

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

Tuesday, June 14, 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 the May 10, 2022, Regular Board meeting.
2. Financial Report.
3. Public Input.
4. Approve Liquor and Tobacco Licensing Renewals.
5. Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Ladies Night Out, September 9, 2022.
6. Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Jazz and Blues Concert, August 31, 2022.
7. Encroachment of Town Property by BMR Holdings LLC
8. Discuss Noise Complaints and Consider Creating a Noise Ordinance.
9. Consider Fireworks Permit Application of Spielbauer Fireworks, Steve Wurzer for July 1, 2022, at N1211 Eastside Rd.
10. Consider Fireworks Permit Application of Fireworks by Sam, Steve Wurzer for July 3, 2022, at Sunset Resort.
11. Approval of the Application and Borrowing Resolution 2022-2 for the BFCESD Funding.
12. Accept Ditch Mowing Agreement for First Week of July.
13. Consider/Approve Variance Request for the Town of Long Lake (posting in newspaper 6/15 & 6/22)
14. Accept L & L Road Improvement Projects.
15. Road updates.
16. Reports of Town Officers
  - Debbie
  - Brenda
  - Greg
  - Dan
  - James
17. Correspondence.
18. Approve Vouchers for Payment.
19. Adjournment.

**TOWN OF LONG LAKE  
BOARD MEETING MINUTES**

**May 10, 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 April 12, 2022, Regular Board Meeting, April 19, 2022, Special Board Meeting, and April 26, 2022, Road Tour 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:** Pam Collins reported that trash is being dumped on Burma Rd again. Diane Heinrich asks what the Recreational Fund is used for and where do the funds come from? Nancy Hovey thanked the Board for approving their variance for a garage.

**CONSIDER/ACCEPT M&N BUSINESS OPERATIONS LLC SURRENDER OF THEIR LIQUOR LICENSE:** Motion by Tinker and second by Lubensky to accept the surrender of M&N Business Operations LLC's Class "B"/ "Class B" Liquor License effective May 13, 2022. Motion carried.

**CONSIDER/APPROVE P&J LANDING LLC ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION:** Motion by Lubensky and second by Tinker to approve the P&J Landing LLC's Class "B"/ "Class B" Liquor License application effective May 13, 2022. Motion carried.

**CONSIDER/APPROVE REZONING REQUEST FOR JAMES KLEVEN APPROXIMATELY (+-) 2.0 ACRES IN TAX ID #17143 – 2.0 AC, PT GOV LOT 3, SECTION 15-37-11, RESIDENTIAL RECREATIONAL 2 TO COMMERCIAL:** Motion by Whitehead and second by Lubensky to approve rezoning request for James Kleven for Tax ID #17143 - 2.0 ac, PT GOV LOT 3, Section 15-37-11 from Residential Recreational 2 to Commercial. Motion carried.

**CONSIDER/APPROVE REZONING REQUEST FOR JAMES KLEVEN APPROXIMATELY (+-) 2.0 ACRES IN TAX ID #17142 – 2.0 AC, PT GOV LOT 3, SECTION 15-37-11, RESIDENTIAL RECREATIONAL 2 TO COMMERCIAL:** Motion by Lubensky and second by Tinker to approve rezoning request for James Kleven for Tax ID #17142 - 2.0 ac, PT GOV LOT 3, Section 15-37-11 from Residential Recreational 2 to Commercial. Motion carried.

**CONSIDER/APPROVE REZONING REQUEST FOR JAMES KLEVEN APPROXIMATELY (+-) 8.12 ACRES IN TAX ID #17242 – 35.0 AC, PT GOV LOT 3, SECTION 16-37-11, RESIDENTIAL AGRICULTURAL TO RESIDENTIAL RECREATIONAL 1:** Washburn County Zoning changed the request to read (=) 6 ac, in Tax Id #17242, PT GOV LOT3, Section 16-37-11, Residential Agricultural to Residential Recreational 2. Motion by Whitehead and second by Tinker to approve rezoning request for James Kleven for Tax ID #17242 - 6.0 ac, PT GOV LOT 3, Section 16-37-11 from Residential Agricultural to Residential Recreational 2. Motion carried.

