present and stated we had four medical runs with one being mutual aid. We have 6-8 new members sign up over the year and we are holding classes here to make it easier for the new members to get trained.

We are getting ready for the radio change over from wide band to narrow band.

The golf tournament will be June 4 at the Poplar Golf Course.

Ø Fire Department Auxiliary – Report was sent from Mary Waldorf stating the current balance in the Old Brule Account is \$1,332.42 and the auxiliary checking is \$5,601.32.

Ø Town Plan Committee – Tom stated we are about half way through the Comprehensive Plan and referred to the status as printed in the Annual Report. Committee should be meeting again in August or September and hope to have money budgeted next year to complete the plan.

Ø Census Committee – Pearl stated this has been completed and they have the numbers they needed.

Ø Sleepy Valley Loop Bridge Committee – Lila Ronn reported the activities of the committee as referred to in the Annual Report. Federal Funding of 80% has been approved from the Department of Transportation and requires the Town to make the 20% match.

## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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The Douglas County Highway Department stated there is County Aid to Bridges that could cover 10% or half of the Town's match.

Michigan Tech is interested in studying the condition if it repairable, how much it would cost, and how long it will last.

They would like guidance from the board.

The committee can provide guidance to Michigan Tech.

Motion for Michigan Tech to come and do a study for the removal, replacement, or repair of the bridge keeping the Pony Trusts if financially feasible.

Motion – Scott Loustari, Second – Kathy Colby, Motion carried.

The State and Municipal agreement needs to be signed and turned in by the end of the month.

Signing this agreement does not commit the town to this project.

The best estimate of town's share of this project at this time is \$47,000.

Motion to fill out and submit the State and Municipal Agreement. Motion -

Nova Nordstrom, Second – Mina Helske, Motion carried.

A special meeting will be set when the Michigan Tech study is complete.

Ø Comprehensive Plan Committee – refer to page 13 of the Annual Report. The committee hasn't met for awhile.

Ø Election Report – We received an A from the last evaluation from the County. A couple tests were done and we had equipment failure.

The equipment was fixed and working fine.

OLD BUSINESS

## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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Ø Proposed collection site – Work is still being done for moving the current site. Discussion on curb side pickup. Those using curb side pickup need to contact the Town Treasurer by October 1<sup>st</sup> of each year if they have curb side pickup or they will have the additional fee for garbage added to their taxes.

This information will be added to the web site.

Ø Audit of town financial reports 2009 – The audit was completed and financial records were found to be in proper order. Recommendations are being followed. If you would like to see the audit you can contact Tracy Ruppe, Clerk.

Ø Town Equipment – Purchased a lawn mower last year.

Ø Buildings/general – Electrical work needs to be done with the breaker box for this building.

We will be contacting an electrician.

Ø Routh Memorial Park – Improvements to the playground will be done.

Ø Election up-dates -

Ø Uniform Dwelling Code – Signed a continual contract for Inspector Rob Agency to continue to inspect new dwellings.

Ø Website: [www.townoflakeside.com](http://www.townoflakeside.com) is the old website. A new website is being designed at [www.townoflakeside.org](http://www.townoflakeside.org) . We signed a contract for \$50 per year for Jon Winter to maintain the website.

## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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The new website will be easier for the board members to update.

The old website will be forwarded to the new address.

If you have suggestions for the website contact the board.

Ø Village powers – We took a vote to authorize village powers in order to take part in the Comprehensive Plan.

Ø Water storage tank. This is a dead issue at this time.

Ø NIMS – Board and Fire Department are (IS 100 and IS 700) complete.

### NEW BUSINESS

Ø Alternates for Board of Review – Alternates for 2010 will be Joel and Dick. Thank you to both for volunteering. The board will follow-up with ordinance at the next board meeting.

Ø 2010 Audit – At the February meeting the board decided that it wasn't necessary to audit 2010 because the last two years have been reviewed/audited. There was consensus that an audit is not needed, but will be done again in 3-5 years.

Ø Replacement of dump truck – Discussion on replacing the truck and the benefits of the "little" truck. We set aside money each year in an equipment fund for replacing equipment and the truck will have to be replaced at some point.

Ø Refinance grader – Tom will check into refinancing at NBC in Poplar. Discussion on looking at interest rates with other financial institutions also.

## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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Ø Driveway Permit – The permit will require the board to look at the driveway when it is complete. We currently have a driveway ordinance, but not a driveway permit. Motion to incorporate permit to go with the ordinance.

Motion – Mina Helske, Second – Jamie Magrel, Motion carried.

Ø Motion to adjourn. Motion-Scott Loustari, Second – Paul Colby, Motion carried

Ø The Annual Meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Tracy Ruppe, Clerk

Thank you to Kathy and Pearl for providing refreshments

cc: Tom, Scott, Dennis, Book, Connection, Web, FD, Files

## 2011 Annual Meeting

Written by Tom Johnson - Last Updated Saturday, 16 April 2011 10:16

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Posted: April 13, 2011

Meeting called to order by Chairman Tom Johnson at 6:40 pm.

**Roll Call** Tom, Scott, Dennis. Tom introduced Denise & Tracy

➤ **County Supervisor** Kay Johnson stated that Brule and Lakeside have their town meeting the same night every month so she will only be present every other month.

1. Redistricting meeting tonight in Solon Springs and there is another meeting tomorrow at the Government Center in Superior. The County Executive Committee approved a 21 member County Board with 13 City and 8 Rural Supervisors. This is based on population and it has to be within a 10% deviation of population. Redistricting will go to the full County Board in May.
2. During the County Administration meeting it was stated that the County is paying the costs of the election recount. Supervisors have been requested to pick up their mail to save on postage costs. The County is still working on labor agreements. Review of the Sheriff and Jail budgets are done monthly. There is a new Library Director.
3. Work on Highway F will start June 7, 2011. Bike paths along B by Pattison Park is another project to be worked on. They are hauling gravel to Highways V and K which were damaged from the pipeline. The County received funding from the pipeline to repair this damage.
4. Kay received a complaint that a property owner didn't receive notice about a trailer permit.
5. The town received certified mail for notice of the regular board meeting. Kay will check into this.
6. DNR District number two.

