

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

Tuesday, May 10, 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 April 12, 2022, Regular Board Meeting, April 19, 2022, Special Board Meeting, and April 26, 2022, Road Tour.
2. Financial Report.
3. Public Input.
4. Consider/ Accept M&N Business Operations LLC surrender of Liquor License.
5. Consider/Approve P&J Landing LLC Original Alcohol Beverage Retail License Application.
6. Consider/Approve Rezoning request for James Kleven approximately (+-) 2.00 acres in Tax Id #17143-2.0 Ac, PT GOV LOT 3, section 15-37-11, Residential Recreational 2 to Commercial.
7. Consider/Approve Rezoning request for James Kleven approximately (+-) 2.00 acres in Tax Id #17142-2.0 Ac, PT GOV LOT 3, section 15-37-11, Residential Recreational 2 to Commercial.
8. Consider/Approve Rezoning request for James Kleven approximately (+-) 8.12 acres in Tax Id #17242-35.0 Ac, PT SE SE & PT GOV LOT 3, section 16-37-11, Residential Agricultural to Residential Recreational 1.
9. Encroachment of Town Property by BMR Holdings LLC.
10. Consider/Approve Letter of Recommendations from the Long Lake Joint Committee on the water level.
11. Set Date for Clean Up Days.
12. Consider Ditch Mowing Agreements.
13. Determine road projects to complete in 2022.
14. Approve LRIP State Municipal Project Agreement #17452 with Washburn County Highway will be completing the paving project.
15. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
16. Correspondence.
17. Approve Vouchers for Payment.
18. Adjournment.

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

April 12, 2022

Town Hall

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

BOARD MEETING MINUTES: Motion by Lubensky and second by Tinker to approve the minutes from March 8th, 2022, Regular 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: Wayne Sabatke talked about the Joint Committee on the Lake Level meeting on April 11, 2021, and that they came to some recommendations to which they wish all three boards would approve at the May meetings. Dennis West also commented on the Lake Level as he was also at that meeting. Terrence O' Brein, Scott & Stacy Frolick, Beth & Ron Whitish, and Bob Moullette read prepared statements and discussed their feelings and concerns regarding the remodel of Town Hall. Mick Givens discussed his concerns with the 2019 Annual Meeting minutes, his thoughts about a walking quorum, and that he doesn't feel the Town should be charging open records fees. Jesse DeGross wanted his property line dispute at the next meeting. John Long was upset about the planning commission not meeting.

APPROVE INDEPENDENT CONTACTORS AGREEMENT WITH MIKE HOUSER: Motion by Tinker and second by Lubensky to approve the independent contactors agreement with Mike Houser as presented. Motion carried.

DISCUSSION ON TOWN ROADS: The board discussed the current road concerns. Plans will be made after the annual road tour at the May meeting.

SET DATE FOR ROAD TOUR: Long Lakes annual road tour will be April 26, 2022, beginning at 9:30 am at Town Hall.

UPDATE ON BIRCHWOOD FOUR CORNERS EMERGENCY SERVICE DISTRICT FUNDRAISING AND BUILDING: The fundraising has met and exceeded the Cleveland matching grant. It is now up to the Municipalities to confirm their town payments shares. Once this is complete the groundbreaking can begin.

UPDATE FROM WISCONSIN TOWNS ASSOCIATION DISTRICT MEETING: There were many programs discussed with possible funding over the next few years. APRA funding was discussed and the filing that is due on April 30, 2022. Board of Review training was also completed at this meeting.

REPORTS OF TOWN OFFICERS:

Debbie: Elections went well with the new voting equipment. Only 143 votes with 18 being absentee ballots. Reminder that the Wisconsin Towns Association meeting is April 27, 2022, at 7pm in Shell Lake.

Brenda: none

Dan: none

Greg: Still waiting for the frost to leave the ground in install the no parking signs.

James: He wants to thank people for their comments and feedback.

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 #5761-5786 and the EFT. Motion carried.

