

**TOWN OF LONG LAKE, WASHBURN
COUNTY MONTHLY BOARD MEETING**
Tuesday, December 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 October 19, 2022, Special Board Meeting and November 15, 2022, Regular Board Meeting
2. Financial Report
3. Set Date, Time, and Place for Hearing on Revocation of Liquor License of Wurzer's Sunset Resort, LLC, Steve Wurzer, R/A.
4. Discussion/Action on Whether to Proceed Legal Remedies to Retrieve Town Records
5. Discussion/Action on Plowing to Improve Snowmobile Trails
6. Recycle Center 2023 Attendant Extra Hours Agreement
7. Approval of the Monthly Payment for BFCESD Building
8. Set Date and Time 2023 Town Caucus
9. Consider making a recommendation to Washburn Cty Hwy Dept to open Eastside Rd to Church Rd.
10. Discuss/ Review road bushing with Ryan Ullom Excavating and possible additional contract with Ryan Ullom Excavating
11. Update Town Hall Remodel
12. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
13. Correspondence
14. Approve Vouchers for Payment
13. Adjournment

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

NOVEMBER 15, 2022

Town Hall

The regular monthly Town Board meeting was called to order at 7:05 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 October 11, 2022, Regular 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.

Adopt 2023 Town Budget: : Motion by Lubensky and seconded by Tinker to accept the Town Budget for 2023 at \$366,250.26 as presented. Motion carried.

Consider/Approval Agreement with Atlas Inspection Agency: Motion by Tinker and seconded by Dan to approve a 1-year agreement with Atlas Inspection Agency. Motion Carried.

Approval of the Payment Plan for BFCESD Building: Motion by Lubensky and seconded by Tinker to approve the monthly BFCESD building payment of \$11,625.58 to be paid in December. Motion carried.

Consider/Approval of Resolution 2022-5 Birchwood Four Corners Emergency Service District 2023 Assessment: Motion by Tinker and second Lubensky to approve Resolution 2022-5 BFCESD 2023 Assessment as presented for \$41,420.15. Motion carried.

Consider making a recommendation to Washburn Cty Hwy Dept to open Cty. Hwy. D from Lapcinski Rd to Co. Hwy P (Long Lake portion), and Cty. Hwy. P to Audubon Rd. (Long Lake portion) to ATV/UTV Use: Chairman explained Washburn Cty Hwy Dept's requirements for requesting the opening of a Cty Hwy to ATV/UTV traffic and explained that it was also viewable on their website. Motion by Whitehead and second Lubensky to request Washburn Cty Hwy Dept to open Cty Hwy D from Lapcinski Rd to Cty Hwy P (Long Lake portion) and Cty Hwy P to Audubon Rd (Long Lake portion). Motion carried.

Discuss options of getting Eastside Rd to Church Road open to ATVS: Board had a discussion on the possibilities to opening Eastside Rd to Church Rd. By consensus, the board will put on the December agenda to bring this recommendation to Washburn Cty Hwy Dept as it has many times in the pass but will also have Chairman Whitehead speak with the Birchwood Bobcats about some other options too.

Discuss road bushing and possible contract with Ryan Ullom Excavating: Motion by Whitehead and second Tinker to approve Ryan Ullom Excavating to road bush the ½ mile Schnacky Road both side for the price not to exceed \$3000 and the board will review the job at the December Board Meeting. Motion carried.

Update on Town Hall Remodel: Heating duct work is installed, and the new addition is completely closed in. We done our best to get the siding to match the historical building appearance.

Reports of Town Officers:

Debbie: Met with the attorney about the hearing on Sunsets, and he will be here on the December 13th meeting to discuss the town options. Also have met with attorney about the email from the Washburn County DA about the open records request.

Brenda: Tax season is here. Will be unable to attend the December 13th meeting.

Dan: Docks are out, and they held up better this year.

Greg: Would like to see what it would take to increase the board size and what Village powers would mean to the town.

