

Town of Lakeside, Douglas County, WI

Regular Town Board Meeting Minutes – October 14, 2025 – 6:30 p.m. – Lakeside Town Hall

1. Call to Order

Supervisor Gerald Tutor called the meeting to order at 6:32 p.m. in the absence of Chairperson Gary Peterson.

2. Roll Call

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

Absent: Chairperson Gary Peterson.

Members of the public present signed the list at the end of these minutes.

3. Approval of Prior Month's Minutes

Copies of the September 9, 2025, regular meeting minutes were distributed.

Motion: Mary Peterson moved to approve the minutes as presented. Second: Tutor. Motion carried.

4. Treasurer's Report

Treasurer Joanne O'Hara reported the following balances:

Checking Account: \$20,317.78, Savings Account: \$218,893.70, Total: \$239,211.48, Other Money Market Accounts: \$209,412.80

Motion: Mary Peterson moved to accept the Treasurer's Report. Second: Tutor. Motion carried.

5. Confirmation of Previous Month's Bills

Checks #25079-25084 totaling \$5,550.54 were reviewed.

Motion: Tutor moved to confirm payment of the previous month's bills. Second: Mary Peterson.

Motion carried.

6. Current Bills for Payment

Board members reviewed current bills and found them in order, except for the Invoice to Int'l League of Cities, which had a check voided. Checks #25085-25102, voided #25091 totaling \$8,113.91.

Motion: Mary Peterson, Second: Tutor. Motion carried.

7. Correspondence

Clerk Jon Winter summarized correspondence received:

None received. Noted the Sheriff's Department Report has been posted at the collection site and on the website. To comply with state law, the department's report now redacts address numbers.

Brief Public Comment

Public comments were invited.

None

8. County Supervisor Report

Report submitted by County Supervisor Scott Luostari and read by Clerk Winter.

Supervisor Tutor stated that the report was received from County Supervisor Scott Luostari and offered it to anyone who wanted to read it. The report contains information on upcoming public hearings and county board and committee meetings. (Note: County report included at the end of these minutes).

9. Town Board

Mary Peterson asked if people had received the snowplowing letters. They have been mailed with returns coming in.

10. Fire Department and First Responders

Report by Fire Chief Nova Nordrum: 3 calls, including a gas smell, an auto accident, and a co-alarm. Turn-out gear was received; however, the wrong color was sent and will be exchanged. A peer support group is under discussion for formation in Douglas County. The Lakeside Auxiliary Fund would donate \$500 toward the group's startup costs. There were no objections from the Town Board. Participated in fire safety in schools this past week. Reminder to vacuum detectors, check expiration dates, and change batteries of smoke detectors and carbon monoxide alarms. Use care when using electric heaters, and also get the chimney cleaned. Supervisor Tutor asked if there was any follow-up on the bus accident. Chief Nordrum stated that she had not yet followed up with Parkland. There were no injuries reported. Replacement of radios, including portables, mobiles, and base stations. There is a grant that needs to be filed by the end of the year. Our current estimate for costs is \$73,500 if we get all the radios we need.

11. Town Employees and Roads

Report by Mark Saari on current and planned road work. Grading roads, spreading, and now graveling roads. Did road work up at the cemetery. Supervisor Tutor asked about mowing one more time.

12. Building Permits and Zoning Issues

One driveway permit on Devries Road. After the discussion, it was unclear whether the property was within the road right-of-way to pass the permit. Need additional information for approval.

Old Business

13. Fire Engine – Deferred. No action or discussion this month. Item remains pending; RFP not yet initiated.

14. Security Cameras – Deferred pending roof repair cost estimates.

15. Town Audit – Treasurer Joanne O'Hara reported she is looking for a couple of items that are needed.

16. Website and Accounting System Updates – Clerk Jon Winter gave an update on the accounting system, which is using QuickBooks, and is working fine; however, they are looking to replace the current payroll integration with a different one. Reviewed three systems this past week, and one looks very promising. I will schedule another online meeting with that company. Also reviewed Workhorse software; however, pricing is very high, and TownHall software has not responded to emails or phone messages. Been working with the Wisconsin Department of Revenue to correct CT for 2024 regarding incorrect information reported for total cash and debt service payment in the 2023 CT. Those adjustments were made per the Department of Revenue's recommendation. In the process, I completed a complete reconstruction of the 2024 books, and the 2024 form CT has now been amended.