**ENCROACHMENT OF TOWN PROPERTY BY BMR HOLDINGS LCC:** Action on this item is tabled until the June 14, 2022, meeting. Motion by Whitehead and second by Lubensky to have the clerk work with Banana Abstract to obtain the deed for the town property and the history of its origin. Motion carried. BMR Holdings LLC offered to reimburse the town for the cost of Banana Abstract's services.

CONSIDER/APPROVE A LETTER OF RECOMMENDATION FROM THE LONG LAKE JOINT COMMITTEE ON THE WATER LEVEL: Motion by Tinker and second by Lubensky to accept the letter as presented which all three towns will sign and present to Washburn County which will change the summer target level to 1223.1 and the drawdown from October 1<sup>st</sup> to the 15<sup>th</sup> and the drawdown level will be 1222.7. Motion carried.

SET DATE FOR CLEAN-UP DAYS: Clean-up Day will be August 13, 2022, from 9 am until 2 pm at the town hall.

CONSIDER DITCH MOWING AGREEMENTS: 3 offers were submitted incomplete with insurance paperwork. Action is tabled to allow independent contractors to submit ALL paperwork for consideration at the June 14th meeting.

DETERMINE ROAD PROJECTS TO COMPLETE IN 2022: After board discussion, the item was tabled to allow time to get more estimates.

APPROVE LRIP STATE MUNICIPAL PROJECT AGREEMENT #17452 WITH WASHBURN COUNTY HIGHWAY COMPLETING THE PAVING PROJECT: Motion by Tinker and second by Lubensky to approve the LRIP State Municipal Project Agreement #17452 with the paving of Church Road (approximately .5 miles) to be completed by Washburn County Highway Department for the cost \$63,186.67. Motion carried.

REPORTS OF TOWN OFFICERS:

Debbie: Th town remodeling variance hearing is scheduled at Washburn County for July 5, 2022, at 7 pm.

Brenda: The Building CD is due to renew and with the plans for Town Hall this will be set in a money market account.

Dan: Docks are in and in good shape.

Greg: none

James: none

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 #5789-5805 and the EFT. Motion carried.

ADJOURNMENT: On a motion from Whitehead and second by Lubensky the meeting was adjourned at 7:42 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**

May, 2022

Balance General Fund (Date)	\$	302,828.98	
Deposit	\$	424.65	
Interest	\$	26.48	
Transferred To Boat Launch	\$	(267.00)	
Total	\$	303,013.11	
Expenses	\$	(6,276.51)	
Balance Regular Account (date)			\$ 296,736.60

**Investments**

Money Market Account	\$	216,102.16	
Interest	\$	-	
Total			\$ 216,102.16
Recreation Project	\$	24,278.94	
Interest	\$	-	
Total			\$ 24,278.94
Building & Equipment(Saving	\$	49,191.46	
Interest	\$	25.74	
Total			\$ 49,217.20
Boat Launch Permits	\$	120.00	
Trans. From General Fund	\$	267.00	
Total			\$ 387.00
Dog License Fees	\$	516.00	
Washburn Co Dog Fees	\$	-	
Total			\$ 516.00
Tax Account	\$	13.77	
Transferred to General Fund	-		
Total			\$ 13.77
ARPA Local Recovery Fund	\$	32,985.98	
Interest	\$	2.89	
Total			\$ 32,988.87
Total Investments			\$ 323,503.94

**Summary**

General fund	\$	296,736.60	
Investments	\$	323,503.94	
Grand Total (date)			\$ 620,240.54

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			308,270.30
Checks and Payments	33	Items	-9,078.31
Deposits and Other Credits	16	Items	451.13
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			299,643.12

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			299,643.12
Checks and Payments	10	Items	-2,906.53
Deposits and Other Credits	2	Items	0.01
Register Balance as of 5/31/2022:			296,736.60
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			296,736.60

Uncleared Transaction Detail up to 5/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
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	5783	Washburn County Zoning	Building Permit	General Gov.:Misc.		-225.00
5/11/2022	5789	Edward Olund		General Gov.:Salary		-23.09
5/11/2022	5801	Integrity Building Services	Cleaning	General Gov.:Town Pr...		-37.00
<b>Total Uncleared Checks and Payments</b>				10 Items		-2,906.53
<b>Uncleared Deposits and Other Credits</b>						
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
<b>Total Uncleared Deposits and Other Credits</b>				2 Items		0.01
<b>Total Uncleared Transactions</b>				12 Items		-2,906.52

