

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

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

Town Hall

N1584 County Highway MD, Sarona, WI

AGENDA

Call to Order by James Whitehead, Chairman
Pledge of Allegiance, Verification of Notices, Roll Call

1. Approval of Minutes from February 8, 2022, Regular Board Meeting.
2. Financial Report.
3. Public Input.
4. Consider/Approve Robert Sawchuk's Application for Variance.
5. Consider/Accept estimates for Town Hall improvements.
6. Consider/Approve updated Open Records Fees.
7. Consider Federal STP Road Funding.
8. Discussion on Town Roads.
9. Update on Birchwood Four Corners Emergency Services fundraising and building.
10. Update on upcoming elections and new voting equipment.
11. Accept contract extension for the yearly audit from Two Rivers Accounting.
12. Set date for the annual meeting of electors.
13. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
14. Correspondence.
15. Approve Vouchers for Payment.
16. Adjournment.

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

February 8, 2022

Town Hall

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

CONSIDER/APPROVAL RESOLUTION 2022-1 APPOINTING AN INTERMIN TOWN CHAIRMAN PURSUANT TO WI STATE STATUE 60.35(5)(C): Motion by Tinker and second by Lubensky to approve Resolution 2022-1 Appointing an Intermin Town Chairman pursuant to WI State Statue 60.30 (5)(c) which names James Whitehead as our new Town Chairman to complete LeRoy Sandridge's term. Motion Carried.

OATH OF OFFICE FOR THE INTERMIM CHAIRMAN: The clerk gave the oath of office to New Town Chairman, James Whitehead. Chairman Whitehead introduced himself to the public attending the meeting.

BOARD MEETING MINUTES: Motion by Tinker and second by Lubensky to approve the minutes from January 4th, 2022, Regular Board Meeting, and February 1st, 2022, Special Board Meeting as presented. 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: Two citizens spoke about a civil matter between neighbors that do not involve the Township and they were asked to deal with it in the correct manner by the board.

ACCEPT LIQUOR LICENSING SURRENDER OF JTW ENTERPRISES LLC, GRUMPY'S: Motion by Lubensky and second by Tinker to accept the liquor license surrender from JTW Enterprises, LLC as presented. Motion carried.

CONSIDER/APPROVAL FOR ORIGINAL LIQUOR LICENSING APPLICATION OF WURZER'S GRUMPY'S, LLC: Motion by Tinker and second by Lubensky to approve the original liquor license for Wurzer's Grumpy's, LLC as presented. Motion carried.

REVIEW AND CONSIDER ESTIMATES FOR TOWN HALL IMPROVEMENTS: The Board reviewed the estimate. After discussion, Chairman Whitehead will meet with the contractor to address concerns and bring answers back to the next Town Meeting in March.

UPDATE ON BIRCHWOOD FOUR CORNERS EMERGENCY SERVICE DISTRICT FUNDRAISING AND BUILDING: The clerk reported on the last BFCESD meeting and explained about the fundraiser coming up in Birchwood. The board made the decision that it was appropriate to hang fliers for the spaghetti dinner in the kiosk and place them on the Town's Facebook page.

CONSIDER FEDERAL STP ROAD FUNDING: The clerk explained that a new program of Federal monies for local roads will become available from Bipartisan Infrastructure Law. The clerk has set up a meeting with an engineering company to ask more questions about filing. The road projects are covered 20/80 in this program for the next five years.

SET OPEN BOOK AND BOARD OF REVIEW DATES: Motion by Tinker and second by Lubensky to set the Open Book date to April 21st, 2022, from 10 am-12 pm by phone due to

Covid and Board of Review will be May 19th, 2022, from 6 pm-8 pm at Town Hall. Motion carried.

APPROVAL OF THE ENGAGEMENT LETTERS FOR THE YEARLY AUDIT FROM TWO RIVERS ACCOUNTING: Motion by Tinker and second by Lubensky to approve the engagement letters for the yearly audit from Town Rivers Accounting as presented. Motion carried.

REPORTS OF TOWN OFFICERS:

Debbie: It is the time of year to begin election training and the new election machines will be delivered on March 4th, 2022. Did receive two phone calls regarding the Burma Road application which seems to be a good sign. Spoke with the DNR warden about the bass fishing tournaments and as long as there are under 20 boats no permit is required, but the DNR is revisiting those issues as many towns are concerned with the parking and trash problems that we are experiencing.

Brenda: Tax season is wrapped up and the use of the drop box worked well.

