

Town of Round Lake – Regular Town Board Meeting

Thursday, November 13, 2025 – 6:30 p.m.

Town Hall – 10625 N County Road A, Hayward, WI

In-person and Virtual Platform

1) Call to Order and Pledge of Allegiance

- a. Chairman Strandlund called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited. Board members present included Supervisor Jensen, Supervisor Verbeck, Supervisor Wilson, Supervisor Palmer, Clerk Leuschen, and Treasurer Palya. Approximately 17 people attended in person and 8 attended online.

2) Certification of Proper Meeting Notice

- a. Clerk Leuschen certified that the meeting notice was properly posted at the Town Hall, Recycling Center, and Town website in compliance with Wisconsin Statutes.

3) Approval/Reordering of Current Agenda

- a. Supervisor Verbeck moved to reorder the agenda by moving Item 20 (2026 Budget Preparation and Scheduling of Public Budget Hearing) to follow Item 26. Supervisor Jensen seconded. Motion carried unanimously.

4) Approval of Minutes

- a. Supervisor Wilson moved to postpone approval of the Regular Meeting minutes and October 30, 2025, Special Meeting minutes to the December Regular Board Meeting. Supervisor Jensen seconded. Motion carried unanimously.

5) Public Comment

- a. No public comments were offered.

6) Monthly Recycling Card Drawing

- a. The monthly recycling card drawing was conducted. No Board action required.

7) Road Report – Road Supervisor Doug Laier

- a. Road Supervisor Doug Laier presented his report by phone. Gravel roads were graded prior to freeze-up, mowing was completed, and leaves and rocks were cleared where needed. Gravel was hauled to various roads, and a large pile of beaver debris was removed from the culvert area on Twin Lake Road. Equipment preparation for winter continued. The new dump truck is expected to be completed by the end of November, and an International representative will evaluate the current truck for trade-in value. No Board action was taken.

8) Land Use Plan Commission Report – Chair Virginia (Jenny) Chabek

- a. LUPC Chair Chabek presented the monthly LUPC report.
 - i. The Commission recommended approval of the Sawyer County Zoning & Conservation Citation Ordinance amendment to increase citation deposit amounts.

- ii. A land use application for an accessory structure exemption at 9725 N Thunderbird Road was reviewed; the Commission recommended tabling pending clarification from Sawyer County on whether a variance is required.
 - iii. A placeholder amount of approximately \$2,100–\$2,200 was identified for the 2026 budget for potential rezoning costs for AG parcels under five acres.
 - iv. Work is beginning on the 2026 Community Survey for the Town's Comprehensive Plan update, with Vickie Palya serving as chair of the ad hoc survey committee.
- b. No Board action was taken under this item.

9) Callahan/Mud Lake District Report – Supervisor Verbeck

- a. Supervisor Verbeck reported that the lawsuit regarding District boundaries was dropped and boundaries will remain as currently defined. Committees are being formed, including a Dam Committee and a Lake Quality Committee. The District continues work on parcel assessments, including delinquent assessments. No action was taken.

10) Operator's License – Applicant: Ashleigh Magnuson

- a. Clerk Leuschen confirmed all application requirements were met. Supervisor Jensen moved to approve the operator's license for Ashleigh Magnuson, valid through July 1, 2026. Supervisor Wilson seconded. Motion carried 5–0.

11) American Birkebeiner Ski Foundation – Temporary Vehicle Access Restriction on Pit Road

- a. The Board reviewed the ABSF request to temporarily restrict vehicle access on Pit Road during the 2026 Birkie events to ensure emergency access. Discussion included signage concerns on Phipps Fire Lane to prevent vehicles from entering unplowed areas. Supervisor Wilson moved to approve the temporary restriction. Supervisor Verbeck seconded. Motion carried unanimously.

12) Sawyer County Zoning & Conservation Citation Ordinance Amendment

- a. The Board reviewed the proposed amendments to the Sawyer County Zoning & Conservation Citation Ordinance, which were forwarded to the Town for comment prior to County adoption. The amendments include updated citation deposit amounts and revisions to statutory references within the ordinance. The Town's Land Use Planning Commission has reviewed the proposed changes at its November meeting and recommended approval. Supervisor Verbeck moved to approve the County's proposed amendment to the Zoning & Conservation Citation Ordinance. Supervisor Palmer seconded the motion. Motion carried unanimously (5–0).

13) Land Use Application – 9725 N Thunderbird Road (Jason & Dana Buhs)

- a. The Board reviewed the land use application submitted by Jason and Dana Buhs for the property located at 9725 N Thunderbird Road. The request sought an accessory structure exemption, but during review by the Land Use Planning Commission, questions were raised regarding whether the proposal required a variance under Sawyer County Zoning rather than a Town-level exemption. The Commission recommended delaying action until clarification could be obtained from Sawyer County Zoning & Conservation. Mr. Jason Buhs was present and provided additional explanation regarding the structure's placement and the need for

clarification from the County. Supervisor Wilson moved to table the accessory structure exemption application and remand the matter back to the Land Use Planning Commission to work directly with Sawyer County to determine the correct permitting process. Supervisor Jensen seconded. Motion carried unanimously (5-0).

14) Louie's Landing – Request for “Slow Down” Signage / Speed Mitigation

- a. Business owner Bruce Hoffman described concerns regarding vehicle speeds where patrons cross the roadway between the bar and lakefront seating area. The Board discussed seasonal speed bumps and improved signage. Mr. Hoffman offered to pay for materials, but the Board determined the Town should fund public-safety-related improvements. Supervisor Verbeck moved to install seasonal speed bumps and additional “Slow Down” signage beginning in 2026. Supervisor Jensen seconded. Motion carried unanimously.

