

**TOWN OF LONG LAKE, WASHBURN
COUNTY MONTHLY BOARD MEETING**
Tuesday, February 14, 2023, 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 January 10, 2023, Regular Board Meeting, January 5, 2023 Special Board Meeting, and January 18, 2023 Town Caucus.
2. Financial Report
3. Public Comment
4. Spooner Books & Bread bookmobile
5. Discussion/Approve Jeff Rubin's request for Rezoning 9.18 acres in Tax Id#17646, E1/2 E1/2 NE SW, Section 26-37-11, from Agricultural to Residential Agricultural (publish dates 2/8 and 2/15)
6. Discussion/Action Encroachment of Town Property by BMR Holdings LLC
7. Approval of the Monthly Payment for BFCESD Building
8. Discussion on Snowmobile and ATV Routes
9. Roads Update
10. Update Town Hall Remodel
11. Public Comment on Agenda Items Only
12. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
13. Correspondence
14. Approve Vouchers for Payment
13. Adjournment

**TOWN OF LONG LAKE
SPECIAL BOARD MEETING MINUTES**

JANUARY 5, 2023

Town Hall

The Special 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. Treasurer, Brenda Derousseau was absent.

Consider the complaints received regarding Wurzer's Sunset Resort LLC's liquor license. The bases of these complaints allege that Wurzer's Sunset Resort, LLC, maintains a disorderly house: Chairman Whitehead stated the history and prior actions taken to bring the board to this meeting. He also acknowledged the emails received by the board in favor of and against the pending possible action. The floor was open for the public to comment as long as it remained orderly and only directed at the board. Jeff Cornell, Mr. Wurzer's attorney, was allowed to make the final remarks prior to the board deliberations.

Action on Revocation of Liquor License of Wurzer's Sunset Resort, LLC, Steve Wurzer, R/A: After the board deliberated, Mr. Wurzer was asked if he would work on complying to the original concessions made at the June 17th, 2022, hearing. Mr. Wurzer agreed to improvements needed to the concession. Motion by Whitehead and seconded by Lubensky to take no action at this time on the revocation but have the concessions of the previous agreement remain until the June 2023 liquor license renewal date. Motion carried.

Adjournment: On a motion from Whitehead and seconded by Lubensky the meeting was adjourned at 7:32 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

CAUCUS JANUARY 18, 2023
Town of Long Lake

The Town Caucus to nominate candidates for the April 4, 2023, election was called to order by Town Chairman James Whitehead at 6:00 p.m. on Thursday, January 18, 2023, at the Town Hall. A total of 54 residents were present and registered. The chairman declared he was a candidate for re-election and stepped down. Without objection, Alan Barta was selected to chair the caucus. Chairman Barta noted that the meeting was properly noticed. Peter Bolduc and Brenda Derausseau volunteered to be counters to canvass the votes. Nominations were opened.

Town Chairman: Scott Frolik nominated Bob Moullette. John Long seconded the nomination. Debbie Bouma nominated James Whitehead. Emily O'Rourke seconded the nomination. No further nominations were declared.

Supervisor I: Al Ausing nominated Dan Lubensky. Jim Kleven seconded the nomination. Scott Frolik nominated Jeff Bauer. Peter Bolduc seconded the nomination. No further nominations were declared.

Supervisor II: James Whitehead nominated Craig Larson. Debbie Bouma seconded the nomination. Diane Heinrich nominated Rick Williams. Barbara Bouma seconded the nomination. Ron Whitish nominated Terry O'Brien. Scott Frolik seconded the nomination. No further nominations were declared.

Clerk: Diane Heinrich nominated Debbie Bouma. Craig Larson seconded the nomination. Ron Whitish nominated Mick Givens. John Long seconded the nomination. No further nominations were declared.

Treasurer: Debbie Bouma nominated Brenda Derausseau. Stacey Frolik seconded the nomination. No further nominations were declared.

Nominations were closed.

A paper ballot vote took place to reduce the nominated for Supervisor II to two candidates. Counters, Peter Bolduc and Brenda Derausseau counted the results. Run off results Craig Larson 20, Rick Williams 11, Terry O'Brien, 23. The two candidates for Supervisor II are Craig Larson and Terry O'Brien.

All nominations were repeated by the clerk, who requested the candidates stay after the meeting to fill out paperwork and determine positions on the ballot.

On a motion by Dan Lubensky and second by James Whitehead, the caucus was adjourned at 6:25 p.m..

Respectfully submitted by

Debbie Bouma, Clerk

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

January 10, 2023

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. Treasurer, Brenda Derousseau was absent. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

Approval of Minutes: Motion by Tinker and seconded by Lubensky to approve the minutes from December 13, 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. Motion carried.

Discussion/Action on Whether to Proceed Legal Remedies to Retrieve Town Records: Motion by Lubensky and seconded by Tinker to suspend and remove from further action former chairman Mick L Givens on retrieve of town records. 2 Aye 1 Nay. Motion carried.