For the website update, I created an RFP for web companies to respond to. Suggested it could be sent out as is, or that a committee, including town residents, could review the RFP and make

suggestions. The current site is HTML-based, with a desire to move to a CMS-based website that is easy to update in a web browser. The board recommended sending out the RFP to gather pricing and options.

17. Cemetery Fees and Maintenance – Will be discussed during the budget meeting.

18. Flooring Bids – Discussion involved the need to get updated bids since they are more than 60 days old, and Clerk Winter will try to find a 3rd bid. Find out who did the Hall at Amnicon. Bids are for the main hall, kitchen, entryway area, and restrooms. Not for office or storage room.

19. Roof Bids – Waiting on insurance adjuster to visit and review.

20. Oil and Propane Bids – Requests were sent out to four companies, with responses from Como and Midland. For propane, Midland Services offers 5,000 gallons at \$1.34 per gallon with no additional fees. For diesel Midland price is \$0.40 per gallon over rack, plus applicable taxes. Como for diesel is \$0.35 per gallon over rack plus taxes/fees. Motion by Supervisor Tutor to accept Midland Services for both Propane and Diesel. Second by Mary Peterson, Motion Carried.

21. Walsh Road – Chairperson Gary Peterson is working on the paperwork to discontinue road section.

New Business

22. Painting Bollards/Pillars – Painting bollards and the roof on the fuel tank. Mark was asked to talk with Scott Meteraud about painting. If Scott is not interested, Supervisor Tutor said he may do it.

23. Town Files and Storage – Supervisor Mary Peterson suggested the files should all be downstairs in the office or in the storage room. Clerk Jon Winter also showed a file storage box. Files related to employees and elections have to be locked. Treasurer O'Hara mentioned she hopes to get some good-condition used file cabinets.

Future Business for Next Meeting

No Parking Signs for in front of Firehall Doors – Clerk Winter will look into these

Adjournment

Motion: Tutor moved to adjourn. Second: Mary Peterson. Motion carried.

Meeting adjourned at 7:48 pm

Next Meetings

Budget Workshop: October 23, 2025 – 6:00 p.m.

Public Hearing and Special Town Meeting of Electors: TBD

Regular Town Board Meeting: November 11, 2025 – 6:30 p.m.

All to be held at the Lakeside Town Hall.

Respectfully submitted,

Jon Winter, Clerk

October 19, 2025

Members of the public in attendance and signed in

Mark Saari	Luann Teige	Heather Helget
Nova Nordrum	Carrie Dunbar	Dan Saari
Martin Pflug		

County Supervisors Report

Good evening everyone,

The county board meets this Thursday, October 16th, on the agenda is presentations from Douglas County Sheriff Matt Izzard. He will be talking about sheriff department data and statistics and a general department update. Representative Angela Stroud will also be there to talk politics and issues in the state. Also there will be a public hearing regarding progress of the current Community Development Block Grant small cities program. Kim Gifford from Northwest Regional Development Planning commission will conduct the hearing. The board will get a report from the county administrator on current staffing and employment and the budget. County board chair report will include the government center lease, administrator hiring progress, Superior days update, and an update on Forestry and fairgrounds. The board will meet on October 28th to pass the budget for 2026, the next regular meeting is scheduled for November 20th, 2025.

The transportation committee did not meet this month as the committee had no action items on the agenda. A couple of project updates: CTH Z project; pipes are in, box culvert is scheduled for installation this week. CTH W Nemadji bridge is on schedule. Sheet piling on south side of bridge and rip rap placing in next week or two and deck pouring and paving of approaches also in next couple of weeks. The crews are still brushing and mowing on county highways and crack filling. They are mixing salt sand and preparing plow trucks for winter maintenance. From the Wisconsin DOT a project notification for CTH B to US 2 in town of Brule, tentatively scheduled for 2029.

Land and Development committee met on Monday the 13th in a special meeting to open RFP's for management of the fairgrounds. The current contracts with DHL management and Head of the Lakes management expire on December 31st. The committee received 2 proposals, each came from the current contract holders. The committee will review the proposals and meet on October 28th to discuss each proposal and decide how the county will move forward. The committee will make a recommendation and present it to the full county for approval.

Thank you,

Scott.luostari@douglascountywi.gov