

Town of Land O' Lakes
Town Board Meeting Minutes
November 19, 2025

I. Call to Order

Chairman Dan Balog called the meeting to order at 6pm.

II. Roll Call

Present were Chairman Dan Balog, Supervisors Sam Otterpohl and Kevin Konnow, Clerk/Treasurer Lynn Jolin and 13 Guests.

III. Pledge of Allegiance

The Pledge of Allegiance was recited.

IV. Approve or Revise Agenda

Motion to approve the agenda as printed was made by Supervisor Otterpohl, seconded by Supervisor Konnow. Motion carried unanimously.

V. Approve Minutes from Prior Meeting(s)

Supervisor Konnow made a motion to approve both the town board meeting minutes from October 15, 2025, and the special town board meeting minutes from October 21, 2025.

Motion to approve the town board meeting minutes from October 15, 2025, and the special town board meeting minutes from October 21, 2025, was made by Supervisor Konnow, seconded by Supervisor Otterpohl. Motion carried unanimously.

VI. Review and Approve Treasurer Report and Check Vouchers

Clerk/Treasurer Jolin presented the treasurer's report with the following account balances:

- General Fund: \$205,483.18
- Tax Collection Account: \$209,873.94
- BMO Money Market: \$60,739.74
- BMO Checking: \$2,609.00
- Local Government Investment Pool: \$348,690.93

Notable receipts included the Little Portage culvert reimbursement of approximately \$71,000 and state shared revenues.

Motion to pay checks #21398 through #21452 in the amount of \$203,724.35 was made by Supervisor Otterpohl, seconded by Supervisor Konnow. Motion carried unanimously.

Motion to transfer \$3,000 from the BMO Money Market into the BMO Checking was made by Supervisor Otterpohl, seconded by Supervisor Konnow. Motion carried unanimously.

Motion to pay the EFT BMO credit card payment of \$2,150.67 was made by Supervisor Konnow, seconded by Supervisor Otterpohl. Motion carried unanimously.

VII. Open issues

a) Big Portage Lake Boat Landing

Supervisor Otterpohl reported that the previous quote for the boat landing had incorrect dimensions for the cement landing. The original dimensions were 10 feet by 14 feet by 4 inches, which was deemed too large. After further evaluation, the new dimensions will be 4 feet by 12 feet by 6 inches thick, similar to Black Oak's landing.

Supervisor Otterpohl explained that he needs to meet with the DNR water specialist, Vicky, to get the revised plans approved. He also proposed extending the concrete ramp all the way up to the parking lot to address current issues with the blacktop breaking up and washouts. The project is planned for spring, though it was noted that it wasn't specifically budgeted for and might cost more than \$20,000, potentially requiring it to be put out for bids.

b) Public Art Projects

Jan Turner from the Public Art Program presented three projects:

- Double Dutch Sculpture: Already installed behind the museum a couple of months ago. The paperwork was presented to formalize the previously completed installation.
- Trash Receptacles: The mosaic work is complete, but the group is waiting for the welding to be finished on the receptacles. Three receptacles are ready for painting, with one still being completed. Installation is expected in spring.
- Rotating Sculpture Program: A new initiative modeled after Eau Claire's program (the largest rotating sculpture program in the country). The program would involve placing sculptures at various locations throughout town, which would be changed every year on a three-year cycle. The presenters explained that this would require funding (approximately \$30,000) and would need sponsors. They have begun discussions with potential sponsors but wanted board approval before proceeding further.

The sculptures would come from a catalog of 70-80 options, would be installed on a permanent bases, and could potentially be purchased permanently if desired. The program aims to attract tourists and enhance the town's aesthetic appeal.

Motion to approve moving forward with the sculpture program was made by Chairman Balog, seconded by Supervisor Konnowl. Motion carried unanimously.

Motion to approve the Double Dutch project was made by Supervisor Konnow, seconded by Supervisor Otterpohl. Motion carried unanimously.