Dan: none

Greg: Would like us to keep an eye on the no parking signs Waters Edge Road and Gruenhagen Bay Road and make plans to get them placed in the ground as soon as the frost is out of the ground.

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 #5709-5715 and #5717-5732 as 5716 was voided and EFT. Motion carried.

ADJOURNMENT: On a motion from Lubensky and second by Tinker the meeting was adjourned at 6:54 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**

February, 2022

Balance General Fund (Date)	\$	206,504.54	
Deposit	\$	134,044.75	
Interest	\$	87.43	
Transferred to Dog Fees	\$	(65.00)	
Transferred to Tax Account	\$	<u>(130,359.52)</u>	
Total	\$	210,212.20	
Expenses	\$	<u>(18,770.86)</u>	
Balance Regular Account (date)	\$		\$ 191,441.34

Investments

Money Market Account	\$	216,102.16	
Interest	\$	<u>-</u>	
Total			\$ 216,102.16
Recreation Project	\$	24,278.94	
Interest	\$	<u>-</u>	
Total			\$ 24,278.94
Building & Equipment CD	\$	49,191.46	
Interest	\$	<u>-</u>	
Total			\$ 49,191.46
Boat Launch Permits	\$	-	
Total			\$ -
Dog License Fees	\$	656.00	
Trans. From General Fund	\$	<u>65.00</u>	
Total			\$ 721.00
Tax Account	\$	1,298,845.77	
Real Estate	\$	128,710.83	
MLF-Open	\$	81.60	
MLF-Closed	\$	1,370.58	
Personal Property	\$	196.51	
February Settlement	\$	<u>(1,288,349.25)</u>	
Total			\$ <u>140,856.04</u>
ARPA Local Recovery Fund	\$	32,978.03	
Interest	\$	2.53	
Total			\$ <u>32,980.56</u>
Total Investments			\$ 464,130.16

Summary

General fund	\$	191,441.34	
Investments	\$	<u>464,130.16</u>	
Grand Total (date)	\$		\$ 655,571.50

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			212,635.76
Checks and Payments	30	Items	-1,434,168.02
Deposits and Other Credits	22	Items	1,422,394.00
Service Charge	0	Items	0.00
Interest Earned	1	Item	87.43
Ending Balance of Bank Statement:			200,949.17

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			200,949.17
Checks and Payments	13	Items	-9,507.84
Deposits and Other Credits	2	Items	0.01
Register Balance as of 2/28/2022:			191,441.34
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			191,441.34

Uncleared Transaction Detail up to 2/28/2022

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	Staube 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	5611	Diane Heinrich		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	5703	Scott Hirth		Taxes:Gen. Prop. Tax ...		-305.28
2/9/2022	5711	Brenda Derousseau		General Gov.:Salary		-667.48
2/9/2022	5730	Washburn Co		Public Works:Roads:M...		-3,160.47
Total Uncleared Checks and Payments				13 Items		-9,507.84
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				15 Items		-9,507.83

Trial Balance

Account	Group	Description	Type	Month 2 DB	Month 2 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-1,172,985.40	655,571.50	
Count: 1			Asset		-1,172,985.40	655,571.50	
Totals:					-1,172,985.40	655,571.50	

Account	Group	Description	Type	Month 2 DB	Month 2 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability	10.54			-250.70
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability	2.46			-83.86
24310	UNL	County Apportionment of Taxes	Liability	353,001.68		517,906.86	
24330	UNL	Dog License Fees	Liability		-65.00		-46.00
24610	UNL	Rice Lake schools	Liability	753,741.39		1,102,619.75	
24611	UNL	Spooner Schools	Liability	152,092.84		222,495.12	
24630	UNL	Wi VTAE District	Liability	29,496.39		43,149.30	
26101	UNL	Taxes Collected	Liability				-106,832.31
26101-01	UNL	Real Estate Taxes Collected	Liability		-130,129.36		-1,884,767.16
26101-02	UNL	Personal Property Taxes Collected	Liability		-196.51		-962.63
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability				-1,050.11
26101-05	UNL	Tax Collected MFL Open	Liability				-261.95
26101-06	UNL	Tax Collected MFL Closed	Liability		-1,452.18		-31,207.19
Count: 14			Liability	1,288,345.30	-131,843.05	1,886,541.29	-2,025,461.91
Totals:					1,156,502.25		-138,920.62