James: Had appreciated all the input in a civil manner tonight, this is the way a meeting should be. Discussion whether it be good bad or ugly is useful if given in a respectful manner, but when we need

to have a Washburn County Deputy on standby because of the people who cannot be respectful of others and the meeting process, I fear what may be come of our town. You must remember that every two years it is possible to a complete change to the board, and it is possible that no one will be trained or understand what needs to be followed as far as the State Statutes. This is not requirements or training for being elected. Just something to think about.

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 Whitehead and second by Lubensky to pay vouchers #5912-5934, #1003 (ARRP) and the EFT. Motion carried.

Adjournment: On a motion from Whitehead and second by Tinker the meeting was adjourned at 8:33 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

TOWN OF LONG LAKE SPECIAL BOARD MEETING MINUTES

October 19, 2022

Town Hall

The Special Town Board meeting was called to order at 5:30 p.m. by Chairman James Whitehead. Board Supervisor Greg Tinker, Clerk Debbie Bouma and Treasurer Brenda Derousseau were also present. Board Supervisor Dan Lubensky was absent. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

PUBLIC COMMENT: Diane Heinrich asked when it was the appropriate time to address the wages for elected town officials.

BUDGET PLANNING:

The group studied revenue amounts and categories current and prior, and expenditure amounts and categories current and prior and then developed a Proposed Town Budget for 2022. Motion by Whitehead and seconded by Tinker to change the name of the Blacktop One Mile reserve fund to Emergency Road Repair Fund. Motion carried. Motion by Whitehead and seconded by Tinker to move the money from the fire hall fund to the rock crushing reserve fund. Motion carried.

SET DATE FOR PUBLIC BUDGET HEARING: Motion by Whitehead and seconded by Tinker to set the Public Budget Hearing for 5:30 p.m. on Tuesday, November 15, 2022, at the Town Hall. Motion carried.

SET DATE AND TIME FOR SPECIAL TOWN MEETING OF THE ELECTORS: Motion by Whitehead and seconded by Tinker to set the Special Town Meeting of the Electors to immediately follow The Public Budget Hearing on November 15th, 2022, and with the November Regular Board Meeting to be immediately following the Special Town Meeting of Electors. Motion carried.

REPORTS OF TOWN OFFICERS:

James: none

Dan: (absent from the meeting)

Greg: Expressed concerns for the advancement of the 5-year road plan.

Debbie: Meet with the attorney today to discuss all the information collected addressing concerns with Sunsets. Also, talked with the attorney about disruptive town meetings and he will be advising us on both issues soon.

Brenda: none

ADJOURNMENT: On a motion by Tinker and second by Whitehead the meeting was adjourned at 6.55 p.m.. An audio recording of these minutes will be kept on file at the Town Hall or at the clerk's home.

Respectfully submitted by
Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

November, 2022

Balance General Fund (Date)	\$	293,970.03	
Deposit	\$	-	
Interest	\$	23.31	
Transferred To Boat Launch	\$	-	
Total	\$	293,993.34	
Expenses	\$	(20,609.28)	
Balance Regular Account (date)	\$		\$ 273,384.06

Investments

Money Market Account	\$	216,771.11	
BFCESD Funding	\$	288,285.00	
BFCESD Payment	\$	(83,064.59)	
Interest	\$	-	
Total			\$ 421,991.52
Recreation Project	\$	24,280.38	
Interest	\$	-	
Total			\$ 24,280.38
Building & Equipment(Saving	\$	49,220.68	
Interest	\$	-	
Total			\$ 49,220.68
Boat Launch Permits	\$	2,032.21	
Trans. From General Fund	\$	-	
Total			\$ 2,032.21
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	\$	50,888.31	
Payment (Hillcrest Const)	\$	(21,626.00)	
Interest	\$	3.83	
Total			\$ 29,266.14
Total Investments			\$ 527,320.70

Summary

General fund	\$	273,384.06	
Investments	\$	527,320.70	
Grand Total (date)	\$		\$ 800,704.76