➤ **Approval of Minutes:**

7. Minutes of April 12 meeting. Motion to accept minutes as presented. Motion-Scott, Second/Dennis, Motion Carried.
8. Minutes of April 12 Annual meeting. Correct the minutes to read: correct spelling of Luostari, correct web site to townoflakeside.com and lakesidewi.us, alternates on Board of Review Joel Pearson and Dick Ronn. Motion to accept minutes with corrections. Motion-Scott, Second-Dennis, Motion Carried.
9. Road survey rescheduled to Monday, May 3. Minutes will be at the next meeting.

➤ **Treasurer report** Motion to accept as presented. Motion-Tom, Second-Scott, Motion Carried.

➤ **Confirmation of April bills** listing check 19148 through 19193 and automatic transfers. Motion to accept the confirmation. Motion-Tom, Second-Dennis, Motion Carried.

➤ **Bills for payment** Motion to accept for payment as presented. Motion-Dennis, Second-Scott Motion Carried.

**CORRESPONDENCE**

➤ Donation request for the Northwestern Chemical Free Graduation Party. Motion to make the same donation as last year. Motion-Tom, Second-Dennis, Motion Carried.

➤ Letter announcing the new school board members was received.

➤ Agenda for the Douglas County Towns Association Meeting May 17, 2011 and minutes from prior meeting.

➤ Steve Rannenberg sent letter requesting response to new sign ordinance. No objection to ordinance. Tom will sign and Tracy will return to the Zoning Department.



- Douglas County Clerk's Office sent application to put County owned land up for bid. No objection to this request. Tom will sign to approve and Tracy will return.
- Douglas County Zoning has sent a number of letters regarding permit issues for residents.
- Letter received from Roy Zimmer on Camp Amnicon Road. He is requesting a permit for a lean to and would like to know that the Town won't object. No objection from the town on this addition. This paperwork will be forwarded to Zoning by Tracy.
- Training tomorrow in Eau Clair for Town officers and again May 25, 2011 in Cable.
- Correspondence from the FCC regarding radio station authorization.
- All correspondence received, copies made as requested, and placed on file.

#### **DEPARTMENT AND COMMITTEE REPORTS**

- **Fire Department/First Responder** Two runs this month. 1 EMS and 1 structure. Election for new officers will be held this month. Be Some Body event will be May 20 & 21<sup>st</sup>. Aaron resigned his position as chief effective Thursday, May 27, 2011.
- **FD Auxiliary** Golf tournament is June 4 at the Poplar Golf Course.
- **Town Plan** Will not meet again until August or September.
- **Town Employee/roads** Jamie and Mark reported they are grading roads and hauling gravel as needed. There are problems with the white truck, possibly a sensor. Bridge inspection report received and will be copied to Jamie and Lila. We received a quote from Sell Hardware to replace the double doors in the hall.
- **Sleepy Valley Loop Bridge** The bridge committee drafted a letter to Michigan Tech and it was sent out by the town. The State/Municipal agreement was signed and sent in. The earliest any money will be available will be July 2012. Tom will talk to Paul Halverson about County Aid to Bridges.
- **Cemetery** Robin Berglund is working on this project. Bob and Mark are working on getting the cemetery ready for Memorial Day. It was reported that the flag is in poor condition and Jamie volunteered to get a new flag. Suggestion that the Town form a Cemetery Committee similar to the Sleepy Valley Loop Bridge Committee to report to and bring issues to the Town Board. A letter or post card will be sent to Town residents to see if they are interested in being on this committee.
- **Election recount update** The article printed in the Superior Telegram was misleading. Lakeside did have a problem with the way one ballot was filled out and the machine was not able to read it. This ballot had to be hand counted. The same issue happened at the recount and the ballot was hand counted. The recount came out the same. There were no changes in the results of the election. The Town's election workers did an excellent job.
- **Building permits** This was covered under correspondence.

#### **OLD BUSINESS**

- **Collection site** Dennis has been updated on this project. Permits are required from DNR and Zoning. Tracy will pick up the packet from zoning for a permit to relocate the driveway.
- **Walsh Road** Scott will measure .
- **Full Time Employee Contract** There is a question on the wording about sick time.
- **Part Time Employee Contract** Employee would like overtime for anything over 8 hours in a day. A board meeting will be scheduled for Monday, May 16<sup>th</sup> at 7:00 to discuss employee contracts, health insurance and retirement.
- **Road Survey** Scott will print out the minutes and it will be discussed at the June meeting.

- **Gravel** Discussion on gravel. This will also be added to the meeting Monday, May 16<sup>th</sup>.
- **Employee Retirement Information** Will be discussed at the Monday, May 16<sup>th</sup> meeting.
- **Full Time Insurance** - Will be discussed at the Monday, May 16<sup>th</sup> meeting.
- **Town Employee Policies** Safety and Drug policy was put into force last month. Employees will need to sign. Incident, Injury and Accident Policy. Motion to utilize this policy and revise the Town of Lakeside incident report. Motion Tom, Second Dennis, Motion Carried.
- **Breaker Box** Electricians have been contacted for quotes. The Fire Department has requested another plug to plug in Pee Wee.
- **Driveway ordinance and permit** Permit was approved at the annual meeting. The ordinance will be updated.
- **Web Site** Jon is looking to switchover anytime. Both domain names will work. A training session was set up for Thursday, May 26<sup>th</sup> at 5:00 for those needing to update the website.
- **Town picnic** Tom received suggestion for the annual picnic. These were disused briefly the date and time will be Saturday, August 20, 2011 from 12-4 pm. Post cards will be sent to town residents around August 1<sup>st</sup>. The committee would like to request donations to be given as door prizes from the business the town does business with.
- **Other** The railing for the Fire Department stairs still needs to be done. Jamie will get materials and install the railing.

