

**TOWN OF LONG LAKE, WASHBURN
COUNTY MONTHLY BOARD MEETING**
Tuesday, September 13, 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 August 17, 2022, Regular Board Meeting
2. Financial Report
3. Public Input
4. Consider/Approval WI Canoe Heritage Museum Inc (at Hunt Hill) request for a Temporary Class "B"/ "Class B" License for Canoe and Brew, September 25, 2022.
5. Set Date and Time for Special Budget Planning Meeting
6. Clean Up Days Report
7. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
8. Correspondence
9. Approve Vouchers for Payment
10. Adjournment

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

August 17, 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 Derausseau. 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 July 12, 2022, Regular Board Meeting. Motion carried.

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

Public Input: Rich Alvin commented on the ditch mowing on Lakken Rd, had concerns about the gravel pit gate not being locked, and was concerned about if building permits were pulled for an address. Mick Givens and John Long expressed their concerns about the planning commission.

Consider/ Approve Conditional Use Permit request from B & B Rivers Edge LLC (posting in newspaper 8/3 and 8/10): Sheila Albiston, owner, spoke of the plans for B & B Rivers Edge LLC plans for expansion. The board allowed public input on this request. After this discussion a motion was made by Lubensky to approve the conditional use request. The chairman asked for a second three times. Hearing none, the motion dies. Motion by Tinker and seconded by Whitehead to deny the conditional use permit request from B & B Rivers Edge LCC. Motion carried.

Clean Up Days Report: Clerk gave a report of the items collected for clean up days. It was successful but the totals are not in for the cost yet as it just happened. Clerk will report cost at next meeting.

Summer Prepay for Propane: Motion by Tinker and seconded by Lubensky to complete the summer prepay for \$2000 for propane at town hall. Motion carried.

Appointment to the Planning Commission: Motion by Tinker and seconded by Lubensky to appoint Rick Williams as the alternate Planning Commission member to take his Oath at the September 6, 2022, Planning Commission meeting. Motion Carried.

Encroachment of Town Property by BMR Holdings LLC: As Washburn County has gotten involved and has a current case open with BMR Holdings LLC, the board by consensus will table this until the court case is settled in November.

Update on the Town Hall Remolding Project: Groundwork should be beginning in September.

Accept Donation for Pedestrian Crossing Signs and Approve Washburn County Highway to Complete the Installation: Motion by Whitehead and seconded by Lubensky to accept the donation from Jim Marsh to fund the purchase of two flashing pedestrian crossing signs which will be installed by Washburn County Highway on Cty Hwy M with the Town of Long Lake to pay for the maintenance of these signs. Motion carried.

Road Updates and Recommendations from the Planning Commission: There was a handout available and public discussion was had about the road rating on usage of town roads. Chairman Whitehead explained that the Planning Commission and the Town Board are collaborating to create a 5-year road plan to help create a rotation of road maintenance to improve the conditions of the Long Lakes roads.

Reports of Town Officers:

Debbie: Elections August 9 had 197 voters and went well. The new machine saved a lot of time at the end of the night for the election inspectors. WTA Fall workshop September 26 in Cable.

Brenda: none

Dan: The restroom at the landing has been working well so far and has remained clean but we have a toilet paper thief.

Greg: none

James: Will be working with the Spooner Library to bring the mobile library to Town Hall. Also, the BFCES Building is moving forward and excavating work will be beginning.

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

Approve Vouchers for Payment: Motion by Tinker and second by Lubensky to pay vouchers #5847-5870 and the EFT. Motion carried.

Adjournment: On a motion from Whitehead and second by Lubensky the meeting was adjourned at 7:35 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

August, 2022

Balance General Fund (Date)	\$	333,315.45	
Deposit	\$	373.43	
Interest	\$	25.11	
Transferred to ARPA Recovery Fund	\$	(32,970.59)	
Transferred To Boat Launch	\$	(373.43)	
Total	\$	300,369.97	
Expenses	\$	(100,640.39)	
Balance Regular Account (date)	\$		199,729.58

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	\$	1,164.60	
Trans. From General Fund	\$	373.43	
Total			\$ 1,538.03
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	\$	32,994.20	
Trans from General Fund	\$	32,970.59	
Payment (Hillcrest Const)	\$	(425.00)	
Interest	\$	5.41	
Total			\$ 65,545.20
Total Investments			\$ 357,226.53

Summary

General fund	\$	199,729.58	
Investments	\$	357,226.53	
Grand Total (date)	\$		556,956.11

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			336,034.97
Checks and Payments	25	Items	-133,306.57
Deposits and Other Credits	1	Item	373.43
Service Charge	0	Items	0.00
Interest Earned	1	Item	25.11
Ending Balance of Bank Statement:			203,126.94