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			298,211.01
Checks and Payments	24	Items	-101,781.80
Deposits and Other Credits	1	Item	83,064.59
Service Charge	0	Items	0.00
Interest Earned	1	Item	23.31
Ending Balance of Bank Statement:			279,517.11

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			279,517.11
Checks and Payments	14	Items	-6,133.06
Deposits and Other Credits	2	Items	0.01
Register Balance as of 11/30/2022:			273,384.06
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			273,384.06

Uncleared Transaction Detail up to 11/30/2022

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
7/13/2022	5834	Eric Anderson		General Gov.:Salary		-25.00
8/19/2022	5872	Herb Smith	#4338/annual	Levies-Coll.:Overpaym...		-20.00
11/16/2022	5913	Dan Lubensky		General Gov.:Salary		-478.32
11/16/2022	5914	Sharon Lewis	Inspector	General Gov.:Election		-236.25
11/16/2022	5917	Brenda Derousseau		General Gov.:Salary		-594.55
11/16/2022	5928	First Responder		Public Safety:First Res...		-2,000.00
11/16/2022	5933	WTA/TAC		General Gov.:Misc.:Du...		-157.50
Total Uncleared Checks and Payments				14 Items		-6,133.06
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		-6,133.05

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

Trial Balance

Fiscal Year: 2022 Month: 12

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Account	Group	Description	Type	Month 12 DB	Month 12 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset			800,704.76	
Count: 1			Asset			800,704.76	
Totals:							800,704.76

Account	Group	Description	Type	Month 12 DB	Month 12 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability				-789.34
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability			361.62	
24330	UNL	Dog License Fees	Liability			83.00	
Count: 4			Liability			814.88	-789.34
Totals:							25.54

Account	Group	Description	Type	Month 12 DB	Month 12 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-547,536.32
Count: 1			Capital				-547,536.32
Totals:							-547,536.32

Account	Group	Description	Type	Month 12 DB	Month 12 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-185,443.57
41113	RAC	Delinquent P.P. Retained	Revenue				-1,410.49
41114	RAE	State Property Tax Cred IN & OUT	Revenue				-4,940.09
41116	RAG	Lottery Tax Collection	Revenue				-3,795.36
41150	RAU	Forest Cropland/Managed Forest Land Taxes	Revenue				-25,950.13
43410	RGN	State Shared Revenues	Revenue				-34,281.62
43430	RGT	Other State Shared Taxes	Revenue				-49.43
43531	RHW	State Grant-Local Trns Ai	Revenue				-112,880.96
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				-2,475.00
44111	RLG	Operator Licenses	Revenue				-813.00
44900	RMU	Other Regulatory Permits and Fees	Revenue				-1,877.21
44900-04	RMU	Boat Launch Annual permits	Revenue				-410.00
46435	RSG	Recycling (Usr Fees Only)	Revenue				-18.00
48110	SBW	Interest Income	Revenue				-1,134.55
48900	SEH	Other Misc.Revenues	Revenue				-292,659.81
Count: 17			Revenue				-669,210.62
Totals:							-669,210.62

Account	Group	Description	Type	Month 12 DB	Month 12 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense			15,433.74	
51110-02	DAG	Board Expenses	Expense			1,861.16	

