

Horsehead Lake Protection and Rehabilitation District No. 1

Meeting Minutes

DRAFT for approval - Regular Meeting, 6/28/2026 *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: 6/28/2026

Time called to order: 9:04 am

Location / platform: zoom

Presiding officer: Dusten Tornow

Recording secretary: Kevin Collins

Commissioners present: Dusten Tornow, Tony Ellis, Dave Averbeck, Kevin Collins, Dan Hess

Commissioners absent: Stephanie Sowatzka

Quorum: Yes (three commissioners present)

Approval of agenda

The agenda was approved. Dave motioned to approve, Tony seconded, all approved.

Approval of previous minutes

The minutes of the November 15 2025 meeting were approved. Motion to approve by Dave, Tony seconded.

The minutes of the April 18 2026 meeting were approved. Motion to approve by Dave, Tony seconded.

Chairperson report

- Dusten welcomed Dan Hess as the Oneida County representative to HLPRD committee. Dan lives in Newbold, retired after 33 years with law enforcement. He is also on the Newbold and District 10 supervisors committees. He has fished Horsehead Lake as a kid.
- Tony has tended his resignation as commissioner and Kevin has agreed to step into Tony's role. Dusten accepted Tony's resignation. Dusten called for a motion to accept Kevin as a commissioner. Dan motioned and Dave seconded, Motion passed.
- AI usage policy presented by Dusten. Kevin asked that we defer AI policy discussion.
- Action tracker was deferred to next meeting.

Secretary's report

- Dusten gave Tony a chance to comment on anything he has outstanding. Tony indicated that he felt that one standardized thing should be a PO mailbox so we have a common way of receiving mail. Kevin voiced his concern that as part time resident, he would not be able to access the PO Box. Dave indicated that, as treasurer, he

receives mail from the state, insurance company, department of revenue and bank. Dusten took that action to talk to the postal clerk.

- Tony also talked to Sharon at the town office to see if there is a way to store HLPDRD documents. Sharon indicated that they do have a record storage facility at the town office. Dan Hess explained his experience with open records requirements and indicated that generally 8 years should be saved. He suggested that we have a policy. Dusten will follow-up and make recommendations on records storage.
- Tony waiting for CPA auditors to get back to him regarding formal audit of HLPDRD books. He indicated that he would be willing to perform the audit function.
- Spring newsletter did not go out. Kevin motioned that we include the newsletter as the final printed newsletter with annual meeting notice, and Dusten include a paragraph in the annual cover letter of the reasons. Dave seconded. Approved. Dusten asked Kevin to send out the email on spring newsletter.
- Kevin stressed that we need to address the annual meeting requirements: cover letter, agenda, treasurer's report, last annual meeting notes.

Treasurer's report

- Dave reported that HLPDRD has 2 plans, the Aquatic Management Plan (HLAMP) and the Horsehead Lake Comprehensive Management Plan (HLCMP). . . Dave and Kevin met with Scott Van Egren (DNR) who essentially agreed that we do not need to update the HLCMP. We are currently starting the process to update the HLAMP. We do need to revise the ,The fiscal year runs September 1 to August 31. The prior-year closeout showed operating expenses below budget.
- Treasurer's report can be found in the following google drive folder as: June 2026 Treasurers Report.docx

https://drive.google.com/drive/folders/13b3bEv0kU4iA2xY61uWlJE8CUu7yu1RC?usp=drive_link
- Dave created a purchasing process for HLPDRD. File: "Purchasing Process Horsehead Lake District.pdf". Dusten was not comfortable with sub-committees getting purchasing power. He recommended that we modify to require board approval. Dave will revise document.
- Dave recommended that we retain the existing fiscal calendar rather than going to calendar year. It was decided to retain the fiscal year from Spet.1 – August 31.
- Budget proposal, File: "Draft Budget FY26 - 27.Rev1.pdf", was discussed. Kevin moved to formal approve budget, Dave seconded, All approve.

