

**TOWN OF LONG LAKE, WASHBURN COUNTY
MONTHLY BOARD MEETING**

Tuesday, February 8, 2022, at 6:00 p.m.

Town Hall

N1584 County Highway MD, Sarona, WI

AGENDA

Call to Order by Dan Lubensky, Supervisor I
Pledge of Allegiance, Verification of Notices, Roll Call

1. Consider/Approval Resolution 2022-1 Appointing an Interim Town Chairman pursuant to WI State Statue 60.30(5)(c).
2. Oath of Office for Interim Town Chairman.
3. Approval of Minutes from January 4, 2022, Regular Board meeting, and February 1, 2022, Special Board Meeting.
4. Financial Report.
5. Public Input.
6. Accept Liquor Licensing Surrender of JTW Enterprises LLC, Grumpy's.
7. Consider/Approval for Original Liquor Licensing Application of Wurzer's Grumpy's LLC
8. Review and consider estimates for Town Hall improvements.
9. Update on Birchwood Four Corners Emergency Service District fundraising and building.
10. Consider Federal STP road funding.
11. Set Open Book and Board of Review Dates.
12. Approval of engagement letters for yearly audit from Two Rivers Accounting.
13. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
14. Correspondence.
15. Approve Vouchers for Payment.
16. Adjournment.

Resolution 2022-1

Appointing an Interim Town Chairman

Whereas, pursuant to Statute 60.30(5)(c) when the position of Town Chairman is vacant, the Governing Body is authorized to designate a qualified person to exercise the powers and perform the duties of Town Chairman until the current Town Chairman can resume his/her duties;

Whereas, James Whitehead has agreed to serve as interim Town Chairman and will exercise the powers and perform the duties of Town Chairman until a new individual is elected as Town Chairman in order to provide a smooth transition; and

Whereas, the governing body finds that James Whitehead is a qualified person to perform the duties as interim Town Chairman pursuant to Statute 60.30(5)(c) and that it is in the public interest to appoint him as interim Town Chairman.

Now, Therefore, James Whitehead was hereby appointed to the position of interim Town Chairman on February 1, 2022, effective 6:00 p.m. by a unanimous vote; per the minutes dated February 1, 2022; said appointment is at the pleasure of the Governing Body and is subject to all applicable law.

Supervisors Signatures Dated February 8, 2022:

Supervisor I

Supervisor II

Clerk

Date

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

January 11, 2022

Town Hall

The Special Town Board meeting was called to order at 6:00 p.m. by Supervisor I, Dan Lubensky. Supervisor II, Greg Tinker were present along with Clerk, Debbie Bouma, and Treasurer, Brenda Derousseau.

After the Pledge of Allegiance was recited, a moment of silence was held to honor the service to the community and the loss to the community with the passing of Chairman LeRoy Sandridge. He will be greatly missed.

BOARD MEETING MINUTES: Motion by Lubensky and second by Tinker to approve the minutes from December 14, 2021, Regular Board Meeting as corrected. Motion carried.

FINANCIAL REPORT: Motion by Tinker and second by Lubensky to accept the Treasurer's Financial Report as presented by the Treasurer. Motion carried.

PUBLIC INPUT: Mick Givens read a prepared report with his concerns about how meetings are run and the town website. Rich Alvin would like to remind people of the importance of calling 911 directly as it could help and save time during an emergency when first responders need to find you. The following people raised concerns and questions regarding the appointment of a new Town Chairman, Jesse DeGross, James Whitehead, Mick Givens, Al Ausing, Tom Walters, Ron Whitish, Beth Rock, Jerry Pinter, and Scott Frolick.

CONSIDER/APPROVAL BENJAMIN'S HOUSE REQUEST FOR A TEMPORARY CLASS "B"/"CLASS B" LICENSE FOR WINTER FEST ON LONG LAKE, FEBRUARY 12-13, 2022: Motion by Tinker and second by Lubensky to approve the Temporary Class "B"/"Class B" license for Benjamin House for the Winter Fest on Long Lake for February 12-13, 2022. Motion carried.