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			203,126.94
Checks and Payments	15	Items	-3,397.37
Deposits and Other Credits	2	Items	0.01
Register Balance as of 8/31/2022:			199,729.58
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			199,729.58

checking
9/7/2022

Uncleared Transaction Detail up to 8/31/2022

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	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
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	5834	Eric Anderson		General Gov.:Salary		-25.00
8/19/2022	5848	Integrity Building Services	Cleaning	General Gov.:Town Pr...		-37.00
8/19/2022	5857	Washburn Co		General Gov.:Election		-348.34
8/19/2022	5863	Jeanne Walsh		General Gov.:Misc.:Pe...		-25.00
8/19/2022	5867	Diane Heinrich		General Gov.:Salary		-272.50
8/19/2022	5872	Herb Smith	#4338/annual	Levies-Coll.:Overpaym...		-20.00
Total Uncleared Checks and Payments				15 Items		-3,397.37
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				17 Items		-3,397.36

Trial Balance

Account	Group	Description	Type	Month 9 DB	Month 9 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset			556,956.11	
Count: 1			Asset			556,956.11	
Totals:							556,956.11

Account	Group	Description	Type	Month 9 DB	Month 9 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability				-730.16
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability			375.42	
24310	UNL	County Apportionment of Taxes	Liability			517,906.86	
24330	UNL	Dog License Fees	Liability			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			1,889,120.41	-2,025,478.57
Totals:							-136,358.16

Account	Group	Description	Type	Month 9 DB	Month 9 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-551,953.86
Count: 1			Capital				-551,953.86
Totals:							-551,953.86

Account	Group	Description	Type	Month 9 DB	Month 9 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
43430	RGT	Other State Shared Taxes	Revenue				-28.65
43531	RHW	State Grant-Locl Trns Ai	Revenue				-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
44110	RLD	Liquor and Malt Beverage License	Revenue				-2,465.00
44111	RLG	Operator Licenses	Revenue				-753.00
44900	RMU	Other Regulatory Permits and Fees	Revenue				-918.03
44900-04	RMU	Boat Launch Annual permits	Revenue				-410.00
48110	SBW	Interest Income	Revenue				-389.12
48900	SEH	Other Misc.Revenues	Revenue				-150.00

Trial Balance

Count:	13	Revenue	-119,000.68
		Totals:	-119,000.68

Account	Group	Description	Type	Month 9 DB	Month 9 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense			11,048.49	
51110-02	DAG	Board Expenses	Expense			1,252.48	
51110-10	DAE	Plan Commission Salaries/FICA	Expense			438.37	
51110-12	DAE	Plan Commission Expenses	Expense			364.20	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			963.98	
51300	DAM	Legal	Expense			1,872.00	
51400	DAR	General Administration	Expense			304.55	
51400-01	DAS	legal ads	Expense			606.30	
51420	DAW	Clerk	Expense			10,641.38	
51420-02	DAZ	Clerk Expenses	Expense			2,392.09	
51420-05	DBG	Computer Exp. & ETC.	Expense			854.87	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense			2,733.75	
51440-02	DBR	Election Expenses	Expense			2,082.67	
51520	DCL	Treasurer	Expense			4,926.47	
51520-02	DCO	Treasurer Expenses	Expense			1,486.24	
51530	DCS	Assessment of Property	Expense			5,533.36	
51610	DDO	Town Hall Maintenance	Expense			447.24	
51610-02	DDO	Town Hall Expenses	Expense			390.49	
51610-10	DDO	Town Hall Utilities	Expense			4,328.28	
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			33,082.20	
53311-02	DJA	grading	Expense			3,226.25	
53311-03	DJA	Brush/mow/tree maint	Expense			4,442.50	
53311-05	DJA	Chip/Crackseal/Patch	Expense			14,879.78	
53311-06	DJA	Ditch repair	Expense			520.00	
53311-07	DJA	signs	Expense			460.00	
53311-08	DJA	culverts	Expense			2,501.46	
53311-09	DJA	Salt/Sand	Expense			6,476.63	
53311-40	DJA	Black Topping	Expense			63,425.99	
53311-50	DJA	Gravel/load/haul/spread	Expense			18,022.66	
53635	DOI	Recycling	Expense			1,245.00	
55400	DSA	Recreation Facilities	Expense			681.12	
55400-10	DSA	Boat Landings maint	Expense			893.45	

Count:	37	Expense	250,381.59
		Totals:	250,356.59

Municipality: **Town of Long Lake**

Fiscal Year: **2022**

Sorted By: **Account Number**

Selection: **Active Accounts Only**

Trial Balance

Fiscal Year: **2022** Month: **9**

Report Date: **9/09/2022**

Report Time: **12:27 PM**

Report **61**

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Report 61 Totals:

Count:	67
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Totals:		2,696,458.11	-2,696,458.11
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Differences:			0.00
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Trial Balance Summary

	Month 9 Totals	YTD Totals		Month 9 Totals	YTD Totals
'1' Assets:		556,956.11	'2' Liabilities:		-136,358.16
'5' Expenses:		250,356.59	'3' Capital:		-551,953.86
Assets + Expenses:		807,312.70	'4' Revenues:		-119,000.68
			Liab + Cap + Rev:		-807,312.70