Trial Balance

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

Fiscal Year: 2022 Month: 12

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51110-10	DAE	Plan Commission Salaries/FICA	Expense			749.85	
51110-12	DAE	Plan Commission Expenses	Expense			414.18	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			1,261.48	
51300	DAM	Legal	Expense			1,872.00	
51400	DAR	General Administration	Expense			363.68	
51400-01	DAS	legal ads	Expense			606.30	
51420	DAW	Clerk	Expense			14,392.67	
51420-02	DAZ	Clerk Expenses	Expense			2,872.85	
51420-04	DBE	Auditor	Expense			1,050.00	
51420-05	DBG	Computer Exp. & ETC.	Expense			902.30	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense			3,697.50	
51440-02	DBR	Election Expenses	Expense			3,064.86	
51520	DCL	Treasurer	Expense			6,804.17	
51520-02	DCO	Treasurer Expenses	Expense			2,163.88	
51530	DCS	Assessment of Property	Expense			7,608.37	
51610	DDO	Town Hall Maintenance	Expense			649.43	
51610-02	DDO	Town Hall Expenses	Expense			411.39	
51610-10	DDO	Town Hall Utilities	Expense			4,749.52	
51610-20	DDO	Town Hall Improvements	Expense			46,318.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-25.00
51938	DEN	Other Insurance	Expense			4,070.00	
52200	DFK	Fire Protection	Expense			48,437.43	
52200-01	DFK	FIRE HALL PAYMENT	Expense			83,064.59	
52900	DII	Other Public Safety	Expense			2,000.00	
53311-01	DJA	sanding/snow removal	Expense			33,082.20	
53311-02	DJA	grading	Expense			5,727.50	
53311-03	DJA	Brush/mow/tree maint	Expense			6,374.50	
53311-05	DJA	Chip/Crackseal/Patch	Expense			14,879.78	
53311-06	DJA	Ditch repair	Expense			3,600.00	
53311-07	DJA	signs	Expense			581.59	
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			3,971.57	
55400	DSA	Recreation Facilities	Expense			1,083.48	
55400-10	DSA	Boat Landings maint	Expense			1,429.93	
			Count:	40	Expense	416,041.64	-25.00
						Totals:	416,016.64

Trial Balance

Report 61 Totals:	Count:	63	Totals:		1,217,561.28	-1,217,561.28
				Differences:	0.00	

Trial Balance Summary

	Month 12 Totals	YTD Totals		Month 12 Totals	YTD Totals
'1' Assets:		800,704.76	'2' Liabilities:		25.54
'5' Expenses:		416,016.64	'3' Capital:		-547,536.32
			'4' Revenues:		-669,210.62
Assets + Expenses:		1,216,721.40	Liab + Cap + Rev:		-1,216,721.40



SERVING BURNETT AND WASHBURN COUNTIES

1400 S. RIVER ST. SPOONER, WISCONSIN 54801

TEL (715) 635-2197

FAX (715) 635-7262

November 7, 2022

Clerk Debbie Bouma
Town of Long Lake
W3439 Morningside Road
Sarona, WI 54870

RE: 2023 RCC Attendant Contract

Dear Ms. Bouma:

The Recycling Control Commission (RCC) of Burnett and Washburn Counties continues to provide residential recycling opportunities to residents of your area through the availability of a recycling container located in the Town of Long Lake. The collection of residential recycling materials includes aluminum, tin, steel cans, paper products, glass, magazines, plastics 1, 2, & 5, newspaper, cardboard, and paper board.

Ventures Unlimited provides personnel at the site from 9:00am – 1:00pm each Saturday from April-October. In the past, the Town of Long Lake has agreed to provide two additional hours of operation (1:00pm-3:00pm). Enclosed is a proposed 2023 contract maintaining an additional two hours during 2023. If you have any questions, please do not hesitate to contact me at your convenience to discuss the 2023 contract.

Please obtain town board approval and **return signed originals** in the enclosed envelope. A fully executed copy will be mailed back to you in late January 2023.

Sincerely,

Executive Director, Recycling Control Commission

Enclosures

**AGREEMENT
BETWEEN THE
RECYCLING CONTROL COMMISSION
AND TOWN OF LONG LAKE**

WHEREAS, the Town of Long Lake has requested extended hours of service from the Recycling Control Commission as outlined in the Scope of Services.

NOW, THEREFORE BE IT RESOLVED that the Recycling Control Commission and the Town of Long Lake agree as follows:

This Agreement entered into on the ____ day of _____, 202_____, by the Recycling Control Commission, party of the first part, hereinafter referred to as the "RCC", and the Town of Long Lake, Wisconsin, party of the second part, hereinafter referred to as the "Town."