# Trial Balance

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-5,796.75	620,240.54	
Count: 1			Asset		-5,796.75	620,240.54	
			Totals:		-5,796.75		620,240.54

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-11.16		-314.52
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability		-2.58		-95.70
24310	UNL	County Apportionment of Taxes	Liability			517,906.86	
24330	UNL	Dog License Fees	Liability			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		-13.74	1,888,820.99	-2,025,158.63
			Totals:		-13.74		-136,337.64

Account	Group	Description	Type	Month 5 DB	Month 5 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 5 DB	Month 5 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue				-24.38
41116	RAG	Lottery Tax Collection	Revenue				-3,795.36
43430	RGT	Other State Shared Taxes	Revenue		-28.65		-28.65
43531	RHW	State Grant-Locl Trns Ai	Revenue				-49,759.36
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue		-21.00		-71.90
44110	RLD	Liquor and Malt Beverage License	Revenue		-58.00		-397.00
44111	RLG	Operator Licenses	Revenue				-240.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-167.00	323.00	
44900-04	RMU	Boat Launch Annual permits	Revenue		-150.00		-270.00
48110	SBW	Interest Income	Revenue		-55.11		-287.70
Count: 10			Revenue		-479.76	323.00	-54,874.35
			Totals:		-479.76		-54,551.35

# Trial Balance

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

Fiscal Year: **2022** Month: **5**

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Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,434.84		6,492.65	
51110-02	DAG	Board Expenses	Expense	239.54		828.74	
51110-10	DAE	Plan Commission Salaries/FICA	Expense	105.73		105.73	
51110-12	DAE	Plan Commission Expenses	Expense	349.99		349.99	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			923.98	
51400	DAR	General Administration	Expense			134.92	
51400-01	DAS	legal ads	Expense	87.15		273.15	
51420	DAW	Clerk	Expense	1,250.43		6,171.42	
51420-02	DAZ	Clerk Expenses	Expense	275.34		1,505.44	
51420-05	DBG	Computer Exp. & ETC.	Expense	15.81		585.40	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense			1,773.75	
51440-02	DBR	Election Expenses	Expense	162.11		1,243.23	
51520	DCL	Treasurer	Expense	625.90		3,048.77	
51520-02	DCO	Treasurer Expenses	Expense	119.73		1,124.77	
51530	DCS	Assessment of Property	Expense	691.67		3,458.35	
51610	DDO	Town Hall Maintenance	Expense	37.00		256.24	
51610-02	DDO	Town Hall Expenses	Expense			326.36	
51610-10	DDO	Town Hall Utilities	Expense	159.86		1,880.69	
51610-20	DDO	Town Hall Improvements	Expense			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			43,497.34	
53311-01	DJA	sanding/snow removal	Expense	110.00		33,082.20	
53311-03	DJA	Brush/mow/tree maint	Expense	50.00		1,362.50	
53311-07	DJA	signs	Expense			370.00	
53311-08	DJA	culverts	Expense	205.00		2,311.46	
53311-09	DJA	Salt/Sand	Expense			6,476.63	
53635	DOI	Recycling	Expense	140.00		410.00	
55400	DSA	Recreation Facilities	Expense	212.00		262.27	
55400-10	DSA	Boat Landings maint	Expense	18.15		436.33	
Count: 31			Expense	6,290.25		123,052.31	-25.00
<b>Totals:</b>				6,290.25		123,027.31	

**Report 61 Totals:**

Count: 58

Totals:	6,290.25	-6,290.25	2,632,436.84	-2,632,436.84
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Differences:				0.00
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**Trial Balance Summary**

	Month 5 Totals	YTD Totals	Month 5 Totals	YTD Totals
'1' Assets:	-5,796.75	620,240.54	'2' Liabilities:	-13.74
'5' Expenses:	6,290.25	123,027.31	'3' Capital:	-552,378.86
Assets + Expenses:	493.50	743,267.85	'4' Revenues:	-479.76
			Liab + Cap + Rev:	-493.50
				-743,267.85