#### **NEW BUSINESS**

- **Fire Department By-law approval** Tom thought he had a copy emailed from Steve Castleberry but couldn't locate it. This will be on the June meeting for approval.
- **Town documents update for clerk and treasurer** Motion for rental sheet for hall to be updated and sent to Jon to update the website. Motion- Scott, Second Dennis, Motion Carried. Jamie requested the Town apply for credit at O'Riley's. Jamie will pick up application and Tracy will complete and return credit application.
- **Town Key Policy** reviewed.
- **Reimbursement voucher** updated.
- **Other** - Agreements with the Town of Maple and Amnicon should be reviewed. Tom will discuss this with Amnicon in the near future.

➤

Motion to adjourn. Motion-Tom, Second-Scott, Motion Carried

Meeting adjourned at 8:45 pm.

Respectfully submitted,

Tracy Ruppe, Clerk

Those present: Scott Luostari, Tom Johnson, Dennis Dolsen, Denise Rajala, Tracy Ruppe, James Magerl, Mark Saari, Kay Johnson, Lila Ronn, Nova Nordrum, Jon Winter, Paul Colby, Dan Kort, Nick Walsh

cc: Tom, Scott, Dennis, Denise, Book, Connection, Web

Meeting called to order by Chairman Tom Johnson at 7:10 pm.

**Roll Call** Tom, Scott, Dennis.

➤ **Full Time Employee Contract** – Draft policy was reviewed in regard to accruing sick days. Motion to set the policy to read the employee will earn five sick days per year and may accrue up to 30 sick days total. Once 30 days is reached the employee will earn 5 sick days per year that they will use or loose. Motion – Tom, Second – Dennis, Motion Carried.

➤ **Part Time Employee Contract** – Discussion on overtime if employees works more than eight hours per day. This employee must contact the Chairman or Board for approval if they are going to work more than 32 hours per week and overtime will be paid if the employee works more than 40 hours per week.

➤ **Gravel** – The town will not be able to get all the gravel until July. Discussion on the need for gravel. Motion to get up to 1,000 tons of gravel from the Johnsted Pit on K if the price is comparable to last year or if no gravel is available from them to get gravel from another pit with a comparable price. Motion – Dennis, Second – Scott, Motion carried.

➤ **Employee reitremment information** – Discussion on retirement options including state retirement and a 457 Plan through ICMA RC. Tracy will contact the Department of Employee Trust Funds for information on Wisconsin State Retirement.

➤ **Full Time insurance** – Tom called Rick Rockwood and was referred to Schwarz Insurance. They may have something available. Tracy will also check into State Health Insurance.

➤ **Town Employee Policies** – The Town has four policies including Drug and Alchol, Injury, Incident and accident, Incident Report, and the key policy. These policies will be given to the employees to read before the next board meeting and have them signed at the board meeting.

➤ **Ordinance to appoint alternate members for board of review** – signed

➤ **Other** -

1Reviewed budget.

2Discussion on snowplowing driveways. This will be on the June agenda.

3FEMA grant discussed.

Motion to adjourn. Motion- Scott, Second-Dennis, Motion Carried

Meeting adjourned at 8:30 pm

Respectfully submitted,

Tracy Ruppe, Clerk

Those present: Scott Luostari, Tom Johnson, Dennis Dolsen, Tracy Ruppe

cc: Tom, Scott, Dennis, Denise, Book, Connection, Web

Meeting called to order by Chairman Tom Johnson at 6:35 pm.

**Roll Call** Tom, Scott, Dennis

➤ **County Supervisor** No report from Kay Johnson.

➤ **Approval of Minutes:**

1. Minutes of May 10 meeting. Motion to accept minutes as presented. Motion-Dennis, Second/Scott, Motion Carried.

2. Minutes of May 16 meeting. Motion to accept minutes as presented. Motion-Scott, Second-Dennis, Motion Carried.

3. Minutes May 24<sup>th</sup> Board of Review. Tom read the May 24 Board of Review minutes. Motion to accept as read. Motion-Tom, Second-Scott, Motion carried.

➤ **Treasurer report** Motion to accept as presented. Motion-Tom, Second-Scott, Motion Carried.

➤ **Confirmation of May bills** listing check 19191 through 19236 and automatic transfers. Motion to accept the confirmation. Motion-Tom, Second-Dennis, Motion Carried.

➤ **Bills for payment** Motion to accept for payment as presented. Motion-Dennis, Second-Scott Motion Carried.

#### **CORRESPONDENCE**

➤ Letter received from Bob Johnson regarding selling the 1992 Toro Lawn Mower. Referred to the July meeting.

➤ Correspondence from Kevin Rohn regarding agriculture use of recently purchased land.

➤ Thank you received from Northwestern for the Chemical Free Graduation Party donation.

➤ Letter from Sue Sandvick, Douglas County Clerk regarding supervisory district plan. Lakeside will be represented the same.

➤ DNR pollutant discharge permit received. This will be reviewed.

➤ Correspondence from Steve Rannenberg regarding online learning seminars.

➤ Correspondence from Wisconsin Department of Revenue stating Assessor Ray Perala is no longer certified and can no longer perform assessor work for the Town.

➤ Letter from US Census Bureau regarding census information online.

➤ Invitation to attend Labor Law Clinic in Superior.