ADJOURNMENT: On a motion from Lubensky and second by Tinker the meeting was adjourned at 7:45 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**

APRIL 19, 2022

Town Hall

The Special Town Board meeting was called to order at 7:17 p.m. by Chairman, James Whitehead. Supervisor I, Dan Lubensky and Supervisor II, Greg Tinker were present along with Clerk, Debbie Bouma, and Treasurer, Brenda Derausseau.

CONSIDER/APPROVAL OF RESOLUTION 2022-2 AUTHORIZING THE TOWN OF LONG LAKE TO ASSIST IN FINANCING A NEW BIRCHWOOD FOUR CORNERS EMERGENCY SERVICES DISTRICT FACILITY FOR EQUIPMENT AND STORAGE: Motion by Tinker and second by Lubensky to approve Resolution 2022-2 authorizing the Town of Long Lake to assist in financing a new Birchwood Four Corners Emergency Services District Facility for Equipment and Storage as presented. Motion carried.

CONSIDER/APPROVAL PROMISSORY NOTE FOR PAYMENT OF \$288,285.25 TO THE BIRCHWOOD FOUR CORNERS EMERGENCY SERVICES DISTRICT: Motion by Lubensky and second by Tinker to approve the promissory note for the payment of \$288,285.25 to the Birchwood Four Corners Emergency Service District as presented. Motion carried.

REVIEW TOWN HALL PROJECTS: 1) RECORDS RETENTION AND ELECTION SECURITY ROOM 2) ADA COMPLIANT HANDICAP RAMP 3) FLOOR REFINISHING 4) CEILING RENOVATION: The board reviewed the project and the actions that have already taken place. The board then allowed public input and questions. It was also discussed that once zoning had said the building permit was possible, they are now requiring a zoning variance. After much discussion, a motion to apply for the zoning variance to move forward with the Town Hall projects was made by Whitehead and second by Tinker. Motion carried.

ADJOURNMENT: On a motion from Lubensky and second Tinker, the meeting was adjourned at 8:45 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

2022 Town of Long Lake Supervisor Road Tour

The 2022 Town of Long Lake annual road tour began at the Long Lake Town Hall on April 26, 2022, at 9:30 am. Performing the tour were Chairman, James Whitehead and Supervisors Dan Lubensky and Greg Tinker. Also, along was Clerk, Debbie Bouma. No other Town of Long Lake business was discussed by Chairman and supervisors. Road tour was completed and adjourned at approx. 1:45pm.

Submitted,
Debbie Bouma, Town Clerk

Audubon Road: Change rating to 2,2,5,5,5. Spray patching needed or grind up towards Cty Hwy P, rebase and repair. Clerk to check with applying for BIL funds. Also needs signs replaced and straightened.

Bridge Rd: Change rating to 3, 4. Patching is needed. Brush around bridge needs to be removed.

Brill Rd: Rating remains 3,3,3. Culverts need cleaning.

Burma Rd: Change rating 1,10,2. Gravel is needed. Shoulder work is needed Cty D to Audubon, big project, apply for BIL grant.

Church Rd: Change rating 3,3,3,3,2. Potholes that need to be filled Lakken to Pioneer. Paving plans for LIRP by Washburn Cty. Ditching and gravel to be completed by L&L.

County Line Rd: Ratings remains 6,6,7. Potholes to fill.

Elver Rd: Ratings remains 4,4,2,2.

Fristad Rd: Change rating 7. Will need chip seal soon.

Gruenhagen Rd: Change rating 5. No parking signs need to be set as frost is out.

Hillcrest Rd: Rating remains 5.

Lakken Rd: Change rating 2.

Lapcinski Rd: Change rating 3,6. Cracks in road to be filled.

Laundromat Rd: Change rating 2,2. Needs to be grinded up and paved, will apply for BIL funding.

Lazy C Rd: Change rating 1. Needs to return to gravel or repaired.

Little Bear Rd: Change rating 4.

Long Lake Ave: Change rating 4,6,5,5. Road need to center line painted.

Morningside Rd: Change rating 4,5,1,1,1. Gravel needed. Culvert on gravel side needs repair. Crack patching needed towards Cty M by replaced culvert. Brushing is needed.

Pierce Rd: Rating remains 3,3. Check with DOT about funding or private rd.

Pioneer Rd: Change ratings 4,4,4,3,3.

