

## TOWN OF EVERGREEN

April 15, 2026

Those in attendance were Brian Melton, Bill Boyle, Rozanne Livingston, Shannon Anderson, Randy Melton, JT Gunderson, Justin Bluse, Sven Udem, Joe Romportl, Patti Tallant, Deb Parsons, Char Hedlund, Mavis Melton, Char Hedlund, Jeremiah Bowers, Kildow and Lori Skyer.

1. Call To Order  
The regular Town Board meeting was called to order on Wednesday, April 15, 2026 at 6:35 p.m. by Supervisor Melton at the Evergreen Town Hall, W8996 Carlton Rd, Spooner. The meeting was properly noticed on town posts and website.
2. Pledge of Allegiance
3. Special Announcement: Supervisor Melton announced resignation of Board Chair Gary Scalzo effective at 2:00 p.m. on April 15, 2026.
4. Approval of Agenda  
Motion by Supervisor Boyle to approve agenda as presented except allowing #9 presentation to go before reports. Second by Supervisor Melton. All in favor. Motion carried.
5. Approval of Minutes of February 23, 2026 Special Meeting and March 18, 2026 Town Board Meeting  
Motion by Boyle to approve minutes from February 23, 2026 as presented and March 18, 2026 as presented. Second by Melton. All in favor. Motion carried.
6. Property Fraud Alert Program by Washburn County Register of Deeds Jessica Hedinger. Pamphlet provided and opportunity to sign up for program.
7. Clerk's Report by Shannon Anderson  
Clerk explained change in format of agenda, minutes and board packet, packets will also be posted on website. Moving forward from election to the Board of Review hearings coming up. She will post contact information at each town post. Election report will be given under Election Report.
8. Treasurers Report  
Treasurer Livingston stated she is continue process dog licenses – which were due April 1, 2026 and will be subject to late penalties. No other items.
9. Supervisors Reports  
Supervisor Melton discussed his meetings with Washburn County Highway Department (WCHD) regarding bids/LRIP and road projects. He has been working with Randy on township projects and repairs.

Supervisor Boyle attended WTA trainings he attended along with Melton, Livingston and Anderson, completed WTA Lunch & Learn trainings and plans to attend WTA Unit Meetings at Washburn County on April 22, 2026.  
Discussion on Annual Meeting.

#### 10. Maintenance Reports

Randy Melton stated with help of Amish Machine Shed they were able to get Ditch Mower fixed. He stated the roller shaft is worn, tires on the mower tractor are in need of repair and need to get the hammer sharpened. He has been working on getting trees taken care of around the shop, getting culverts cleaned up and mixing and patching roads.

#### 11. Roads – Ongoing Projects/Open Actions

##### a. LRIP Contract through Washburn County

Supervisors gave summary; will need to be rebid. Melton has spoken with WCHD Brian Danielson about process. Motion to deny the overlay bid from Jellen to Carlton. Discussion regarding 5 years to reallocate monies. All in favor. Motion carried.

##### b. Washburn County Estimate – Greenfield Rd from Jellen to Carlton

Supervisors label this as Greenfield South Project. It has high road with deep ditches. Melton read email from WCHD Danielson; need to restore slope. Costs estimated at \$80,000. Discussion on hazard, liability. J. Bluse made statement. Tabled for further discussion.

Carlton Rd discussion of using LRIP to fix hole. How much money can be spent before a project can be bid out. Melton discussed with WCHD need to fix edges, leave road as is to shape and grind. **(ACTION ITEM: Get information from WTA on bidding projects and spending)**  
Tabled for further discussion.

##### c. Bridge Petition Guidelines & Procedures

Tabled for discussion on small structure aspect of guidelines.

#### 12. Equipment – Ongoing Projects/Open Action

##### a. Dump Truck – new purchase has not been delivered.

##### b. Mower Tractor – flat torn is worn. Bid from county would be approximately \$1000-\$1200 not including labor to fix. Motion to have WCHD fix tires by Supervisor Boyle, Melton seconded. All in favor. Motion carried.

##### c. Truck 550 – bid on used discussed; current truck needs to be replaced. **(ACTION ITEM: Obtain bids on used.)**

**(ACTION ITEM: List all equipment along with hours/mileage used in previous month. Randy to get Clerk list)**

13. Harbor Freight Account

Clerk Anderson advised approval of HF Account with board members and maintenance on account. Discussion on usage. Supervisor Boyle made motion to allocate \$1200.00 on list of items submitted to clerk by Randy Melton, seconded by Supervisor Melton. All in favor. Motion carried.

**(ACTION ITEM: Clerk Anderson will get items ordered as soon as account information is received.)**

Supervisor Melton discussed a need for air compressor. He offered township to purchase from him a large air compressor for the cost of a small compressor.

Tabled for future agenda item.

Supervisor Melton also stated need for a pressure washer in future for maintenance.

Tabled for future agenda item.