➤ Letter from Old Brule Heritage Society regarding an addition to the Eskolin House. Tom read the letter. The Town has not received anything from Zoning on this issue. Tracy will check the Old Brule file and forward any permit information to Zoning and Old Brule.

Discussion also took place on the present parking situation near the Windmill/Eskolin House.

➤ Fire inspection received with no violations.

➤ All correspondence received, copies made as requested, and placed on file.

#### **DEPARTMENT AND COMMITTEE REPORTS**

➤ **Fire Department/First Responder** 1 structure fire-mutual aid, 3 EMS, 1 EMS-mutual aid calls. There are currently 16 active members. The election was held in May with new officers being: President, Nova Nordrum; First Assistant Chief, Will Bergsten; Second Assistant Chief, Gary Brett; Captain, Rob Dahlberg; Secretary, Tracy Ruppe. Nova thanked the Town for installing the railing and we passed inspection. The department will be updating uniforms for members for a presence in the 4<sup>th</sup> of July parade and a presence at the town picnic. The golf tournament went

well. The department has equipment needs and will be working on grants. Discussion on radio requirements. The Department received 1 portable and 3 mobile radios through a grant.

➤ **FD Auxiliary** raised \$1,131 at the golf tournament but there are a few expenses still outstanding including an ad in the Northwoods Shopper and two putters. There will be additional revenue coming in because the auxiliary has a raffle license and is selling tickets to raffle off a 2010 autographed Green Bay Packer football and an authentic Super Bowl XLV football. Tickets are \$2 each or 3 for \$5. The drawing will be held June 28 at the Fire Department meeting.

➤ **Town Plan** will not meet again until August or September.

➤ **Town Employee/roads** nothing to report.

➤ **Sleepy Valley Loop Bridge** Tom will talk to Paul Halverson about paper work for County Aid to Bridges. Discussion on historical aspect of bridge.

➤ **Cemetery** Bob and Jack did a good job on the cemetery for Memorial Day. Thank you to Bob and Jack. A letter post card will be sent to Town residents to see if they are interested in being on this committee. Denise will print labels and Tracy will get post cards.

➤ **Building permits** John Thorolo forwarded information to Douglas County. The town has not received anything from the County yet. Saari permit for accessory building, no objection. Kort permit for deck, no objection. Vansomeren permit for accessory building, no objection. Kassow driveway permit, discussion that there is not enough room for driveway based on current policy. Kassow should contact adjoining property owners to purchase additional property for driveway to be compliant.

## **OLD BUSINESS**

➤ **Truck radios & narrow banding** Dan Leif from DSC Communications presented a quotation in the amount of \$ 3,283.50 for truck radios. Discussion on analog and digital radios. Radios will be discussed at the Towns Association meeting and Keith Kessler will be asked to attend.

➤ **Collection site** Tom will contact DNR and Zoning.

➤ **Walsh Road** Scott measured the road. A Lis pendens and resolution need to be completed based on Wisconsin Statutes 82.10, 840.11

➤ **Road Survey** Scott will make more copies to be approved at July meeting.

➤ **Employee Retirement & Insurance** discussion on retirement and insurance options. Motion for a wage adjustment instead of insurance. The full time - 2080 hour employee increase will be \$2.88 per hour. The part time – 1664 hour employee increase will be \$2.16 per hour. Motion-Dennis, Second-Scott, Motion Carried. Tracy will contact ICMA RC for a 457 plan document before the July meeting.

➤ **Full Time Employee Contract** Will be ready to sign once changes are made regarding wage adjustment instead of insurance.

➤ **Part Time Employee Contract** Will be ready to sign once changes are made regarding wage adjustment instead of insurance.

➤ **Fire Department By-law approval** Tom forwarded suggested changes to Steve Castleberry. Discussion on calling and posting meetings. Motion to approve Fire Department By-laws as presented. Motion-Dennis, Second-Scott, Motion Carried. Budget adjustment for the Fire Department will be looked at next month.

- **Town Employee Policies** employees need to sign the policies. Discussion on the a new part time employee that has been working. Motion to hire new employee Dennis Ahola as a backup collection sit employee. Motion-Scott, Second-Dennis, Motion Carried.
- **Breaker Box** waiting to receive quotes from electricians.
- **Driveway ordinance and permit** Motion to approve amended driveway ordinance and permit. Motion-Dennis, Second-Scott, Motion Carried.
- **Town picnic** the date and time will be Saturday, August 20, 2011 from 12-4 pm. The picnic committee will begin meeting in July.

#### **NEW BUSINESS**

- **Driveway plowing** Dennis requested this item be placed on the agenda to begin discussions regarding the cost and fees charged for plowing. Discussion on what the other towns are doing and rates. The town's rates will be discussed at the upcoming budget meetings and discussion on plowing or not plowing will be at an Annual Meeting or Special Meeting for the public to vote.
- **Wisconsin Towns Association July Meeting** the agenda for the next Towns Association meeting was discussed. Information on telephone for the hearing impaired. Lin Helenius, Douglas County Treasurer will be there to discuss dates and times of when items need to be sent to the county. Training with Carol Moran, Wisconsin Department of Revenue may be set up. All Clerks and Treasurers are requested to attend.

#### **OTHER**

- Agreements with the Town of Maple and Amnicon will be reviewed and will be on the July agenda.
- The Fire Department is requesting a second gas card be issued with pins attached. Tracy will contact Exxon Mobil regarding this request.
- Off road gas was discussed and will be on the July agenda.
- Replacement of the fire number signs was discussed. Tom will contact Steve Rannenberg on sign vendors.
- Discussion on the State budget including 0% levy increase and revenue cuts.
- Discussion on replacing the assessor. Assessors will be invited to and interviewed at the next board meeting

Motion to adjourn. Motion-Tom, Second-Scott, Motion Carried

Meeting adjourned at 8:45 pm.