CONSIDER/APPROVAL HUNT HILL'S REQUEST FOR A TEMPORARY CLASS "B"/"CLASS B" LICENSE FOR PINTS ON THE PRAIRIE: Motion by Tinker and second by Lubensky to approve the Temporary Class "B"/"Class B" license for Hunt Hill's Pints on the Prairie for September 24, 2022. Motion carried.

CONSIDER/APPROVAL FOR WURZER'S SUNSET RESORT PREMISE DESCRIPTION UPDATE FOR THE EXISTING ALCOHOL LICENSE: Motion by Tinker and second by Lubensky to approve the premise description as presented for Wurzer's Sunset Resort. Motion carried.

ACCEPT LIQUOR LICENSING SURRENDER OF ROSS AND BETH TEASDALE, LINCOLNWOOD RESORT, WITH THE CLOSING DATE APPROXIMATELY JANUARY 31, 2022: Motion by Tinker and second by Lubensky to accept the liquor license surrender from Ross and Beth Teasdale for Lincolnwood Resort for the approximate closing date of January 31, 2022. Motion carried.

CONSIDER/APPROVAL FOR ORIGINAL LIQUOR LICENSING APPLICATION OF WURZER'S LINCOLNWOOD RESORT WITH THE CLOSING DATE APPROXIMATELY JANUARY 31, 2022: Motion by Tinker and second by Lubensky to approve the original liquor license for Wurzer's Lincolnwood as presented for the approximate closing date of January 31, 2022. Motion carried.

CONSIDER/APPROVAL RESOLUTION 2022-1 APPOINTING AN INTERIM TOWN CHAIRMAN PURSUANT TO WI STATE STATUE 60.30(5)(C): Motion to table this and call a Special Town Meeting on February 1, 2022, at 6 pm by Lubensky and second by Tinker. Motion carried.

OATH OFF OFFICE FOR INTERIM TOWN CHAIRMAN: Tabled for February 8th town meeting.

PUBLIC INPUT: The following people raised concerns and questions regarding the appointment of a new Town Chairman, Mick Givens, Al Ausing, Tom Walters, Ron Whitish, Al Rieschl, and Scott Frolick. Debbie Bouma spoke of the great lengths that Leroy went to ensure the best interest of the town was always the primary concern to him. Leroy asked her early in his term to contact the WI Towns Association and the lawyer to ensure there would be a smooth transition if something should happen to him, and that all State Statutes are correctly followed. James Whitehead made a statement about the past chairman Leroy Sandridge's wish and commitment to the town of Long Lake. He also stated he would like a chance to continue that commitment in his honor.

REPORTS OF TOWN OFFICERS:

Debbie: Reminder the WTA meeting is 1-26-22 in Shell Lake. All spring WTA training dates are which include the Board of Review training.

Brenda: Have been working on the town credit card.

Dan: none

Greg: Would like to have the remodel of the town hall on the next agenda.

CORRESPONDENCE: Correspondence was on the table for Board members to review and will be kept with the clerk's meeting records.

VOUCHERS: Motion by Tinker and second by Lubensky to pay vouchers #5682 to #5708 and EFT. Motion carried.

ADJOURNMENT: On a motion from Tinker and second by Lubensky the meeting was adjourned at 6:46 p.m. Motion carried.

An audio recording of these minutes will be kept on file at the Town Hall or the clerk's home.

Respectfully submitted by

Debbie Bouma, Town Clerk

**TOWN OF LONG LAKE
SPECIAL BOARD MEETING MINUTES**

FEBRUARY 1, 2022

Town Hall

The Special Town Board meeting was called to order at 6:00 p.m. by Supervisor I, Dan Lubensky. Supervisor II, Greg Tinker were present along with Clerk, Debbie Bouma, and Treasurer, Brenda Derousseau.

CONSIDER APPOINTING AN INTERIM TOWN CHAIRMAN PURSUANT TO WI STATE STATUTE 60.30(5)(C): Tinker read the following statement:

“First, the town board would like to thank the town's people for their attendance and for sharing their questions and concerns about the upcoming appointment. However, we also as a board have concerns about the lack of direct correspondence and commitment coming from any other possible appointees. To date, there have been no inquiries as to what the Town Chairman's duties and responsibilities are, nor any questions pertaining to the current challenges of the township.