Account	Group	Description	Type	Month 2 DB	Month 2 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 2 DB	Month 2 CR	YTD Debits	YTD Credits
43531	RHW	State Grant-Locl Trns Ai	Revenue				-24,879.68
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue		-50.90		-50.90
44110	RLD	Liquor and Malt Beverage License	Revenue		-187.00		-187.00
44111	RLG	Operator Licenses	Revenue		-180.00		-180.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-210.00		-210.00
48110	SBW	Interest Income	Revenue		-74.96		-174.96
Count: 6			Revenue		-702.86		-25,682.54
Totals:					-702.86		-25,682.54

Account	Group	Description	Type	Month 2 DB	Month 2 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,381.02		2,215.04	
51110-02	DAG	Board Expenses	Expense	154.88		154.88	
51110-15	DAE	Board & Commission Dues & Registrations	Expense	120.00		120.00	

Sorted By: **Account Number**
 Selection: **Active Accounts Only**

Trial Balance

Fiscal Year: **2022** Month: **2**

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51400	DAR	General Administration	Expense	42.57		42.57	
51400-01	DAS	legal ads	Expense	33.00		33.00	
51420	DAW	Clerk	Expense	1,223.52		2,447.04	
51420-02	DAZ	Clerk Expenses	Expense	311.99		528.58	
51420-05	DBG	Computer Exp. & ETC.	Expense	15.81		327.81	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense	90.00		90.00	
51440-02	DBR	Election Expenses	Expense	18.14		18.14	
51520	DCL	Treasurer	Expense	598.99		1,197.98	
51520-02	DCO	Treasurer Expenses	Expense	153.63		579.45	
51530	DCS	Assessment of Property	Expense	691.67		1,383.34	
51610	DDO	Town Hall Maintenance	Expense	37.00		74.00	
51610-02	DDO	Town Hall Expenses	Expense	300.00		300.00	
51610-10	DDO	Town Hall Utilities	Expense	124.55		320.40	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense		-25.00		-25.00
51938	DEN	Other Insurance	Expense			4,070.00	
52200	DFK	Fire Protection	Expense			21,748.67	
53311-01	DJA	sanding/snow removal	Expense	6,530.00		18,644.70	
53311-03	DJA	Brush/mow/tree maint	Expense			1,312.50	
53311-07	DJA	signs	Expense			160.00	
53311-08	DJA	culverts	Expense	2,106.46		2,106.46	
53311-09	DJA	Salt/Sand	Expense	3,160.47		3,160.47	
55400	DSA	Recreation Facilities	Expense	17.31		17.31	
55400-10	DSA	Boat Landings maint	Expense	100.00		318.18	

Count: **27**

Expense	17,211.01	-25.00	61,435.52	-25.00
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Totals:	17,186.01		61,410.52
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Report 61 Totals:

Count: **49**

Totals:	1,305,556.31	-1,305,556.31	2,603,548.31	-2,603,548.31
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Differences:		0.00
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Trial Balance Summary

	Month 2 Totals	YTD Totals		Month 2 Totals	YTD Totals
'1' Assets:	-1,172,985.40	655,571.50	'2' Liabilities:	1,156,502.25	-138,920.62
'5' Expenses:	17,186.01	61,410.52	'3' Capital:		-552,378.86
Assets + Expenses:	-1,155,799.39	716,982.02	'4' Revenues:	-702.86	-25,682.54
			Liab + Cap + Rev:	1,155,799.39	-716,982.02

PO Box 506, 10 Fourth Ave.
Shell Lake, WI 54871



(715) 468-4690
FAX (715) 468-4640

Washburn County
Zoning Department

February 15, 2022

DEBRA BOUMA-CLERK
W 3439 MORNINGSIDE RD
SARONA WI 54870-9274

TO: MEMBERS OF THE LONG LAKE TOWN BOARD

Your Town Board decision is an integral part of the decision making process for the Washburn County Board of Adjustment. The Board of Adjustment would like your cooperation in stating your reasons or comments as to why they should either APPROVE or DENY this request.

VARIANCE APPLICATION FOR: Robert Sawchuk

REQUEST: to have a variance for a navigable water setback request to be 46 feet from the ordinary high water mark on Long Lake (normally 75ft from the ordinary high watermark) to remove 400 square feet of landscaping & walls and replace with 367 square feet of living space.

LOCATION: Record ID#34922, Morningside Park LOT 35 LOT 35 EXC N 20' & N 1/2 LOT 37, Section 02-37-11, Town of Long Lake.

Public Hearing: April 05, 2022 at 7:00PM

TOWN DECISION (please mark one):

- Approve
- Deny

Comments (attach additional pages if necessary):

Chairman: _____

Supervisor: _____

Supervisor: _____

Dated signed: _____

Town Clerk: _____