

Horsehead Lake Protection and Rehabilitation District No. 1

Meeting Minutes

DRAFT for approval - Regular Meeting, April 18, 2026

Prepared from the meeting recording for review and correction. Italic grey items in brackets could not be captured reliably from the recording and must be confirmed before approval.

Meeting details

Meeting type: Regular

Date: April 18, 2026

Time called to order: 9am

Location / platform: Zoom *[in person / Zoom - confirm]*

Presiding officer: Dusten Tornow *[chair - confirm]*

Recording secretary: Anthony Ellis *[secretary - confirm]*

Attendance

Commissioners present: Dusten, Tony, Dave, Lenore

Commissioners absent: *(participation in future calls to be arranged)*

Quorum: Yes (three commissioners present)

Approval of agenda

The agenda was approved. Dave Motioned, Tony Seconded *[Confirm mover, seconder, and vote result.]*

Approval of previous minutes

The minutes of the November 15, 2025 meeting were tabled to June 2026 meeting, Dusten made a motion and Tony Seconded, approved unanimously. *[Confirm mover, seconder, and vote result.]*

Treasurer's report

- Dave reported period 2 finances total expense of \$16,820 and income of \$32,586.
- Dave reported draft FY 26-27 budget.
- Dave requested consideration of changing fiscal year to end August 31, vs December 31. Tony to consult with CPA firm to find impacts on tax forms PC-505 which is due November 15 of each year.
- Dave also reported he updated the treasurers duties and that the audit was completed.
- *[Confirm whether a motion to accept the treasurer's report was made.]*

Aerator operations report

- Dave reported that the spring shutdown was successful and no issues reported
- Installed lockboxes: codes are not shared for security.
- Corrosion at outlets and breakers need to be handled
- Dave also reported he updated the treasurers duties and that the audit was completed.

Administrative, Subcommittee and Old business

1. **Google Drive:**
2. **Subcommittee Charters:**
3. **Commissioner Job Descriptions:** Dusten to create shared calendar for accountability
4. **Lake Management Plan:** On track and proposal for 2027 to DNR (Scott Van Egeren) (\$15k data collection + minor revisions; avoid full \$25k redo); currently plan working (aerator/DO/fishery improvements).
5. **Website Subcommittee** (Dustin, Kirsten, Tracy/Alan Hogum, James Water): focus info-only; current site hard to manage/insecure. Evaluating 5 platforms; front-runner lakekit.net (Wisconsin Lakes project, \$125-175/yr, managed WordPress, ADA progress, peers like Samoma/Newbold). Recommendation at annual meeting; archive old content to Google Drive. Separate Facebook group (Tracy leading; social/sharing, no district liability/firewall); link newsletters/website/email.

New business

1. **Citizens' Concerns::** Crow Rd property (LT177-6, tax district lot) administrative permit for motorcycle/snowmobile repair (1 lot off water). Neighbors cite noise/light/lake pollution risks (fuels, oils); town board extended review to May 9 meeting; potential appeal to conditional use. **Consensus:** Lake District stays neutral (no land use jurisdiction; zoned recreational allows it); defer to town/county/DNR
2. **Discontinue physical mailings** (costly); final spring edition announces shift to email/website/Facebook share. Dustin preparing spring newsletter with language. Tracy to launch FaceBook page.
3. **Town/County Comments (Lenore)** Enhancement Ordinance: Horsehead Lake covered (original 2004 + 2024 amendment adds border lakes: Bearskin, Elva, Birch); no changes needed; sign at boat launch exists. State bills (e.g., 10.33) preserve local control; no depth req elsewhere.
4. **Oneida County:** Ordinance amendment for viewing corridors (30% shoreline; no clear-cutting, keep 5"+ DBH trees like Vilas Co.); remove vague landscaping language; pushback from counsel.
5. **Wisconsin Lakes Convention:** Recommends in-person Wisconsin Lakes Convention attendance.

Action items

#	Action	Owner	Target	Status
1	Develop a framework for the commissioner handoff process	Tony	~~April meeting~~ June meeting	<i>Delayed</i>
2	Draft secretary job description, calendar of events, and procedures	Tony	~~April meeting~~ June meeting	<i>Delayed</i>
3	Send treasurer documentation and process to Tony for review	Dave	Before April	<i>Done</i>
4	Obtain three CPA firm quotes for annual audit services	Tony	April meeting	<i>Open</i>
5	Turn on and verify aerators over the weekend (before Monday)	Dave	Nov 15-17, 2025	<i>Done</i>
6	Create master project spreadsheet (dates, tasks, ownership, multi-year timeline) in Google Sheets, shared to the Lake Association account	Tony	Before April	<i>Open</i>
7	Create bid-submission webpage with contact information	Dusten	Before bid placement	<i>[]</i>
8	Carve out the AIS survey document from the lake plan; send to Dave and Tony	Dusten	Before bid placement	<i>[]</i>
9	Contact the Lakeland Times re: bid placement and best practices for AIS early-season survey	Tony	Before bid placement	<i>[]</i>
10	Place public bid requests: AIS early-season survey, weed harvesting, aerator maintenance, 2027 Lake Study	Dave	Early 2026	<i>[]</i>
11	Contact Andrew McFerrin re: aquatic plant management services and capabilities	Dusten	Open	<i>[]</i>
12	Contact Kevin re: joining commissioner calls or sending written summaries before meetings	Dusten	Open	<i>[]</i>
13	Monitor lake ice conditions and check aerator operation	Tony	Ongoing (winter)	<i>[]</i>
14	Compare Zoom vs Google Meet costs; circulate by email	Dusten	Before April	<i>[]</i>
15	Send the fall newsletter by mail and electronic distribution	Tony	Fall 2025	<i>[]</i>
16	Form technology subcommittee with James and others; evaluate ADA compliance and migration; report in April	Dusten	April meeting	<i>[]</i>
17	Organize weed harvesting assessment volunteers for next year	Dusten	2026 season	<i>[]</i>
18	Quotes and operation of PO box	Tony	June meeting	<i>[]</i>
19	Onieda tax email for addresses	Tony	June meeting	<i>[]</i>
20	CPA audit quotes for HLPRD reporting	Tony	June meeting	<i>[]</i>

Next meeting

Date / time: June 27 2026 / 9AM *[confirm date and time]*

Location / platform: Zoom and on site *[confirm]*

Adjournment

The meeting was adjourned following discussion. *[Confirm time adjourned and the motion to adjourn: mover, seconder, result.]*

Submitted and approved

Respectfully submitted,

Anthony Ellis,
Anthony Ellis, Secretary

Approved at the *[June 2026]* meeting: _____

Additionally approving minutes will accept the treasurer's report in the April's meeting.