Discussion/Action on Planning Commission's Recommendations for 2023 Road Projects: Chairman Whitehead explained the recommendations of the planning commission to blade patch County Line and Audubon Road, and crack seal all level one roads if the budget allows. Motion by Whitehead and second by Lubensky to move forward with the recommendations of the planning commission to blade patch County Line and Audubon Road, and crack seal all level one roads if the budget allows. Motion carried.

Approval of the Payment Plan for BFCESD Building: Motion by Tinker and seconded by Lubensky to approve the monthly BFCESD building payment of \$4208.00 to be paid in February. Motion carried.

Approval of Resolution No. 2023-1 Disaster Proclamation for the December Snowstorm: Chairman Whitehead explained that the Clerk has been working with the state Emergency Services to apply for emergency grant money to possibly pay some of the clean up from the huge snowstorm. The state does not consider it a snow event but is calling it an ice event which mean we could possibly get funds for the tree clearing of the roads to open them back up for emergency services. Motion by Whitehead and seconded by Lubensky to approve the Resolution No.2023-1 Disaster Proclamation for the December Snowstorm. 3 Ayes 0 Nays. Motion carried.

Update on Town Hall Remodel: The new addition is fully complete. In the old section of town hall the ceiling and lighting are roughed in and will be completed this week. Wood floor will be sanded and sealed by the end of the month.

Reports of Town Officers:

Debbie: The cost of a speed study for the ATV route is estimated to be about \$6000 according to the Highway Commissioner. Also, he pointed out that once this is done it could be that the State could increase the speed and the town would have to abide by it. It may not have the outcome we would hope for.

Brenda: Taxes are in full swing.

Dan: none

Greg: Ask to review the process of a caucus.

James: Land use permits at the County were finally updated as of today, stating that the town of Long Lake must be contacted when putting in a new driveway on town roads. We have our paperwork in order and The Town of Sarona has their paperwork in and it should be good to go on the ATV route addition on Hwy D and P at this time. I have meet with the Bobcat Trails Club and others about the options over on Eastside Road and will be meeting with the Highway Commissioner to discuss the power point that was created to show these options and see if he will take it to the Highway Committee.

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 Whitehouse and second by Lubensky to pay vouchers #5958-5984, #1005 (ARRP) and the EFT. Motion carried.

Adjournment: On a motion from Whitehead and second by Tinker the meeting was adjourned at 7:02 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report
January, 2023**

Balance General Fund (Date)	\$	264,457.08	
Deposit	\$	1,350,505.15	
Interest	\$	110.70	
Transferred to Tax Account	\$	(1,324,913.13)	
Transferred to Boat Permits	\$	-	
Transferred To Dog Licenses	\$	(30.00)	
Total	\$	290,129.80	
Expenses	\$	(81,442.34)	
Balance Regular Account (date)	\$		208,687.46

Investments

Money Market Account	\$	220,124.94	
BFCESD Funding	\$	193,594.83	
BFCESD Payment	\$	(4,208.00)	
Interest	\$	-	
Total	\$		409,511.77
Recreation Project	\$	26,597.18	
Tranfer from Boat Permits	\$	-	
Interest	\$	-	
Total	\$		26,597.18
Building & Equipment(Saving	\$	49,223.13	
Interest	\$	-	
Total	\$		49,223.13
Boat Launch Permits	\$	-	
Trans From General Fund	\$	-	
Total	\$		-
Dog License Fees	\$	655.00	
Payment to Washburn Cty	\$	(160.00)	
Transferred from General Fu	\$	30.00	
Total	\$		525.00
Tax Account	\$	640,997.93	
Real Estate	\$	1,308,970.15	
MFL-Open	\$	5.67	
MFL-Closed	\$	15,095.99	
Personal Property	\$	841.32	
January Settlement	\$	(599,384.86)	
Total	\$		1,366,526.20
ARPA Local Recovery Fund	\$	21,318.03	
Payment (Hillcrest Const)	\$	(6,140.00)	
Interest	\$	1.53	
Total	\$		15,179.56
Total Investments	\$		1,867,562.84

Summary

General fund	\$	208,687.46	
Investments	\$	1,867,562.84	
Grand Total (date)	\$		2,076,250.30

checking
2/9/2023

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			270,018.82
Checks and Payments	43	Items	-2,012,238.86
Deposits and Other Credits	18	Items	1,950,160.71
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			207,940.67