14. Part Time Worker List

Discussion on who has completed training? Who has a CDL? And liability? Currently Donny Mathews, Bill Boyle, Kildow and Bascombe are listed. Kildow stated to remove himself. Discussion on updating DLs, med card, training. What do our By-Laws state? What are our insurance requirements? Do we need to advertise for this?

Tabled for future agenda item. **(ACTION ITEM: Clerk will contact Rural Mutual Insurance regarding Insurance Requirements, obtain information on need to advertise for positions, and obtain By-Law language/Statutes on PT worker requirements)**

15. Town Board Communications

Discussion on Clerk Anderson forwarding emails she receives to all board members for review, consideration for future agenda or action needed. Supervisor stated this has been a good way to communicate, along with the board packets including emails and information to be discussed at next meeting.

16. Board of Review

- a. Open Book on May 26, 2026 from 6:30 pm to 8:30 pm
- b. Board of Review on June 2, 2026 from 6:30 pm to 8:30 pm

Clerk Anderson will be posting agendas and adding agendas to website.

17. Hazard Mitigation Planning by Washburn County Emergency Management.

Clerk Anderson stated WCEM Carol Buck cancelled the planning meeting, will update board on rescheduled planning as a resolution to adopt the plan will be needed.

18. Evergreen Clean Up Day – June 6, 2026

Discussion on posting it on town posts, website and newspaper. It will be held from 9:00 a.m. to 1:00 p.m. Dumpster has been ordered.

Tabled for future discussion.

19. Rural Mutual Insurance

Discussion on changes to increase of coverage of buildings, raising the deductible from \$1000 to \$2500. Question regarding coverage of equipment.

Motion by Supervisor Boyle to increase deductible to \$2500 for buildings, seconded by Melton. All in favor. Motion Carried. **(ACTION ITEM: Anderson to contact agent regarding change in deductible and coverage of equipment for review at future meetings.)**

20. Evergreen Election Report

Clerk Anderson thanked the chief inspectors and poll workers for the work they did. E had 390 voters. There were some minor errors which WC County Clerk stated many municipalities made the same. Error reports were forwarded to chief inspectors for their review. All equipment worked well. Badger Books were updated. Next election will be Primary Election in August.

21. Correspondence

No new correspondence to discuss.

22. Citizen Comments

- a. C. Hedlund discussed political signs are not allowed on public property and not in right-of-way of roads.
- b. D. Parsons inquired about which roads are planned to be repaired and designated roads each year. Board will continue to review plan of action for roads and update accordingly. Some delays were due to funding/grant. Supervisor Melton is attending road school by WTA to assist with planning and funding.
- c. L. Skyer asked about township email. Clerk Anderson explained [evergreenth@centurylink.net](mailto:evergreenth@centurylink.net) is official email address for township. She maintains and monitors this email. Discussed future list serve to email minutes, agenda, etc.
- d. C. Hedlund inquired about how many hours Supervisor Melton has worked for the township doing repairs, etc.

23. Town Board Annual Meeting

Motion by Supervisor Boyle to have Board set Tuesday, April 21, 2026 at 6:00 p.m. for Annual Board Meeting, seconded by Melton. Discussion - It will be necessary to set an adjourned time and date to comply with noticing and allow board time to prepare due to resignation of Chair Scalzo.

24. Review & Approve Bills

REVIEW - Discussion on setting/adding future meeting dates to agenda and minutes. Adding appointment of new Chair. Adding appointment of new Supervisor. This will be two separate meetings. Review the by-laws. Post appropriate Notices.

**NEXT MEETING SET – Town Board Meeting set for May 20, 2026 at 6:30 p.m.**

Mosaic is obtaining bids for their construction project at the hall. They have a 2 year lease. Construction is anticipated to start May or June. They sent a mailer out to residence service will be available to and urging customer to sign up sooner than later to get on the list.

**REVIEW & APPROVE BILLS**

25. Adjourn

Supervisor Boyle motion to adjourn at 8:51 p.m., seconded by Melton. All in favor.  
Motion Carried.

