

**TOWN OF LONG LAKE, WASHBURN
COUNTY MONTHLY BOARD MEETING**
Wednesday, August 17, 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 July 12, 2022, Regular Board Meeting.
2. Financial Report.
3. Public Input.
4. Consider/ Approve Conditional Use Permit request from B & B Rivers Edge LLC (posting in newspaper 8/3 and 8/10).
5. Clean Up Days Report.
6. Summer Prepay for Propane.
7. Appointment to the Planning Commission.
8. Encroachment of Town Property by BMR Holdings LLC.
9. Update on the Town Remodeling Project.
10. Accept donation for Pedestrian crossing signs and Approve Washburn County Highway to complete the installation.
11. Road updates & Recommendations from Planning Commission.
12. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
13. Correspondence.
14. Approve Vouchers for Payment.
15. Adjournment.

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

July 12, 2022

Town Hall

The regular monthly Town Board meeting was called to order at 6:00 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 Derousseau. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

Approval of Minutes: Motion by Lubensky and seconded by Tinker to approve the minutes from June 14, 2022, Regular Board Meeting and June 21, 2022, Special Board Meeting. Motion carried.

Approval of Financial Report: Motion by Lubensky and seconded by Tinker to accept the Treasurer's Financial Report as presented by the Treasurer. Motion carried.

Public Input: Teri O'Brien commented on some road brushing that needs to be done. Rich Alvin commented on the ditch mowing on Lakken Rd.

Move Date of Regular Board Meeting for August due to Elections on August 9th, 2022: Motion by Tinker and seconded by Lubensky to move the Regular Board Meeting to August 17, 2022, at 6 pm due to the elections on August 9, 2022. Motion carried.

Approve Clerk to pay August monthly bills prior to August Board Meeting: Motion by Tinker and seconded by Lubensky to approve the Clerk to pay August bills prior to the August Board Meeting on August 17th to avoid late fees. Motion Carried.

Encroachment of Town Property by BMR Holdings LLC: BMR Holdings wants to purchase this piece of land and not move the trailer off Town property. BMR holding will offer to pay up to \$2000 to do the Title Commitment if the Board decides to move forward with this process. By consensus, the board has asked the clerk to investigate what the process is to sell a piece of property, the meetings of electors that need to be set, and create an estimated timeline if the town is to move forward.

Planning Commission recommendations regarding the 5-year Road Plan: Eric Anderson, Chairman of the Planning Commission, ask the board to come to the August 2nd Planning Commission meeting to collaborate with them in creating this plan. He explained that the Commission felt it should be a group effort to be sure interests are addressed as we are all just attempting to serve the public's best interests and are not experts on the topic.

Approve the Planning Commission's request to make the Clerk a paid member of the Planning Commission: By consensus, the Planning Commission has requested the Town Board make the Clerk a paid and non-voting member of the Planning Commission as she does all the paperwork, posting, research, and phone calls for the commission which is not included in her Town Clerk duties. Chairman Whitehead pointed out the meeting pay is only \$25 a month. Motion by Tinker and seconded by Lubensky to make the Clerk and paid non-voting member of the Planning Commission. Motion carried.

Update on the Chairman and Clerk's meeting with Washburn County Sheriff: Chairman Whitehead and the Clerk meet with Washburn County Sheriff to discuss current issues in the townships. It was a very positive meeting and plans were made to improve communication and hopefully create a safer environment for the residents and visitors of the Town.

Monthly Financial Report

**Town of Long Lake
Financial Report**

July, 2022

Balance General Fund (Date)	\$	287,431.16	
Deposit	\$	62,086.37	
Interest	\$	26.05	
Transferred To Boat Launch	\$	(459.60)	
Total	\$	349,083.98	
Expenses	\$	(15,768.53)	
Balance Regular Account (date)			\$ 333,315.45

Investments

Money Market Account	\$	216,114.95	
Interest	\$	-	
Total			\$ 216,114.95
Recreation Project	\$	24,280.38	
Interest	\$	-	
Total			\$ 24,280.38
Building & Equipment(Saving	\$	49,218.20	
Interest	\$	-	
Total			\$ 49,218.20
Boat Launch Permits	\$	705.00	
Trans. From General Fund	\$	459.60	
Total			\$ 1,164.60
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	\$	32,991.58	
Interest	\$	2.62	
Total			\$ 32,994.20
Total Investments			\$ 324,302.10

Summary

General fund	\$	333,315.45	
Investments	\$	324,302.10	
Grand Total (date)			\$ 657,617.55

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			290,944.24
Checks and Payments	28	Items	-17,011.69
Deposits and Other Credits	24	Items	62,076.37
Service Charge	0	Items	0.00
Interest Earned	1	Item	26.05
Ending Balance of Bank Statement:			336,034.97

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			336,034.97
Checks and Payments	11	Items	-2,719.53
Deposits and Other Credits	2	Items	0.01
Register Balance as of 7/31/2022:			333,315.45
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			333,315.45

Uncleared Transaction Detail up to 7/31/2022

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	5611	Diane Heinrich		General Gov.:Salary		-23.09
6/15/2022	5809	Twyla Kleven		General Gov.:Salary		-23.09
7/13/2022	5829	Jeanne Walsh		General Gov.:Misc.:Pe...		-25.00
7/13/2022	5833	Diane Heinrich		General Gov.:Salary		-25.00
7/13/2022	5834	Eric Anderson		General Gov.:Salary		-25.00
Total Uncleared Checks and Payments				11 Items		-2,719.53
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				13 Items		-2,719.52

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

Trial Balance

Fiscal Year: 2022 Month: 7

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Account	Group	Description	Type	Month 7 DB	Month 7 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset	46,346.51		657,617.55	
			Count:	1			
			Asset	46,346.51		657,617.55	
Totals:					46,346.51		657,617.55