Submitted by,  
Tracy Ruppe, Clerk

Those present: Scott Luostari, Tom Johnson, Dennis Dolsen, Denise Rajala, Tracy Ruppe, Mark Saari, Nova Nordrum, Dan Leif, Jon Winter, Kathy Colby, Bob Johnson, Kathy Johnson, Nick Walsh, arrived late: Miina Helske, Harold Hanson

cc: Tom, Scott, Dennis, Denise, Book, Connection, Web

Meeting called to order by Chairman Tom Johnson at 6:42 pm.

**Roll Call** Tom, Scott, Denise, Tracy, Dennis absent. Others present: James Magerl, Mark Saari, Ted Helin, Nova Nordrum. Arrived at 8:00 pm Mina Helske, Harold Hanson

➤ **County Supervisor** no report.

➤ **Approval of Minutes:** Minutes of the July 12 meeting. Motion to accept the minutes as presented. Motion-Scott, Second-Tom, Motion Carried.

➤ **Treasurer report** Denise read the Treasurer's report. Motion to accept as presented. Motion-Tom, Second-Scott, Motion Carried.

➤ **Confirmation of July bills** listing check 19271 through 19302 and automatic transfers. Motion to accept the confirmation. Motion-Tom, Second-Scott, Motion Carried.

➤ **Bills for payment** Motion to accept bills for payment as presented. Motion-Tom, Second-Scott Motion Carried.

### **CORRESPONDENCE**

➤ RV Radio Network Rally in Gordon September 7-10, \$30 per person. Flyer will be posted.

➤ Zoning Committee meeting August 10, 2011. The Bridge addition will be discussed at this meeting.

➤ Dairyland Fence estimate just under \$16,000 was given to Shane to approach Brewers for grant.

➤ Town Web Design sent information about setting up town website.

➤ Gene's Pest Control sent the Town a letter stating the fee was increased because the cost he incurs increased and that he needs to pass these additional costs on.

➤ Plunkett's sent letter confirming August fly treatment. Call will be made to tell them we don't have contract with them.

➤ Old Brule Heritage Society minutes were received.

➤ Wisconsin Town's Association newsletter received.

### **DEPARTMENT AND COMMITTEE REPORTS**

➤ **Fire Department/First Responder** no runs this month. Working on grant for Tender. The department has new uniforms and will be participating in the picnic with games and truck tours. Cascade system is up and running. Waiting for approval for advanced skills license. One pool fill request was done and a request form was prepared for any new requests for pool fills.

➤ **FD Auxiliary** The new uniforms are going through auxiliary.

➤ **Town Plan** A post card will be sent to residents regarding reconvening the meetings. It was requested that these meetings be recorded in case the board has questions on the meetings.

➤ **Town Employee/roads** Brusher is repaired and we are looking at replacing it. Discussion on patching old Highway 13. Discussed budget for purchasing a new brusher. Motion to rent brusher from Tim Johnson to complete third pass for brushing. Motion-Scott, Second-Tom, motion carried. The Fire Department is looking for new no parking signs for door.

➤ **Sleepy Valley Loop Bridge** no report. Committee should meet to discuss this. Tom will contact Lila.

➤ **Cemetery** A post card will be sent to Town residents to see if they are interested in being on a committee to report to the board.

➤ **Building permits** Old Brule Heritage Society permit addition to building & bridge. No objection. Motion to approve Old Brule to precede with project. Motion-Tom, Second-Scott, Motion carried. Letter received on a House and Trailer off 22 Road. Trailer was the residence of the prior owner and since then has been remodeled. These parcels will most likely be separated.

➤ **OLD BUSINESS**

➤ **Truck radios & narrow banding** no report. Changeover Sept 12, 2011.

➤ **Collection site** no report. Remove from agenda.

➤ **Walsh Road** A Lis pendens and resolution need to be completed based on Wisconsin Statutes 82.10, 840.11

➤ **457 Plan** Motion to approve resolution and sign agreement with ICMA. Motion-Scott, Second-Tom, Motion carried.

➤ **Breaker Box** Estimate from Belknap electric was received.

➤ **Town picnic** Tom will contact the singers. Discussion on duties assigned.

➤ **Gravel** Coordinate with Wally to have gravel hauled as needed for projects.

➤ **Computer Software** no report.

➤ **Town Assessor** No word from Parkland or Maple. Meeting on August 15, 2011 at 7:00 pm was set to review assessor proposals, gravel, road projects, electrical issues, expenditure report and fire number signs.

➤ **Review Town Agreements** Tom doesn't have these agreements. Denise will check the Treasurer's files for these agreements as Kathy Johnson stated they are in the Treasurer's file.

➤ **Replacing fire number signs** quote received from Lange Enterprises for Douglas County's sign Specifications. Fire Department will volunteer to install the signs.

➤ **NIMS** ICS 100 & 700 is required for the board.

**NEW BUSINESS**

➤ **Declare Emergency Statement and 30% Cost Match Statement** Motion for the Town of Lakeside to approve the resolution declaring a state of emergency and agree to the 30% cost match as our share of the total storm related damage. Motion-Tom, Second-Scott, Motion carried.

**OTHER**

As a result of the Governor's budget all Town's need an employee grievance procedure in place by October 1, 2011. This will added to the September meeting agenda. WTA trainings are online now. \$100 fee for access to training. Motion to pay \$100 for training access. Motion-Tom, Second-Scott, Motion carried.

Motion to adjourn. Motion-Scott, Second-Tom, Motion Carried  
Meeting adjourned at 8:20 pm.

Next regular scheduled meeting was set for September 13, 2011 at 6:30 pm at the Town Hall. This meeting is re-scheduled to Wednesday, September 7, 2011.