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto, legally intending to be bound hereby, do covenant and agree for themselves and their respective successors and assigns, as follows:

SCOPE OF SERVICES:

The RCC will operate the recycling site for an additional two hours (1:00pm – 3:00pm) per Saturday from April 1, 2023 through October 28, 2023.

COST:

The Town will pay the RCC \$11.00 per hour for the contracted extra hours. This agreement shall commence on April 1, 2023 and end on October 28, 2023.

IN WITNESS THEREOF, we the undersigned agree to the terms of this Agreement.

Phil Lindeman
Recycling Control Commission

James Whitehead, Chairman
Town of Long Lake

Witness

Witness

Date

Date

BFCESD Building Payment Plan (8 September 2022)

Building Expenses (estimated timing based upon current schedule)												
	August	September	October	November	December	January	February	March	April	May	June	Total
Building Expenses	\$ 104,000.00	\$ 378,153.00	\$ 432,200.00	\$ 60,490.00	\$ 21,895.00	\$ 21,895.00	\$ 435,384.00	\$ 493,215.00	\$ 359,681.00	\$ 161,785.00		\$ 2,468,698.00
Building Expenses (Cumulative)	\$ 104,000.00	\$ 482,153.00	\$ 914,353.00	\$ 974,843.00	\$ 996,738.00	\$ 1,018,633.00	\$ 1,454,017.00	\$ 1,947,232.00	\$ 2,306,913.00	\$ 2,468,698.00		

Payment Source

	August	September	October	November	December	January	February	March	April	May	June	July	August	Total
Work Completed (month ending)														
BFCESD Invoiced by NMB (first of month)														
Municipality Invoiced (first of month)														
Private Funding														
Private Funding Balance	\$ 1,052,862.15	\$ 948,962.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 570,709.15	\$ 245,949.15	\$ 84,164.15	\$ 988,698.00
Public Funding														
Public Funding Balance														\$ 1,500,000.00
Grand Total														\$ 2,468,698.00

Municipality	% Participation	Initial Funding Amount	August	September	October	November	December	January	February	March	April	May	June	July	August	Total
Town of Birchwood	16.6%	\$ 248,794.15				\$ 71,685.89	\$ 10,033.04	\$ 3,631.57	\$ 3,631.57	\$ 72,213.99	\$ 81,806.00	\$ 5,792.09				\$ 248,794.15
Town of Cedar Lake	31.5%	\$ 472,406.81				\$ 136,116.15	\$ 19,050.59	\$ 6,895.56	\$ 6,895.56	\$ 137,118.91	\$ 155,332.08	\$ 10,997.95				\$ 472,406.81
Town of Doyle	5.1%	\$ 76,138.28				\$ 21,937.98	\$ 3,070.40	\$ 1,111.37	\$ 1,111.37	\$ 22,099.59	\$ 25,035.03	\$ 1,772.55				\$ 76,138.28
Town of Edgewater	21.3%	\$ 319,889.36				\$ 92,170.79	\$ 12,900.07	\$ 4,669.32	\$ 4,669.32	\$ 92,849.81	\$ 105,182.82	\$ 7,447.24				\$ 319,889.36
Town of Long Lake	19.2%	\$ 288,285.25				\$ 83,094.59	\$ 11,625.58	\$ 4,208.00	\$ 4,208.00	\$ 83,676.52	\$ 94,791.07	\$ 6,711.47				\$ 288,285.25
Town of Wilson	1.3%	\$ 19,014.34				\$ 5,478.67	\$ 766.78	\$ 277.55	\$ 277.55	\$ 5,519.03	\$ 6,252.11	\$ 442.67				\$ 19,014.34
Villages of Birchwood	5.0%	\$ 75,471.80				\$ 21,745.94	\$ 3,048.53	\$ 1,101.64	\$ 1,101.64	\$ 21,906.14	\$ 24,815.88	\$ 1,757.03				\$ 75,471.80