Account	Group	Description	Type	Month 7 DB	Month 7 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-16.86		-342.54
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability		-3.92		-102.20
24310	UNL	County Apportionment of Taxes	Liability			517,906.86	
24330	UNL	Dog License Fees	Liability		-76.00	83.00	
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		-96.78	1,888,744.99	-2,025,193.15
Totals:					-96.78		-136,448.16

Account	Group	Description	Type	Month 7 DB	Month 7 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 7 DB	Month 7 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue				-1,410.49
41116	RAG	Lottery Tax Collection	Revenue				-3,795.36
43410	RGN	State Shared Revenues	Revenue		-32,970.59		-32,970.59
43430	RGT	Other State Shared Taxes	Revenue				-28.65
43531	RHW	State Grant-Locl Trns Ai	Revenue		-24,879.68		-74,639.04
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-71.90
43650	RJR	Forest Cropland/Managed Forest Land	Revenue		-999.50		-999.50
44110	RLD	Liquor and Malt Beverage License	Revenue		-2,058.00		-2,465.00
44111	RLG	Operator Licenses	Revenue		-393.00		-753.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-499.60		-544.60
44900-04	RMU	Boat Launch Annual permits	Revenue		-60.00		-430.00
48110	SBW	Interest Income	Revenue		-28.67		-358.60
48900	SEH	Other Misc.Revenues	Revenue		-150.00		-150.00



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

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

Washburn County
Zoning Division

CONDITIONAL USE PERMIT REQUEST

DATE: July 05, 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 Zoning Committee. The Committee would like your cooperation in stating your reasons or comments as to why this request should be either **approved or denied**.

CONDITIONAL USE APPLICATION FOR: B&B Campground

LOCATION: Tax ID#17874-48.75 Acres- NE NW & NW NE LYING W OF RIVER, in Sections 36-37-11.

REASON FOR REQUEST: to open a private event building with a restaurant/pizzeria.

PUBLIC HEARING: August 23, 2022

TOWN DECISION (please mark one):

- Approve
- Deny

Comments (attach additional pages if necessary): _____

Chairman: _____

Supervisor: _____

Supervisor: _____

Date signed: _____

Town Clerk: _____

Washburn County Zoning

Application for a Conditional Use Permit

(May be used to amend a condition of a previously issued permit)

You must contact your Town Clerk and attend your local Town meeting to present your proposed plans to the Town Board prior to the County Zoning Committee Public Hearing. Failure to do so could result in delay or denial of your request. The Zoning Committee will request input from the Town. **The Town will not schedule you for their meeting until they have received your paperwork from the Zoning Office. When you contact the Town, verify that your paperwork has been received.**

pd. rec# 031124

Date of application 6-21-2022 Non-refundable fee payable to: **Washburn County Zoning \$ 250.00**
 Mail To: **PO BOX 506, Shell Lake WI 54871**

Property owner B+B Rivers Edge LLC Phone # (715) 354-7108

Mailing address W2753 Church Rd Birchwood, WI 54817

Property legal description NE-NW Sect. 36 Town 37 North Range 11 West

Town of Long Lake Site Address: W2753 Church Rd Birchwood, WI 54817

Lot size 48.15 Tax ID# 17874 Zoning district RR1

Zoning ordinance interpretation Division 5- Sec 38-362(5)

For what use or activity are you applying? Restaurant (pizzeria), private event bldg

Reason for request mainly to have an adequate space for our campers for events/gatherings. but want to make it multipurpose by adding a pizzeria that is open to public.

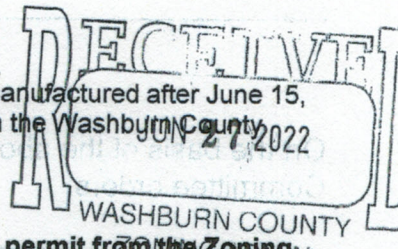
Existing property improvements 90 seasonal campsites, 15 overnight sites, garage, pole shed, 2 laundry rooms, 11 septic systems, showerhouse, restrooms

Proposed property Improvements Add this building approx 60x60 to include restrooms, utility room, + kitchen

Please note:

If you are placing a mobile home, what is the size? N/A Year? * _____

*You must provide pictures of the mobile home and documentation that the mobile home was manufactured after June 15, 1976. If your mobile home was manufactured prior to that date, you must obtain a variance from the Washburn County Board of Adjustments **before** applying for this Conditional Use Permit.



Approval of this Conditional Use Permit does not eliminate the need to obtain a land-use permit from the Zoning Office and any applicable State or Town permits.

I agree to permit County officials charged with administering County Ordinances, or other authorized persons, including the assessor, to have access to the above-described premises at any reasonable time for the purpose of inspection.

(Applicant or representative print name) Sheila Albiston

Sheila M. Albiston
(Applicant or representative signature)

6-21-2022
(Date signed)

(Mailing address if different than above)

You must complete the attached plot plan

Dates published	<u>8/3 + 8/10</u>	Office use	
Hearing date		<u>Aug 23rd, 2022</u>	

BRUNETTE

RA
DAHLE 400

JONES

FORWARD
RR2

CHURCH RD

W 2736
CHURCH RD

W 2771
CHURCH RD

W 2753
CHURCH RD

RR1

W 2753

W 2771

LONG LAKE

NE-NW B & B RIVERS
EDGE LLC

17874

AG

BOROFKA

Brill River 34876

MARTINSON

BOROFKA

Legend

1 inch = 214 feet

This map is for illustration purposes only and does NOT in any way represent a survey of property. Accuracy is limited by the quality of public data from which it is derived and is not implied or guaranteed. Washburn County assumes no responsibility for conclusions drawn by the user

Rivers Edge Campground



Handwritten signature