Schnacky Rd: Change ratings 4,4. Patching needs to be done. Few potholes be to fill. Brushing needed.

Scout Rd: Rating remains 3. Gravel is needed.

E Side Rd: Ratings remains 6,6,6,6.

Sunset Bay Rd: Change rating 4. Few potholes to be filled. Brushing needed.

Town Hall Rd: Change rating 4.

Waters Edge Rd: Change rating 5.

West Rd: Ratings remain 2. Stop sign needs to be straighten.

Winselman Rd: Ratings remain 1,1.

Check with DOT about what happens for a private road to become a town rd. Pros and cons.

Monthly Financial Report

**Town of Long Lake
Financial Report**

April, 2022

Balance General Fund (Date)	\$	314,711.88	
Deposit	\$	28,875.04	
Interest	\$	24.22	
Transferred To Boat Launch	\$	(120.00)	
Total	\$	343,491.14	
Expenses	\$	(40,662.16)	
Balance Regular Account (date)			\$ 302,828.98

Investments

Money Market Account	\$	216,102.16	
Interest	\$	-	
Total			\$ 216,102.16
Recreation Project	\$	24,278.94	
Interest	\$	-	
Total			\$ 24,278.94
Building & Equipment CD	\$	49,191.46	
Interest	\$	-	
Total			\$ 49,191.46
Boat Launch Permits	\$	-	
Trans. From General Fund	\$	120.00	
Total			\$ 120.00
Dog License Fees	\$	966.00	
Washburn Co Dog Fees	\$	(450.00)	
Total			\$ 516.00
Tax Account	\$	13.77	
Transferred to General Fund	-		
Total			\$ 13.77
ARPA Local Recovery Fund	\$	32,983.36	
Interest	\$	2.62	
Total			\$ 32,985.98
Total Investments			\$ 323,208.31

Summary

General fund	\$	302,828.98	
Investments	\$	323,208.31	
Grand Total (date)			\$ 626,037.29

checking
5/3/2022

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			321,395.94
Checks and Payments	35	Items	-42,474.90
Deposits and Other Credits	14	Items	29,325.04
Service Charge	0	Items	0.00
Interest Earned	1	Item	24.22
Ending Balance of Bank Statement:			308,270.30

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			308,270.30
Checks and Payments	14	Items	-5,441.33
Deposits and Other Credits	2	Items	0.01
Register Balance as of 4/29/2022:			302,828.98
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			302,828.98

checking
5/3/2022

Uncleared Transaction Detail up to 4/29/2022

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	5611	Diane Heinrich		General Gov.:Salary		-23.09
4/13/2022	5766	Brenda Derousseau		General Gov.:Salary		-586.94
4/13/2022	5777	Integrity Building Services	Cleaning	General Gov.:Town Pr...		-37.00
4/13/2022	5782	Washburn Co		Levies-Coll.:dog licens...		-450.00
4/13/2022	5783	Washburn County Zoning	Building Permit	General Gov.:Misc.		-225.00
4/13/2022	5785	Wi Towns Association		General Gov.:Misc.:Du...		-803.98
4/19/2022	5787	Cardmember Services		General Gov.:Misc.:Du...		-141.97
4/29/2022	5788	Washburn County Zoning	Building Permit	General Gov.:Misc.		-575.00
Total Uncleared Checks and Payments				14 Items		-5,441.33
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		-5,441.32

Trial Balance

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

Fiscal Year: **2022** Month: **4**

Report **61**
 Page **1**

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-12,025.28	626,037.29	
Count: 1			Asset		-12,025.28	626,037.29	
			Totals:		-12,025.28		626,037.29

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-50.20		-303.36
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability		-11.72		-93.12
24310	UNL	County Apportionment of Taxes	Liability			517,906.86	
24330	UNL	Dog License Fees	Liability	450.00		159.00	
24610	UNL	Rice Lake schools	Liability			1,102,619.75	
24611	UNL	Spooner Schools	Liability			222,495.12	
24630	UNL	Wi VTAE District	Liability			43,149.30	
26101	UNL	Taxes Collected	Liability				-106,002.63
26101-01	UNL	Real Estate Taxes Collected	Liability				-1,886,299.01
26101-02	UNL	Personal Property Taxes Collected	Liability				-962.63
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability			2,120.70	
26101-05	UNL	Tax Collected MFL Open	Liability				-261.95
26101-06	UNL	Tax Collected MFL Closed	Liability				-31,207.19
26101-10	UNL	Special Charges	Liability				-15.00
Count: 15			Liability	450.00	-61.92	1,888,820.99	-2,025,144.89
			Totals:		388.08		-136,323.90