15) Tourism Entity Agreement with HLVCB (2026)

- a. A representative from HLVCB presented the revised Tourism Entity Agreement and Addendum 2 for 2026. Discussion included room tax distribution, website listing rotation, tourism plan submission requirements, and deadlines for special project requests. Supervisor Palmer moved to approve the revised agreement. Supervisor Jensen seconded. Motion carried 4-1.

16) Clear Lake Boat Landing Maintenance Request

- a. During this agenda item, Carol Madden, speaking on behalf of Clear Lake property owners, presented concerns regarding conditions at the Town-owned Clear Lake Boat Landing. As described in her correspondence and reiterated at the meeting, residents report that low water levels have made it increasingly difficult to launch boats. Rocks have accumulated beyond the end of the concrete launch slab, causing watercraft to bottom out before they can be floated. Some residents have attempted limited hand-removal of rocks in shallow areas, but these efforts have not resolved the issue.
- b. Supervisors Palmer and Jensen are to take the lead on the matter, including an on-site review of the landing and initiating contact with the appropriate agencies such as DNR, Sawyer County Land & Water Conservation, or other jurisdictional bodies to clarify authority and determine what steps are permissible or required for maintenance.
- c. No formal motion was made.

17) Property at 11069 W County Highway B – Health/Environmental Concerns

- a. Supervisor Wilson moved to direct the Clerk to send a letter to Sawyer County Health and Human Services requesting review of reported concerns at the property. Supervisor Jensen seconded. Motion carried unanimously.

18) CPR/AED Training Opportunities for 2026

- a. The Board discussed CPR, AED, Stop the Bleed, and wilderness first aid training opportunities. No action was taken.

19) Fire Department Report – Fire Chief Mike Schmidt

- a. Fire Chief Mike Schmidt provided the monthly report, including incident activity. No action required.

20) Clerk's Report

- a. Clerk Leuschen presented year-to-date budget reports through October 31, 2025. No action required.

21) Treasurer's Report

- a. Treasurer Palya presented the monthly financial report. No action required.

22) Approval of Checks and Vouchers

- a. Supervisor Wilson moved to approve the checks and vouchers from the month of October. Supervisor Jensen seconded. Motion carried unanimously.

23) Correspondence and Reports from Conferences, Seminars, Meetings

- a. The Board reviewed correspondence, information about possible notification systems, MuniCode codification options, and Chairman Strandlund's activity summary. No action required.

24) Future Agenda Items

- a. Items identified for future agendas included:
 - i. Health and Human Services (HHS) Health Hazard Correspondence – Follow-up on the letter requested earlier in the meeting regarding potential health or environmental concerns at a property on County Highway B.
 - ii. 2026 Budget – Continued review and modification of the draft 2026 Town Budget, including scheduling the required Public Budget Hearing and Special Meeting of the Electors.
 - iii. Additional Land Use Plan Commission Meetings – Anticipated need for extra LUPC meetings related to upcoming land use applications and comprehensive planning work.
 - iv. Additional Callahan/Mud Lake District Meetings – Continued coordination with the newly formed District committees and pending administrative matters.
 - v. Upcoming Land Use Items – Future zoning, permitting, and land use requests expected to come before both the Land Use Planning Commission and the Town Board.

25) 2026 Budget Preparation / Scheduling Public Budget Hearing

- a. After completing the remainder of the agenda, the Board returned to discussion of the 2026 draft Town Budget. The discussion continued from November 10, 2025, Budget Work Session and focused on updates made since that meeting, including revisions to Board expense lines, corrections to compensation entries, and clarifications requested by the Land Use Planning Commission regarding placeholder amounts for AG parcel rezoning. Clerk Leuschen reviewed changes made since the work session, including the correction to the Callahan/Mud Lake District representative's stipend, which had been mistakenly entered at \$600 per month instead of \$60 per meeting.
- b. Board members discussed the need for accurate detail in various budget lines, noting areas in which additional breakdowns or line-item clarification would help ensure transparency and avoid confusion among residents. The Board also discussed the timing requirements for budget completion, noticing deadlines for newspaper publication, and the statutory requirement that the Town complete its budget by December 31.

- c. Board discussion also included acknowledgment that the 2026 Public Budget Hearing could be held before the next Regular Board Meeting on December 11, 2025, tentatively around 6:00 p.m., provided the Board finalized its budget modifications in time. Clerk also noted publication deadlines for the Sawyer County Record, which closes submissions at noon on Thursdays, making it necessary to finalize any hearing notice by Thursday, November 20, 2025, to meet the required 15-day notice period under Wis. Stat. § 65.90.
- d. The Board further acknowledged that work on certain budget categories remained incomplete and that additional time would be needed to review the remaining items, including decisions related to roadwork (chip seal and seal coat needs), fire department equipment planning, and potential reserve fund allocations.
- e. The next scheduled 2026 Budget Working Session would be held on Monday, November 17, 2025, at 5:30 p.m., at which time the Board anticipates completing the remaining adjustments necessary before scheduling the Budget Hearing.
- f. No formal action was taken on this item.

26) Adjournment

With no further business, the meeting adjourned at **8:53 p.m.**

Respectfully submitted,

Frank Leuschen III

Town Clerk – Town of Round Lake

**TOWN OF ROUND LAKE
STATE OF WISCONSIN**

Jim Schultz
chairperson

Kay Nelson
supervisor

M. A. [unclear]
supervisor

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supervisor

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supervisor

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