Motion to approve the mosaic trash and recycling receptacles was made by Supervisor Konnow, seconded by Supervisor Otterpohl. Motion carried unanimously.

c) Library Board Re-appointment

A letter was presented regarding the reappointment of a library board member.

Motion to reappoint Bernie Heindl to the library board effective the current date was made by Chairman Balog, seconded by Supervisor Konnow. Motion carried unanimously.

d) Library Programs & Activities

Shelly Knaack, Library Director, presented upcoming library events:

- Ornament workshop on November 29th from 11am to 1pm
- Cookie decorating on December 4th at 11am (pre-registration required)
- Gift wrapping socials on December 9th at 11am and December 18th at 1pm
- Christmas movie showing on December 11th at 1pm

Shelly noted that all events are free and open to the public. She distributed calendars for November and December and shared the Friends of the Library newsletter, which serves as their main fundraiser.

VIII. New business

a)Draft Sanitary District Ordinance Private Well Abandonment & Well Operation Permit

Casey Vold from the Sanitary District explained that the draft ordinance combines existing ordinances and adds language required by the DNR. The ordinance states that within the sanitary district limits, permits are not issued for portable water use from private wells, though permits may be issued for irrigation, minnows, and other specific purposes.

Casey noted that the draft needed town board approval before being submitted to the DNR, after which it would return for formal adoption.

Motion to approve moving forward with the draft ordinance through the DNR was made by Chairman Balog, seconded by Supervisor Otterpohl. Motion carried unanimously.

b) Quote for Blow-in Insulation- Upper Level Fire Hall Building

The board reviewed a quote to add insulation to the upper level of the fire station. Currently, there is only 6-8 inches of insulation, but the plan is to blow in 24 inches. It was mentioned that the shingles have already been purchased.

Motion to accept the quote for blowing insulation in the upper level of the fire station was made by Supervisor Konnow, seconded by Chairman Balog. Motion carried unanimously.

c) Secondary Used Truck for the Town Garage

Chairman Balog explained that the Town Garage had requested a secondary vehicle, primarily for summer use when employees need to work in different parts of town

The board discussed whether existing town vehicles could be better utilized or if other equipment, such as replacing the aging 25-year-old John Deere tractor, might be a more effective use of funds.

After discussion, the board decided not to proceed with acquiring a secondary used truck at this time.

d) Update Employee Handbook

Clerk/Treasurer Jolin presented revisions to the employee handbook that would convert separate vacation, sick leave, and personal time policies into a single Paid Time Off (PTO) benefit system. The new policy would simplify timekeeping and administration.

The PTO would be based on years of service and would not roll over from year to year unless specifically approved by the town board for unforeseen circumstances. The board confirmed that the policy includes provisions for employees who leave employment to receive payment for eligible accrued PTO, though this might be withheld if an employee was fired for cause.

Motion to update the employee handbook as presented was made by Supervisor Konnow, seconded by Supervisor Otterpohl. Motion carried unanimously.

e) Sheds for the Collection Site / Recycling Center and Snowflake Ice Rink

The board discussed the need for a new shed at the recycling center as the floor of the current structure is sinking into the dirt. They also considered storage needs for the Snowflake Ice Rink, where boards and other materials are currently stored.

For the recycling center shed, the board determined that a concrete slab would be needed, but this would have to wait until spring due to weather conditions. For the ice rink materials, they discussed the possibility of moving these items to the cold storage at the town garage.

Supervisor Konnow offered to help organize volunteers to assist with moving materials when needed.

Motion to move forward in the spring with the shed project for the recycling center after obtaining quotes was made by Supervisor Otterpohl, seconded by Supervisor Konnow. Motion carried unanimously.

f) Next Meeting Date for the Town Board is Wed. December 17th, 2025 at 6pm

The next meeting date was confirmed for December 17, 2025, at 6pm.

IX. Public Input- Limited to Items on the Agenda

There was no public input.

X. Adjournment

Motion to adjourn at 6:51pm was made by Chairman Balog, seconded by Supervisor Otterpohl. Motion carried unanimously.

Respectfully Submitted,

/s/ Lynn Jolin, Clerk/Treasurer