Account	Group	Description	Type	Month 4 DB	Month 4 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 4 DB	Month 4 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue				-24.38
41116	RAG	Lottery Tax Collection	Revenue		-3,795.36		-3,795.36
43531	RHW	State Grant-Locl Trns Ai	Revenue		-24,879.68		-49,759.36
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-50.90
44110	RLD	Liquor and Malt Beverage License	Revenue				-339.00
44111	RLG	Operator Licenses	Revenue		-20.00		-240.00
44900	RMU	Other Regulatory Permits and Fees	Revenue	515.00		490.00	
44900-04	RMU	Boat Launch Annual permits	Revenue		-120.00		-120.00
48110	SBW	Interest Income	Revenue		-26.84		-232.59
Count: 9			Revenue	515.00	-28,841.88	490.00	-54,561.59
			Totals:		-28,326.88		-54,071.59

Trial Balance

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

Fiscal Year: **2022** Month: **4**

Report 61
 Page 2

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,461.75		5,057.81	
51110-02	DAG	Board Expenses	Expense	228.12		589.20	
51110-15	DAE	Board & Commission Dues & Registrations	Expense	803.98		923.98	
51400	DAR	General Administration	Expense			134.92	
51400-01	DAS	legal ads	Expense	120.00		186.00	
51420	DAW	Clerk	Expense	1,250.43		4,920.99	
51420-02	DAZ	Clerk Expenses	Expense	467.78		1,230.10	
51420-05	DBG	Computer Exp. & ETC.	Expense			569.59	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense	1,391.25		1,773.75	
51440-02	DBR	Election Expenses	Expense	310.55		1,081.12	
51520	DCL	Treasurer	Expense	625.90		2,422.87	
51520-02	DCO	Treasurer Expenses	Expense	50.00		1,005.04	
51530	DCS	Assessment of Property	Expense	691.67		2,766.68	
51610	DDO	Town Hall Maintenance	Expense	37.00		219.24	
51610-02	DDO	Town Hall Expenses	Expense	26.36		326.36	
51610-10	DDO	Town Hall Utilities	Expense	810.36		1,720.83	
51610-20	DDO	Town Hall Improvements	Expense	225.00		225.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-25.00
51938	DEN	Other Insurance	Expense			4,070.00	
52200	DFK	Fire Protection	Expense	21,748.67		43,497.34	
53311-01	DJA	sanding/snow removal	Expense	7,786.25		32,972.20	
53311-03	DJA	Brush/mow/tree maint	Expense			1,312.50	
53311-07	DJA	signs	Expense	210.00		370.00	
53311-08	DJA	culverts	Expense			2,106.46	
53311-09	DJA	Salt/Sand	Expense	1,432.53		6,476.63	
53635	DOI	Recycling	Expense	270.00		270.00	
55400	DSA	Recreation Facilities	Expense	16.48		50.27	
55400-10	DSA	Boat Landings maint	Expense			418.18	

Count: 29

Expense	39,964.08		116,762.06	-25.00
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Totals:		39,964.08		116,737.06
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Report 61 Totals:

Count: 55

Totals:	40,929.08	-40,929.08	2,632,110.34	-2,632,110.34
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Differences:				0.00
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Trial Balance Summary

	Month 4 Totals	YTD Totals		Month 4 Totals	YTD Totals
'1' Assets:	-12,025.28	626,037.29	'2' Liabilities:	388.08	-136,323.90
'5' Expenses:	39,964.08	116,737.06	'3' Capital:		-552,378.86
Assets + Expenses:	27,938.80	742,774.35	'4' Revenues:	-28,326.88	-54,071.59
			Liab + Cap + Rev:	-27,938.80	-742,774.35