Submitted by,

Tracy Ruppe, Clerk

cc: Tom, Scott, Dennis, Denise, Book, Connection, Web





Meeting called to order by Chairman Tom Johnson at 6:35 pm.

**Roll Call** Tom, Scott, Dennis resigned due to work. A new Supervisor will be appointed. The write in candidates from the last election will be reviewed. Tracy, Denise absent, others present: Kay Johnson, Paul Colby, Ted Helin, Lila Ronn, Earl Granroth.

**County Supervisor:** Residents now have the ability get envelopes to mail in old medication for disposal. Discussion on the closure of Highway U. A decision about keeping Highway U open will be made at the October 5, 2011 Highway Committee meeting. Highway F is looking better, black topping should begin on the 19<sup>th</sup>. Highway B West is still closed. There is a federal standard that in 2012 all signs need to be reflective and a Company will be going through the County to determine speed limits. The grievance procedure passed the Administration Committee and will go before the County Board. A new design for the jail is being discussed based on the current inmate population. The Forestry Department is selling the timber damaged by the storms. The County is working on the budget and trying to keep it at a 0% increase, but it may be 2%.

**Approval of Minutes:**

Minutes of the August 9<sup>th</sup> meeting. Motion to accept the minutes as presented. Question arose as to whether taping the committee meetings is in the minutes. It is in the minutes. Motion-Scott, Second-Tom, Motion Carried.

Minutes of the August 15<sup>th</sup> meeting. Motion to accept the minutes as read. Motion-Tom, Second-Scott, Motion Carried.

**Treasurer's report** No report. The August and September Treasurer's Report will be presented at the October meeting for approval

**Confirmation of July bills** listing check 19303 through 19339 and automatic transfers. Motion to accept the confirmation. Motion-Tom, Second-Scott, Motion Carried.

**Bills for payment** Motion to accept bills for payment as presented. Motion-Scott, Second-Tom Motion Carried.

**CORRESPONDENCE**

Douglas County informational meeting at 7:00 on the Vision Triangle.

Permits approved

Letter from state on equalization report.

Letter from Senator Jauch on disaster funds.

Paser ratings are due before November this year.

Newspaper editorial handed out on Zoning and County Board.

## **DEPARTMENT AND COMMITTEE REPORTS**

**Fire Department/First Responder** The Assistance to Firefighter Grant has been written and submitted for a new Tanker/Tender. The department is working on the budget for next year and needs guidance. There were no runs last month. We are trying to set up landing zone training. We are working on ideas for new fund raisers for the auxiliary and we would also like to send out a post card stating that we are looking for auxiliary members.

**FD Auxiliary** No report.

**Town Plan** A post card will be sent to residents regarding reconvening the meetings. No meeting date has been set yet. It was requested that copies of the Town Plan be made before the meeting.

**Town Employee/roads** A complaint was received after improving a town road. This road is part of a driveway. \$12,000 for a brusher will be discussed at the budget meeting.

**Sleepy Valley Loop Bridge** Discussion on the work that has taken place by the committee. The committee will meet and discuss what they have learned and answer questions. At this meeting they will come up with a recommendation to present to the board.

**Cemetery** Denise will print the labels needed for a post card which be sent to Town residents to see if they are interested in being on this committee and the Town Plan Committee.

**Building permits** None

## **OLD BUSINESS**

**Truck radios & narrow banding** no report.

**Walsh Road** no report.

**Breaker Box** budget issue, remove from agenda

**Computer Software** no report.

**Town Assessor** has been narrowed down to three proposals. Once the new Supervisor is appointed the assessor will be addressed.

**Review Town Agreements** Tom will attend the meetings for Amnicon and Maple. Remove from agenda.

**Replacing fire number signs** Will be looked at during budget. Remove from agenda.

**NIMS** Scott has completed ICS 100 and is working on ICS700.

## **NEW BUSINESS**

**Grievance Procedure** The board reviewed sample procedures and has questions that need to be answered.

## **OTHER**

**Town Picnic Report** 107 signed in. It was a good event which included drawings for door prizes.

**LP gas bids** will be on the next agenda. Motion to send request for proposals for propane to be received for October meeting. Motion-Tom, Second-Scott, Motion Carried.

Next Board meeting scheduled for October 11, 2011 at 6:30

Budget meeting scheduled for October 18, 2011 at 6:00

Motion to adjourn. Motion-Tom, Second-Scott, Motion Carried

Meeting adjourned at 8:15 pm.

Submitted by,

Tracy Ruppe, Clerk

cc: Tom, Scott, Denise, Book, Connection, Web

Town of Lakeside Budget Meeting  
October 18, 2011

Meeting called to order by Chairman Tom Johnson at 6:00 p.m.

Proposals for propane were opened and reviewed. All bids received were for 3,000 gallons through April 30, 2012. Superior Fuel Company proposed \$1.745 per gallon. Polar Gas Company proposed \$1.83 per gallon. Como Oil & Propane proposed \$1.849 per gallon. Discussion followed on the bids. Motion made to accept the proposal from Superior Fuel Company. Motion-Scott, Second-Steve, Motion carried.

The purpose of this meeting is to set the proposed budget for the calendar year 2012. The board reserves the right to discuss and decide any and all matters concerning the setting of the proposed budget. Upon completion the board will set a date to schedule a town meeting for the approval of the proposed budget.

Budget Prep worksheet was reviewed.

Transportation Aids \$104,919

Shared Revenue \$51,242

Denise would have the information on the other revenue and was not present.

Motion made to send RFP for 2012 pest control services. Motion-Tom, Second-Scott, Motion carried.

Thursday, October 20, 2011 at 6:30 assessor proposals will be reviewed. Letter will be sent to those not chosen and interviews will be set up for others.

Motion was made to adjourn the meeting and continue at a later date when Denise could attend. Motion-Scott, Second-Steve, Motion carried.