Old / unfinished business

New business

1. **Fish report:** Kevin reported crappie and northern pike are plentiful. Very little pressure by fishermen on the lake. Bluegill are small but plentiful. Lake is very clear, secchi disk readings in May, June were 8 & 8.5 feet at the deep hole.
2. **Annual meeting requirements:** Document requirements were discussed. Target date is July 1. Everyone promised to get their documents to Kevin. Dave volunteered to bring snacks. Sloan Center has been reserved. Noah Lottig was targeted as guest speaker, he creating a water temperature database for all Wisconsin lakes.

3. **2027 Lake Management Plan Committee.** Early season aquatic invasive species study was not conducted this year. We are planning on meeting the ESAIS requirement by conducting the study next year as well as plant point- intercept study and our Aquatic Plant Management plan. Dave and Kevin met with Scott Van Egren to validate our plans and schedule. Dave has gotten two vendors to submit estimates for these studies which has been included in the 2027 budget. Dusten asked Dan Hess if he knew of other vendors that performed aquatic/lake studies. The only vendor that Dan knew was Onterra. Project is on schedule. Both firms willing to do grant applications. Dusten asked if RFQ would be immediate and decision will be made by September 1.
4. **Website modernization.** Dusten, as webmaster, noted the site needs modernization to meet ADA requirements, potentially moving off WordPress. A technology subcommittee (Dusten, James Watters and others) will evaluate ADA compliance and migration options and report in April. Sub-committee recommended that we go ahead with the new company which should save some money. A facebook page was set up by Tracy Hougum to allow residents to communicate between each other.
5. **Weed harvesting.** Dave, James Watter and Kenneth Gourley(?) surveyed the lake in late June. The floating weed masses were found north of Dusten place on the west side of the lake and near the island on the east side. These are all within the allowed lake harvest areas. Dusten to contact Aquatic Plant Management to set up a harvest date. Dusten also expressed a concern about getting volunteers do the weed survey. We may need to revisit sub-committee participation requirements to reduce the work involved in getting people. Dusten also had to resubmit a permit request for a harvesting weeds.
6. **Aerator Lock Box update.** We added a real estate lock boxes to the utility area at the two aerator sites. This makes it more manageable to allow someone to turn the power breaker to the aerators. Lock box # is available from the commissioners.

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>

#	Action	Owner	Target	Status
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	[]
8	Carve out the AIS survey document from the lake plan; send to Dave and Tony	Dusten	Before bid placement	[]
9	Contact the Lakeland Times re: bid placement and best practices for AIS early-season survey	Tony	Before bid placement	[]
10	Place public bid requests: AIS early-season survey, weed harvesting, aerator maintenance, 2027 Lake Study	Dave	Early 2026	[]
11	Contact Andrew McFerrin re: aquatic plant management services and capabilities	Dusten	Open	[]
12	Monitor lake ice conditions and check aerator operation	Tony	Ongoing (winter)	[]
13	Compare Zoom vs Google Meet costs; circulate by email	Dusten	Before April	[]
14	Present options to send the fall newsletter by mail and electronic distribution at annual meeting for approval	Kevin	Fall 2025	[]
15	Form technology subcommittee with James Watters and others; evaluate ADA compliance and migration; report in April	Dusten	April meeting	[]
16	Organize weed harvesting assessment volunteers for next year	Dusten	2026 season	[]
17	Decision on operation of PO box	Dusten	Open	[]
18	Obtain latest Oneida County tax records for addresses	Kevin	7/8/26	[]
19	CPA audit quotes for HLPRD reporting	Tony	June meeting	[]
20	Make recommendations on records storage	Dusten	August	

Next meeting

Date / time: August 1, 2026 after annual meeting.

Location / platform: In-person @ Sloan Center

Adjournment

The meeting was adjourned .

Submitted and approved

Respectfully submitted,

_Kevin Collins

Kevin Collins, Secretary

Approved at the [August 1st 2026] meeting: _____