

Town of Lakeside, Douglas County, Wisconsin

Regular Town Board Meeting Minutes – Wednesday, August 12, 2026 – 6:30 p.m.

1. Call to Order

Chairperson Gary Peterson called the regular Town Board meeting to order at 6:31 p.m..

2. Roll Call

Present: Gary Peterson (Chairperson), Mary Peterson (Supervisor), Gerald Tutor (Supervisor), Jon Winter (Clerk), and Joanne O'Hara (Treasurer).

3. Approval of Prior Meeting Minutes

The Board reviewed the minutes of the July 14, 2026 Regular Town Board Meeting.

Motion by Supervisor Gerald Tutor, seconded by Chairperson Gary Peterson to approve the July 14, 2026 Regular Town Board Meeting minutes. Motion carried.

4. Treasurer's Report

Treasurer Joanne O'Hara presented the monthly financial report: Checking \$90,459.28; Savings \$39,494.35; Total Checking/Savings \$129,953.63; Other Money Market Accounts \$306,123.06.

Motion by Supervisor Gerald Tutor, seconded by Supervisor Mary Peterson, to approve the Treasurer's Report. Motion carried.

The Board discussed using the remaining ARPA funds for eligible Town Hall painting expenses and potentially materials for pavilion improvements.

5. Confirmation of Previous Month's Bills

Checks 25454 through 25463 totaling \$5,996.43.

Motion by Supervisor Gerald Tutor, seconded by Chairperson Gary Peterson, to approve the previous month's bills. Motion carried.

6. Current Bills for Payment

Checks 25464 through 25491 totaling \$15,649.93 were presented for payment.

Motion by Supervisor Gerald Tutor, seconded by Supervisor Mary Peterson, to approve payment of the current bills. Motion carried.

7. Correspondence

- Douglas County Towns Association meeting at the Town of Maple on August 18, 2026, with lunch at 7:00 p.m. and the meeting at 7:30 p.m.
- Information regarding Douglas County household hazardous waste/clean sweep disposal.
- Water-quality information received.

Brief Public Comment

No separate public comment was recorded under this agenda item.

Department and Committee Reports

8. County Supervisor Report

Transportation Committee met on Wednesday, August 5th. On the agenda was 2027 county aid to bridges requests for 2027. The committee approved the Functional Classification Map, which sets boundaries for what Douglas County can apply for. Thursday August 6th, the Administration committee met. On the agenda were departmental reports, an audit report, and a generative AI policy. Informational items included ARPA funding and a formal complaint from Sheriff Izzard. Land and Development committee: there were 3 land bids approved and forwarded to the county board. The committee is looking into potential division of acreage and potential development of the Parkland industrial park. 7 tax deeded properties were appraised and will be set up for auction on Wisconsin surplus site. The county will be starting the budget process with all departments setting 2027 budgets.

9. Town Board Report

The Board discussed a driveway/culvert installed without the required Town permit. The driveway permit ordinance provides for a forfeiture of \$20 to \$100 in addition to the permit fee. The Board noted that the Town installs approved culverts when the property owner purchases the culvert and gravel, helping ensure proper grade and drainage. Motion by Supervisor Gerald Tutor, seconded by Supervisor Mary Peterson, to send the property owner a letter and copy of the ordinance requiring the permit fee and a \$100 forfeiture. Motion carried.

10. Fire Department and First Responders

No report was presented.

11. Town Employees and Roads

Road Operator Mark Saari was absent. The Board reported that road grading and maintenance continued where practical. Extremely dry conditions limited the effectiveness of grading, although selected hills, potholes, shoulders, and road crowns were being addressed.

12. Building Permits and Zoning Issues

The Board reviewed one building permit for a property off East Harrison Road. The applicant had obtained the County permit and was advised of the Town requirement to restore any Town road damage caused by construction traffic. Motion by Chairperson Gary Peterson, seconded by Supervisor Gerald Tutor, to approve the building permit. Motion carried.

Old Business

13. Town Audit

The Treasurer reported that she would wait for confirmation from the auditors before consolidating or closing any Town bank accounts.

14. Building Roof Update

The roof work is substantially complete.

New Business

15. Appointment of Additional Alternate Election Inspectors for 2026–2027 Term

The Clerk presented Mary Peterson, Jared Hendricks, Samantha Lindblad, Susan Abrahamson, and Jon Winter as additional alternate election inspectors. Jon Winter would serve only as an emergency alternate. The Clerk explained that several candidates expressed interest following the prior election and all five attended training at the Douglas County Courthouse. These appointments are in addition to the previously approved inspector roster.

Motion by Chairperson Gary Peterson, seconded by Supervisor Gerald Tutor, to appoint the five additional alternate election inspectors for the remainder of the 2026–2027 term. Motion carried.

The Board discussed recruiting interested residents more broadly, including asking for volunteers at a future Annual Town Meeting. The Clerk reviewed the political-party nomination process for the next inspector term.

16. Draft Ordinance for Election Inspector Administration, Alternate Election Inspectors, and Election Day Staffing Procedures

The Board briefly reviewed the draft ordinance concerning alternate inspectors and split-shift election staffing. Further review was postponed until the October meeting, before the November General Election.

17. Insurance Employee Assistance Program

The Chairperson reported that additional information is needed from the Town’s insurance representative. The Board agreed to revisit the Employee Assistance Program and insurance deductible options during the winter when the insurance representative can attend a meeting.

18. Snowplowing and Collection Site Letters

The Clerk presented draft letters for the 2027 snowplowing program and collection-site eligibility. The Board agreed the letters should be mailed together to reduce postage costs. The collection-site letter is intended to verify which properties have private curbside service and which should receive the collection-site special charge, currently \$125. The Board directed that the snowplowing letter clearly state that the fee covers the calendar year, January 1 through December 31, 2027, so there is no gap between fall and winter service periods.

Motion by Chairperson Gary Peterson, seconded by Supervisor Mary Peterson, to approve mailing the snowplowing and collection-site letters together after the calendar-year clarification is made. Motion carried.

Future Business

The Clerk will solicit annual propane and fuel bids from Farrell Gas, Como Oil & Propane, Superior Fuel, and Midland Services. The Board discussed proposed concrete work at the Town Hall entrance, an accessible voting drop-off area, and the fuel tank. One bid had been received, another contractor was expected to submit a bid, and additional contractors would be contacted before the Board makes a decision.

Adjournment

Motion by Supervisor Gerald Tutor, seconded by Chairperson Gary Peterson, to adjourn. Motion carried.

Meeting adjourned at 7:19 p.m.

Next Regular Town Board Meeting: Tuesday, September 8, 2026 – 6:30 p.m.

Respectfully submitted, August 29th, 2026

Jon Winter

Town Clerk

Public Attendance

Kevin O’Hara	Dan Learn	Tom Karas
Mark Cunningham	Susan Abrahamson	