Meeting was adjourned at 7:30

Continuation of budget meeting was set for Thursday, October 27, 2011 at 6:30 pm at the town hall.

Respectfully submitted,  
Tracy Ruppe, Clerk

Those present: Tom, Scott, Steve, Tracy, Kathy, Bob, Mark

Town of Lakeside Budget Meeting – Part Three  
November 2, 2011

Meeting called to order by Chairman Tom Johnson at 6:30 p.m.

This is the continuation of the budget meeting to set proposed budget for 2012.

Budget Prep sheet reviewed and completed

Revenue: Transportation Aids \$104,919 shared revenue \$51,242 Forest Crop \$600 FD dues \$1300 Dump  
\$20,800 Snow \$ \$17,625 other revenue listed on sheet. Totals all revenue \$202631

Highway A expenses reviewed from previous meeting.

Discussion on Lines 32 & 33. Three options for part time include \$12/hour, \$13/hour, or \$14/hour.

Line 33 \$2,600

Line 32 was discussed again part time wages changed to \$12/hour 16 hours per week \$10,800.

Budget prep sheet was completed. Revenue \$260,292.00 Tax Levy 99,553 Expenditures \$359,845.

Reviewed expenses Line 46 changed to \$6200 Public Works B totals \$72,100

Levy is set at \$99, 553

Meeting was adjourned at 8:45

Special meeting was set for Wednesday, November 16, 2011 at 7:00 p.m. at the town hall.  
To be published in the Telegram.

Respectfully submitted,  
Tracy Ruppe, Clerk

Those present: Tom, Scott, Steve, Tracy, Denise, Kathy, Bob, Nova, Mark

Meeting called to order by Chairman Scott Luostari at 6:30 pm.

**Roll Call** Scott, Steve, Tom absent excused. Others present: Denise Rajala, Kay Johnson, Bob Johnson, Lila Ronn, Nova Nordrum, Mark Saari, Ray Perela, Tracy Ruppe.

**County Supervisor:** Tracy Ruppe was awarded employee of the quarter for Douglas County. Kay handed out proposed levy for the county. Increased recycling fees letter will be arriving shortly if it hasn't already. Watch newspaper for interesting news in Douglas County. Resolution was passed for concealed weapons. Someone will be talking about the speeding ordinance at the Town's Association meeting. \$172,000 is available from TRIP funds. Only 6 Towns submitted requests. Transfer of County land was made to the City of Superior for a new animal shelter directly south of the race track. A non lapsing fund was set up for the blow down revenue for Forestry to be used for forestry improvements. The state inmates will be out of the Jail by January, but they have St Louis and Carlton county inmates. Sheriff's department purchased a Dutch Shepard police dog and has a deputy to train it. Head of the Lakes Management sent a letter requesting the county to pay the \$5,000 electric bill. The county voted to pay the bill and keep the electric on. Response to questions asked. The county received nothing for the transfer to land to the City. Highway U is open with gravel.

**Approval of Minutes:**

Motion to accept the minutes of the October 11, 2011 meeting as presented. Motion-Scott, Second-Steve, Motion Carried.

Motion to accept the minutes of the October 18, 2011 meeting as presented. Motion-Steve, Second-Scott, Motion Carried.

Motion to accept the minutes of the October 27, 2011 meeting as presented. Motion-Steve, Second-Scott, Motion Carried.

Motion to accept the minutes of the October 26, 2011 meeting as read. Motion-Steve, Second-Scott, Motion Carried.

Motion to accept the minutes of the November 3, 2011 meeting as read. Motion-Steve, Second-Scott, Motion Carried.

**Treasurer's report** Motion to accept the October treasurer's report as presented. Motion-Scott, Second-Steve, Motion Carried.

**Confirmation of October bills** listing check 19377 through 19406 and automatic transfers. Motion to accept the confirmation as presented. Motion-Steve, Second-Scott, Motion Carried.

**Bills for payment** Motion to accept bills for payment as presented. Motion-Scott, Second-Steve Motion Carried.

## **CORRESPONDENCE**

Speed Zone ordinance from Highway Department letter sent October 26 and corrected copy sent October 27, 2011 received and placed on file.

Zoning Committee agenda sent certified mail. Nothing for Lakeside on the agenda.

DNR Flood Plane Ordinance

Douglas County Plat Books for sale

GIS Day open house Wed Nov 16<sup>th</sup>

Timber Cut - Bardon Creek

Cross Roads magazine.

## **DEPARTMENT AND COMMITTEE REPORTS**

**Fire Department/First Responder** No call since last meeting. Air tanks have been hydro tested. Work is being done organizing trucks. Helicopter training for setting up landing zone completed. Incentives have been calculated. Association meeting is here this month. Thank you from Tom for the hard work of the department.

**FD Auxiliary** No report. Members are needed.

**Town Plan** A post card will be sent to residents regarding reconvening the meetings. No meeting date has been set yet.

**Town Employee/roads** roads are good, snow plowing soon. 550 in shop. Plow equipment is ready. Haywire Camp Rd is finished. Dumpster issues with big loads being dumped. Suggestion to charge fee if a pick-up load or more is dumped at one time.

**Sleepy Valley Loop Bridge** - Nothing new at this time. Board has the committee's recommendation.

**Cemetery** No report.

**Building permits** - Permit for filling and grading Schich River Rd

## **OLD BUSINESS**

**Town Assessor** Two firms interviewed. Schnautz and Chimney Rock. Discussion on interviews. Motion to proceed with Schnautz. Motion Scott, Second Steve, Motion carried.

Ray Perella spoke regarding his services. Ray was paid through May. All the work is done at Board of Review. No work is done after the Board of Review until the new year.

