

Town of Lakeside

Special Town Board Meeting Minutes: Date: August 19, 2025: Location: Lakeside Town Hall

1. Call to Order

The meeting was called to order at 6:33 p.m. by Supervisor Gerald Tutor

2. Roll Call

Present: Supervisor Mary Peterson, Supervisor Gerald Tutor, Clerk Jon Winter, Treasurer Joanne O'Hara

3. Appointment of New Town Chairperson

Supervisor Peterson made a motion to appoint a new Town Chairperson, and Supervisor Tutor seconded. Motion Carried.

Treasurer O'Hara opened two letters of interest in becoming the new Town Chairperson—one letter from Gary Peterson and one letter from Tim Johnson. O'Hara also submitted a letter from herself endorsing Gary Peterson. O'Hara read the letters to the public after the Supervisors and Clerk read the letters.

Supervisor Gerald Tutor made a motion for Gary Peterson to fill the vacant position of Town Chairperson for the remainder of the unexpired term, pursuant to Wisconsin Statute 17.25(1). Second by Clerk Winter. Motion carried. (Mary Peterson abstained due to a conflict of interest)

Gary Peterson was sworn in as Town Chairperson and took over the meeting. Chairperson Peterson addressed the board briefly. He stated that he would like to bring communication and total honesty to this board. If we work together, things will go a lot better than they have in the past, and I would like to communicate by group text.

4. Approval of Prior Month's Minutes

Motion by Tutor Second Mary Peterson: Motion carried

5. Treasurer's Report

Treasurer Joanne O'Hara presented the financial report, including: Checking \$79,217.68, Savings \$154,207.19 for a total of \$233,425.07. All other money markets total \$209,344.57. Motion by Tutor, Second by Mary Peterson: Motion carried

6. Confirmation of Previous Month's Bills

Motion by Mary Peterson, Second by Tutor: Motion carried

7. Current Bills for Payment

Motion by Tutor, Second by Mary Peterson: Motion carried

8. Correspondence

Sheriff's call log report. We will post the call log online with the minutes and on the collection site bulletin board.

Received bids for floor refinishing and roofing for re-screwing the Town Hall building roof and a new roof on the pavilion. Need to get additional roofing bids. These will be taken up on next month's agenda.

Received contract pricing for propane. Need to send out requests for bids for propane, on-road, and off-road diesel.

Information for the costs for Mark to have his 2023 income taxes redone because of accounting errors with payroll and W2s.

One member of the public commented briefly on the fire engine discussion. No other public comments were made. The board reminded attendees of the two-minute limit per speaker.

Department and Committee Reports

9. County Supervisor: Written report submitted. Few county meetings held in July. The report included upcoming meetings.

(Public comment was skipped in the agenda and circled back to at this time.)

Public Comment

Ted Helin asked Gary Peterson if there would be any concerns for both Gary and his wife, Mary, serving on the board. Gary responded that he didn't think it looked good; however, felt it would not cause any issues, and if there were issues that came up, they could be addressed at that time.

10. Town Board

No additional items discussed.

11. Fire Department and First Responders: No report

12. Town Employees and Roads

Routine maintenance continues with grading and hauling gravel on roads. The new property owner has concerns about Colby Road. There was a discussion on road maps and mileage information. Gary Peterson will obtain maps from the state that include road mileage information. The Walsh road culvert was discussed, and the road should be reopened. Walsh Road will be on the agenda for the August 26th Special Town Board meeting. Mark clarified road agreements with the Towns of Amnicon and Maple.

Took up reimbursement to Mark because of accounting mistakes related to 2023 payroll and W2 reporting, resulting in having to have his taxes redone. \$150 Tax preparation, \$499 Federal Tax, \$279 State Tax. Motion by Tutor, Second by Mary Peterson. Motion Carried.

13. Building Permits and Zoning

Two permits were issued for Jeremy & Nicky Gronski—one permit for a porch and the second one for a garage.

Old Business

14. Fire Engine:

Chairperson Gary Peterson led a discussion on the current truck and the reasons for replacement, suggesting a meeting with the Fire Department to discuss in more detail. Gary mentioned the option of having fire districts.

15. Security Cameras

Clerk Winter provided an update that additional bids are still to be gathered. The purpose is to replace the current NVR/Network Video Recorder because of its age and limited capacity. Current cameras will be used if possible. Replace one camera on the north side of the building, add one camera for a better view of the collection site, and reposition one camera. The new NVR would have a capacity of up to 16 cameras, with 8 initially in use, allowing for future additional cameras as needed.

16. Town Audit

Treasurer O'Hara gave an update. Had to request information from one vendor because the secure email expired. O'Hara stated the more leg work she does for the accountant the less work for the auditor and the more years of audit we will be able to afford with our current audit funds available.

17. Full-Time Employee Contract:

Mark has a draft of a contract. Chairperson Gary Peterson questioned the need for a contract and whether Mark wants a contract. Clerk Winter suggested that the need for a contract stems from the requirement for a document that clearly outlines the employment details, including pay, benefits, and duties. Supervisors Tutor stated that the contract intended to establish a timeline that includes 1 year following the board year elections. A suggestion was made to review the contract at budget time.