**MEETINGS**

**ANNUAL MEETING**

**April 21, 2026 at 6:00 p.m.**

**Future meetings to be set.**

**TOWN BOARD MEETING**

**May 20, 2026 at 6:30 p.m.**

**BOARD OF REVIEW**

**Open Book**

**May 26, 2026 from 6:30 p.m. to 8:30 p.m.**

**Board of Review**

**June 2, 2026 from 6:30 p.m. to 8:30 p.m.**

**TOWN OF EVERGREEN**  
**Town Board Meeting Agenda DRAFT**  
**May 20, 2026 – 6:30 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes – April 15, 2026
5. Clerk Report – Clerk Anderson
6. Treasurers Report – Treasurer Livingston
7. Supervisors Report
8. Road & Equipment Maintenance Report – Randy Melton
9. Roads – Ongoing Projects/Open Actions
  - a. LRIP Contract through Washburn County
  - b. Washburn County Estimate – Greenfield Rd from Jellen to Carlton
  - c. Bridge Petition Guidelines & Procedures
10. Equipment – Ongoing Projects/Open Action
  - a. Mower Tractor (Hours/Mileage)
  - b. Dump Truck (Hours/Mileage)
  - c. More to be listed
11. Appointments
  - a. Appointment of Town Board Chair
  - b. Set date for meeting for Appointment of Town Board Supervisor
12. Purchases
  - a. Discussion of need for air compressor and pressure washer.
  - b. Harbor Freight account
13. Part-Time Workers
14. Town Board Communications
15. Board of Review
  - a. Open Book on May 26, 2026 from 6:30 pm to 8:30 pm
  - b. Board of Review on June 2, 2026 from 6:30 pm to 8:30 pm
16. Hazard Mitigation Planning by Washburn County Emergency Management
17. County Wide Clean Up Day Information – June 6, 2026
18. Rural Mutual Insurance
19. Evergreen Election Report
20. Correspondence
21. Citizen Comments
22. Review & Approve Bills
23. Adjourn

**NOTICE OF ANNUAL MEETING**

State of Wisconsin  
Town of Evergreen  
Washburn County

Notice is hereby given to the qualified electors of the Town of Evergreen, Washburn County, Wisconsin, that the Annual Meeting will be held on Tuesday, April 21, 2026 at 6:00 p.m. at the Evergreen Town Hall.

Agenda:

1. Call to Order
2. Approve Agenda
3. Schedule Adjourned Annual Meeting
4. Adjourn

**NOTICE OF OPEN BOOK**

State of Wisconsin  
Town of Evergreen  
Washburn County

Pursuant to Wis. Stat §70.45, the assessment roll for the Year 2025 assessment will be open for examination starting on the 26<sup>th</sup> Day of May, 2026 at 6:30 p.m. until 8:30 p.m. at the Town of Evergreen Hall.

Additionally, the assessor shall be available at the Town of Evergreen Hall on the 2<sup>nd</sup> Day of June, 2026 from 6:30 p.m. to 8:30 p.m. Instructional material will be provided at open book to persons who wish to object to valuations under Wis. Stat. §70.47.

Notice is hereby given this 21<sup>st</sup> day of April, 2026.

## NOTICE OF MEETING OF BOARD OF REVIEW

State of Wisconsin  
Town of Evergreen  
Washburn County

**Notice is hereby given** that the Board of Review for the Town of Evergreen, Washburn County, Wisconsin, shall hold its first meeting on June 2, 2026 from 6:30 p.m. to 8:30 p.m. at the Town of Evergreen Hall located at W8896 Carlton Rd, Spooner, WI.

Please be advised of the following requirements to appear before the board of review and procedural requirements if appearing before the board:

1. While s. 70.47 (7) (aa), Wis. stats., provides that no person will be allowed to appear before the board of review, to testify to the board by telephone, or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view the property, the Town of Evergreen, due to a decision by the Wisconsin Supreme Court and recommendation by the Department of Revenue, will allow a person who has denied a request to appear and will address the lack of access and the credibility of evidence offered as an evidentiary issue at the hearing.
2. After the first meeting of the board of review and before the board's final adjournment, no person who is scheduled to appear before the board of review may contact or provide information to a member of the board about the person's objection, except at a session of the board.
3. The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.
4. Objections to the amount or valuation of property shall first be made in writing and filed with the clerk of the board of review within the first 2 hours of the board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the board in support of the objections and made full disclosure before the board, under oath, of all of that

person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the board.

5. When appearing before the board of review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
6. No person may appear before the board of review, testify to the board by telephone, or object to a valuation if that valuation was made by the assessor or the objector using the income method of valuation, unless the person no later than 7 days before the board's first meeting supplies the assessor with all the information about income and expenses, as specified in the assessor's manual under s. [73.03 \(2a\)](#), Wis. stats., that the assessor requests. The Town of Evergreen has an ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph that provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their officer or by order of a court.\* The information that is provided under this paragraph, unless a court determined before the board's first meeting that it is inaccurate, is not subject to the right of inspection and copying under s. [19.35 \(1\)](#), Wis. stats.
7. The board may allow the property owner or the property owner's representative, at the request of either person, to appear by telephone, under oath, before the board or to submit written statements, under oath, to the board. The board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, osteopath, physician assistant, or certified advanced practice nurse prescriber that confirms their illness or disability.
8. No person may appear before the board of review, testify to the board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board, or at least 48 hours before the objection is heard if the objection is allowed under s. [70.47 \(3\) \(a\)](#), Wis. stats., that person provides to the clerk of the board of review notice as to whether the person will ask for the removal of a member of the board of review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.
9. At the request of the property owner or the property owner's representative, the board may postpone and reschedule a hearing, but may not postpone and reschedule a hearing more than once during the same session for the same property.

Notice is hereby given this 21<sup>st</sup> day of April, 2026.