Also, since our last meeting, I have had opportunities to get clarifications and a better understanding of the circumstances that came to light at our last town meeting. It's with that clarification and understanding that we are prepared to make the following motion. While this motion may not be the most popular appointment amongst some, I believe whole heartily it is the correct one for the township at this time.

Motion is to appoint James Whitehead as interim Town Chairman to serve the remaining term of LeRoy Sandridge.”

This motion was seconded by Lubensky. Motion carried.

ADJOURNMENT: On a motion from Tinker and second Lubensky, the meeting was adjourned at 6:05 p.m. Motion carried.

An audio recording of these minutes will be kept on file at the Town Hall or the clerk's home.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

January, 2022

Balance General Fund (Date)	\$	225,825.99	
Deposit	\$	1,279,517.73	
Interest	\$	97.20	
Transferred to Dog Fees	\$	(300.00)	
Transferred to Tax Account	\$	<u>(1,253,287.94)</u>	
Total	\$	251,852.98	
Expenses	\$	<u>(45,348.44)</u>	
Balance Regular Account (date)	\$		206,504.54

Investments

Money Market Account	\$	216,102.16	
Interest	\$	<u>-</u>	
Total	\$		216,102.16
Recreation Project	\$	21,740.45	
Transfer from Boat Permits	\$	2,538.49	
Interest	\$	<u>-</u>	
Total	\$		24,278.94
Building & Equipment CD	\$	49,191.46	
Interest	\$	<u>-</u>	
Total	\$		49,191.46
Boat Launch Permits	\$	2,538.49	
Transfer to Recreation	\$	<u>(2,538.49)</u>	
Total	\$		-
Dog License Fees	\$	356.00	
Trans. From General Fund	\$	<u>300.00</u>	
Total	\$		656.00
Tax Account	\$	638,979.02	
Real Estate	\$	1,231,291.87	
MLF-Open	\$	182.05	
MLF-Closed	\$	21,147.98	
Personal Property	\$	666.04	
January Settlement	\$	<u>(593,421.19)</u>	
Total	\$		<u>1,298,845.77</u>
ARPA Local Recovery Fund	\$	32,975.23	
Interest	\$	2.80	
Total	\$		<u>32,978.03</u>
Total Investments	\$		<u>1,622,052.36</u>

Summary

General fund	\$	206,504.54	
Investments	\$	<u>1,622,052.36</u>	
Grand Total (date)	\$		1,828,556.90

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			231,371.84
Checks and Payments	45	Items	-1,891,772.20
Deposits and Other Credits	23	Items	1,873,036.12
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			212,635.76

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			212,635.76
Checks and Payments	14	Items	-6,131.23
Deposits and Other Credits	2	Items	0.01
Register Balance as of 1/31/2022:			206,504.54
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			206,504.54

Uncleared Transaction Detail up to 1/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
2/12/2018	DEP	Taxpayers	#3404	Taxes:Gen. Prop. Tax ...		-0.01
2/12/2020	5178	Mike Houser		Public Works:Roads:C...		-600.00
3/11/2020	5208	Mike Houser		Public Works:Roads:C...		-440.00
8/12/2020	5305	Staupe Computers	clerk	General Gov.:Office E...		-90.00
5/12/2021	5526	Two Rivers Accounting LLC	Audit	General Gov.:Account...		-1,000.00
9/15/2021	EFT	United States Treasury		General Gov.:FICA		-468.34
9/15/2021	5606	Twyla Kleven		General Gov.:Salary		-23.09
9/15/2021	5611	Diane Heinrich		General Gov.:Salary		-23.09
11/10/2021	5646	Twyla Kleven		General Gov.:Salary		-23.09
12/15/2021	5672	First Responder		Public Safety:First Res...		-2,000.00
1/12/2022	5684	Brenda Derousseau		General Gov.:Salary		-745.17
1/12/2022	5690	George Busse		Taxes:Gen. Prop. Tax ...		-8.00
1/12/2022	5695	Michael Byrnes		Taxes:Gen. Prop. Tax ...		-405.16
1/12/2022	5703	Scott Hirth		Taxes:Gen. Prop. Tax ...		-305.28
Total Uncleared Checks and Payments				14 Items		-6,131.23
Uncleared Deposits and Other Credits						
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
Total Uncleared Deposits and Other Credits				2 Items		0.01
Total Uncleared Transactions				16 Items		-6,131.22