18. Website and Accounting System Updates

Clerk Winter stated that while the change to QuickBooks Online and Gusto Payroll was a good first step in creating a sound accounting system, there may be better solutions, such as Town Hall Software out of Hayward, that are geared just toward Wisconsin Town and Village government accounting, including Wisconsin Form C/CT completion. Clerk Winter is also looking at the website solution that many other Towns and Villages in Wisconsin, including Douglas County, use. These may be the best solutions for a future Town of Lakeside Clerk.

19. Cemetery Fees and Maintenance

Discussion on offer from Todd Bitner to take over maintenance of the cemetery. The Town has hired for this position. Reviewed the current fee structure and discussed the increases.

New Business

20. Fourth Authorized Signer for Town Checks

Motion to designate Supervisor Gerald Tutor as a fourth backup check signer. Motion by Chairperson Gary Peterson, seconded by Mary Peterson. Motion Carried. Treasurer O'Hara will contact the bank regarding changes to add Gary Peterson as Town Chairperson and Gerald Tutor as the fourth backup check signer.

Future Business for Next Meeting

Chairperson Gary Peterson will create a list of agenda items. Clerk Winter will add the following for September: bids for flooring, roofs, and propane/fuel oil.

Treasurer O'Hara mentioned that Scott had returned keys to Clerk Winter; two of the three keys were old and no longer worked.

Ted Helin brought up that Scott still represents us at the county level. Supervisor Tutor mentioned Scott represents other Towns also. Chairperson Gary Peterson noted that changes can be made at voting time, and Clerk Winter mentioned that Scott will be up for the county board election next year.

Special Town Board Meeting: Tuesday, August 26, 2025, at 6:00 p.m., Walsh Road & Lakeside Town Hall

Next Regular Board Meeting: Tuesday, September 9, 2025, at 6:30 p.m., Lakeside Town Hall

Meeting Adjournment

Motion to adjourn made by Supervisor Mary Peterson, second by Supervisor Tutor. Meeting adjourned at 7:58 pm.

Respectfully submitted,

Jon Winter, Clerk

Dated: August 23, 2025

Members of the public who were present and signed in

Mark Saari	Vicki Karas	Tom Karas
Kevin O'Hara	Dan Saari	Scott Meteraud
Gary Peterson	Elena Shaw	Suzie Abrahamson
Tim Johnson	Chase Carson	Arlene Erickson
Katie Skaw	Michael Skaw	Susan Abrahamson
Ted Helin	Barb Helin	Josiah Johnson



DOUGLAS COUNTY SHERIFFS OFFICE

CAD Call Address History, by Date Reported

Date: 07/02/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
08:28:41 07/02/25	AMBULANCE	3684 S PINE CENTRAL RD	LAKESIDE

Date: 07/05/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
23:47:09 07/05/25	FIREWORKS COMPL	2244 S MIDDLE RIVER RD	LAKESIDE

Date: 07/06/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
14:18:59 07/06/25	INCOMPLETE 911	8159 E OLD HWY 13	LAKESIDE

Date: 07/08/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
09:16:19 07/08/25	FRAUD	8492 E HY 13	LAKESIDE

Date: 07/14/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
21:11:25 07/14/25	ACC HIT & RUN	8909 E HY 13	LAKESIDE

Date: 07/18/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
08:09:00 07/18/25	LIFT ASSIST	9417 E ERICKSON RD	LAKESIDE

Date: 07/19/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
02:18:55 07/19/25	ANIMAL COMPLAIN	E HY 13 & S AMNICON RIVER RD	LAKESIDE
22:56:34 07/19/25	ACC HIT & RUN	END OF MIDDLE RIVER RD	LAKESIDE

Date: 07/20/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
08:11:39 07/20/25	DAMAGE/PROPERTY	2244 S MIDDLE RIVER RD	LAKESIDE
16:01:05 07/20/25	ANIMAL COMPLAIN	3534 S 22 RD	LAKESIDE
21:20:35 07/20/25	TRAFFIC PROBLEM	S AMNICON RIVER RD & E HY 13	LAKESIDE

Date: 07/22/25

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
19:06:56 07/22/25	ATMPT TO LOCATE	DAVIS DR & HY 13	LAKESIDE
Date: 07/24/25			
<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
15:28:36 07/24/25	GAS LINE	2859 S MERILA RD	LAKESIDE
Date: 07/25/25			
<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
21:25:14 07/25/25	TRAFFIC COMP	2244 S MIDDLE RIVER RD	LAKESIDE
Date: 07/27/25			
<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
17:26:35 07/27/25	FIGHT	9217 E HY 13	LAKESIDE
Date: 07/31/25			
<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>City</u>
16:24:12 07/31/25	ARTICLE FOUND	7469 E HY 13	LAKESIDE

Report Includes:

All dates between `00:00:00 07/01/25` and `00:00:00 08/01/25`, All nature of incidents, All addresses, All cities matching `LAK`, Exclude cancelled calls (Y/N) matching `N`