## **New Business**

**Town Building Permit** Will be referred to next month agenda.



Budget meeting scheduled for November 16, 2011 at 7:00 at the town hall  
Next regular scheduled meeting is December 13, 2011 at 6:30 at the town hall

Motion to adjourn. Motion-Steve, Second-Scott, Motion Carried  
Meeting adjourned at 7:20 pm.

Submitted by,  
Tracy Ruppe, Clerk

cc: Tom, Scott, Steve Denise, Book, Web

Town of Lakeside Public Hearing & Special Town Meeting 7:00 November 16, 2011

Meeting called to order by Chairman Tom Johnson at 7:05 p.m.

The purpose of the meeting is to approve the budget for the 2012 year.

Motion to approve the budget as presented. Motion by Kathy Johnson, Second by Scott Luostari, Motion carried unanimous. 9 aye, 0 nay.

The purpose of this meeting is to also approve the tax levy at \$99,553 which is the maximum allowed levy increase.

Motion to adopt the levy as presented. Motion Kathy Johnson, Seconds, Steve Castleberry Jr. Motion carried unanimous. 9 aye, 0 nay.

Motion to adjourn. Motion Nova Nordrum, Second Scott Luostari, Motion carried.  
Meeting adjourned 7:10 pm

Respectfully submitted,  
Tracy Ruppe, Clerk

Those present: Tom, Scott, Steve, Tracy, Denise, Kathy, Bob, Nova, Mark

Meeting called to order by Chairman Tom Johnson at 6:40 pm.

**Roll Call** Scott, Tom, Steve late due to work. Others present: Denise Rajala, Nova Nordrum, Mark Saari, Ted Helin, James Magerl, Tracy Ruppe.

**County Supervisor:** Report sent from Kay Johnson. Kay is running for the County Board in April. Updates on the County include the Executive Committee is working on the committee structure and how often they should meet after the election reducing the Supervisors from 28 to 21. Attached is a page from Bill 180 in which the state is installing cameras on Highways to help the state with weather conditions in outlying areas. This will also help the County. Highway F is done. The County is working on a task force to look into the Jail.

**Approval of Minutes:**

Motion to accept the minutes of the November 2, 2011 budget meeting as presented. Motion-Scott, Second-Tom, Motion Carried.

Motion to accept the minutes of the November 16, 2011 budget hearing and special meeting as presented. Motion-Scott, Second-Tom, Motion Carried.

Motion to accept the minutes of the November 8, 2011 meeting as presented. Motion-Tom, Second-Scott, Motion Carried.

**Treasurer's report** Motion to accept the November treasurer's report as presented. Motion-Tom, Second-Scott, Motion Carried.

**Confirmation of November bills** listing check 19407 through 19455 and automatic transfers. Motion to accept the confirmation as presented. Motion-Tom, Second-Scott, Motion Carried.

**Bills for payment** Motion to accept bills for payment as presented and adding the payment to Walt Moss Trucking Check # 19486. Motion-Scott, Second-Steve Motion Carried.

**CORRESPONDENCE**

Notice of Continuing Education WIS Line, insurance deductible increase, Zoning Committee Meeting was Dec 6, 2011, notice of logging sale - Bardon Creek, Joint Powers Agreement 911 was signed, Superior Days donation request placed on file, permits- Steve Collins, public land for sale in Lakeside.

**DEPARTMENT AND COMMITTEE REPORTS**

**Fire Department/First Responder** Two mutual aid accidents. We are currently working on a radio grant. We hosted the November association meeting. An election committee has been set up for the association. A Town Hall meeting is being set up sometime in March for local department representation to speak about training and certification requirements. Parkland tower paperwork has been finalized. Any equipment from Homeland Security Grants in the

past cannot be sold. Need to bring forward any request for retirement to the annual meeting before the next budget process begins.

**FD Auxiliary** No report. Members are needed.

**Town Plan** A post card will be sent to residents regarding reconvening the meetings. No meeting date has been set yet.

**Town Employee/roads:** The truck is fixed. We are sanding as needed. Sign reflectivity inventory is needed for plan on replacing signs. Bob has requested unemployment. There has been no discussion on layoffs. He retired as of the end of 2010 and was rehired to work part time up to 16 hours per week. Discussion took place on the work at the cemetery. A posting for a part time person will be added to the web site.

**Sleepy Valley Loop Bridge** – No report until possibly May.

**Cemetery** Denise will get label for cards. Robyn Berglund is the contact for the cemetery.

**Building permits** – Permit for Collins for an accessory building. A hearing will be scheduled to for changing the vision clearance triangle.

## **OLD BUSINESS**

**Town Building Permit** referred to next month.

## **New Business**

**Equipment** The town is looking for a tandem truck and plow. Special meeting will be held to discuss the purchase of a truck with a down payment and loan. Board meeting will be moved to 6:00 with the special meeting immediately following.

**Refinance Loan** Motion to refinance the grader loan. Motion/Tom, Second/Scott, Motion carried.

**Appointment of Election Officials** Resolution appointing five election officials to a two year term. The Officials will be Lila Ronn, Maxine Magerl, Earl Granroth, Katie Castleberry, Nova Nordrum.

## **Other**

Weather stripping for doors is needed.

Declare a snow emergency for snow four inches or more. Resolution is indefinite.

Bonding - Denise has a problem getting bonded for tax collections. County collects taxes and Denise tracks specials. An ordinance will be presented in January exempting the bonding.

Discuss Annual report at January meeting.

Next regular scheduled meeting is January 10, 2011 at 6:00 at the town hall  
Special meeting discussing equipment to be held immediately following the board meeting.

Motion to adjourn. Motion-Scott, Second-Tom, Motion Carried  
Meeting adjourned at 8:08 pm.

Submitted by,  
Tracy Ruppe, Clerk

cc: Tom, Scott, Steve Denise, Book, Web