Trial Balance

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset	640,848.10		1,828,556.90	
Count: 1			Asset	640,848.10		1,828,556.90	
Totals:					640,848.10		1,828,556.90

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability	73.54			-261.24
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability	17.20			-86.32
24310	UNL	County Apportionment of Taxes	Liability	160,487.64		164,905.18	
24330	UNL	Dog License Fees	Liability		-300.00	19.00	
24610	UNL	Rice Lake schools	Liability	348,878.36		348,878.36	
24611	UNL	Spooner Schools	Liability	70,402.28		70,402.28	
24630	UNL	Wi VTAE District	Liability	13,652.91		13,652.91	
26101	UNL	Taxes Collected	Liability				-106,832.31
26101-01	UNL	Real Estate Taxes Collected	Liability		-1,231,291.87		-1,754,637.80
26101-02	UNL	Personal Property Taxes Collected	Liability		-666.04		-766.12
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability		-16.92		-1,050.11
26101-05	UNL	Tax Collected MFL Open	Liability		-182.05		-261.95
26101-06	UNL	Tax Collected MFL Closed	Liability		-21,147.98		-29,755.01
Count: 14			Liability	593,511.93	-1,253,604.86	598,227.99	-1,893,650.86
Totals:					-660,092.93		-1,295,422.87

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-552,378.86
Count: 1			Capital				-552,378.86
Totals:							-552,378.86

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
43531	RHW	State Grant-Local Trns Ai	Revenue		-24,879.68		-24,879.68
48110	SBW	Interest Income	Revenue		-100.00		-100.00
Count: 2			Revenue		-24,979.68		-24,979.68
Totals:					-24,979.68		-24,979.68

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	834.02		834.02	
51420	DAW	Clerk	Expense	1,223.52		1,223.52	
51420-02	DAZ	Clerk Expenses	Expense	216.59		216.59	
51420-05	DBG	Computer Exp. & ETC.	Expense	312.00		312.00	
51430	DBK	Personnel	Expense	65.00		65.00	
51520	DCL	Treasurer	Expense	598.99		598.99	
51520-02	DCO	Treasurer Expenses	Expense	425.82		425.82	

Trial Balance

Sorted By: **Account Number**

Selection: **Active Accounts Only**

Fiscal Year: **2022** Month: **1**

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51530	DCS	Assessment of Property	Expense	691.67		691.67
51610	DDO	Town Hall Maintenance	Expense	37.00		37.00
51610-10	DDO	Town Hall Utilities	Expense	195.85		195.85
51938	DEN	Other Insurance	Expense	4,070.00		4,070.00
52200	DFK	Fire Protection	Expense	21,748.67		21,748.67
53311-01	DJA	sanding/snow removal	Expense	12,114.70		12,114.70
53311-03	DJA	Brush/mow/tree maint	Expense	1,312.50		1,312.50
53311-07	DJA	signs	Expense	160.00		160.00
55400-10	DSA	Boat Landings maint	Expense	218.18		218.18

Count: 16

Expense	44,224.51		44,224.51
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Totals:		44,224.51	44,224.51
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Report 61 Totals:

Count: 34

Totals:	1,278,584.54	-1,278,584.54	2,471,009.40	-2,471,009.40
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Differences:				0.00
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Trial Balance Summary

	Month 1 Totals	YTD Totals		Month 1 Totals	YTD Totals
'1' Assets:	640,848.10	1,828,556.90	'2' Liabilities:	-660,092.93	-1,295,422.87
'5' Expenses:	44,224.51	44,224.51	'3' Capital:		-552,378.86
Assets + Expenses:	685,072.61	1,872,781.41	'4' Revenues:	-24,979.68	-24,979.68
			Liab + Cap + Rev:	-685,072.61	-1,872,781.41