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			207,940.67
Checks and Payments	14	Items	-3,461.22
Deposits and Other Credits	3	Items	4,208.01
Register Balance as of 1/31/2023:			208,687.46
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			208,687.46

checking
2/9/2023

Uncleared Transaction Detail up to 1/31/2023

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
1/11/2023	5961	Jeanne Walsh		General Gov.:Misc.:Pe...		-25.00
1/11/2023	5963	Brenda Derousseau		General Gov.:Salary		-617.36
1/11/2023	5965	Diane Heinrich		General Gov.:Salary		-25.00
1/11/2023	5985	Cardmember Services		General Gov.:Misc.		-54.44
1/11/2023	5986	United States Treasury		General Gov.:FICA		-72.98
Total Uncleared Checks and Payments				14 Items		-3,461.22
Uncleared Deposits and Other Credits						
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
1/11/2023		Birchwood 4 Corners Eme...		[Money Market]		4,208.00
Total Uncleared Deposits and Other Credits				3 Items		4,208.01
Total Uncleared Transactions				17 Items		746.79

Trial Balance

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset	665,282.18		2,076,250.30	
Count: 1			Asset	665,282.18		2,076,250.30	
Totals:					665,282.18		2,076,250.30

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-14.26		-817.86
21512	UNL	U.S. Withholding Taxes Payable	Liability	72.98		443.24	
21514	UNL	Medicare Taxes Payable	Liability		-3.32	354.98	
24310	UNL	County Apportionment of Taxes	Liability	155,840.05		155,840.05	
24330	UNL	Dog License Fees	Liability	130.00		88.00	
24610	UNL	Rice Lake schools	Liability	362,497.90		362,497.90	
24611	UNL	Spooner Schools	Liability	68,342.25		68,342.25	
24630	UNL	Wi VTAE District	Liability	12,704.66		12,704.66	
26101	UNL	Taxes Collected	Liability		-172,295.14		-172,295.14
26101-01	UNL	Real Estate Taxes Collected	Liability		-1,136,799.26		-1,769,393.29
26101-02	UNL	Personal Property Taxes Collected	Liability		-841.32		-1,041.28
26101-03	UNL	R.E. Tax Overpaid-No Refund	Liability		-0.01		-0.01
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability		-190.49		-190.49
26101-05	UNL	Tax Collected MFL Open	Liability		-157.57		-263.99
26101-06	UNL	Tax Collected MFL Closed	Liability		-14,819.84		-22,903.59
Count: 15			Liability	599,587.84	-1,325,121.21	600,271.08	-1,966,905.65
Totals:					-725,533.37		-1,366,634.57

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-769,866.92
Count: 1			Capital				-769,866.92
Totals:							-769,866.92

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
43531	RHW	State Grant-Locl Trns Ai	Revenue		-25,371.52		-25,371.52
48110	SBW	Interest Income	Revenue		-112.23		-112.23
Count: 2			Revenue		-25,483.75		-25,483.75
Totals:					-25,483.75		-25,483.75

Account	Group	Description	Type	Month 1 DB	Month 1 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,461.75		1,461.75	
51110-02	DAG	Board Expenses	Expense	258.13		258.13	
51110-10	DAE	Plan Commission Salaries/FICA	Expense	155.73		155.73	
51300	DAM	Legal	Expense	2,649.00		2,649.00	
51400	DAR	General Administration	Expense	56.00		56.00	
51420	DAW	Clerk	Expense	1,250.43		1,250.43	

Trial Balance

51420-02	DAZ	Clerk Expenses	Expense	246.41		246.41	
51420-05	DBG	Computer Exp. & ETC.	Expense	237.89		237.89	
51520	DCL	Treasurer	Expense	625.90		625.90	
51520-02	DCO	Treasurer Expenses	Expense	125.42		125.42	
51530	DCS	Assessment of Property	Expense	700.00		700.00	
51530-02	DCV	Assessor Expenses	Expense	5,424.50		5,424.50	
51610-02	DDO	Town Hall Expenses	Expense	24.23		24.23	
51610-10	DDO	Town Hall Utilities	Expense	171.86		171.86	
51610-20	DDO	Town Hall Improvements	Expense	6,140.00		6,140.00	
51938	DEN	Other Insurance	Expense	4,271.00		4,271.00	
52200	DFK	Fire Protection	Expense	20,710.08		20,710.08	
52200-01	DFK	FIRE HALL PAYMENT	Expense	4,208.00		4,208.00	
53311-01	DJA	sanding/snow removal	Expense	22,352.50		22,352.50	
53311-03	DJA	Brush/mow/tree maint	Expense	1,655.00		1,655.00	
53311-07	DJA	signs	Expense	4,039.98		4,039.98	
53311-09	DJA	Salt/Sand	Expense	8,400.00		8,400.00	
53311-40	DJA	Black Topping	Expense	352.84		352.84	
53311-90	DJA	Misc. Maintance	Expense	200.94		200.94	
55400-10	DSA	Boat Landings maint	Expense	17.35		17.35	

Count:	25	Expense	85,734.94	85,734.94
		Totals:	85,734.94	85,734.94

Report 61 Totals:

Count:	44	Totals:	1,350,604.96	-1,350,604.96	2,762,256.32	-2,762,256.32
		Differences:				0.00

Trial Balance Summary

	Month 1 Totals	YTD Totals		Month 1 Totals	YTD Totals
'1' Assets:	665,282.18	2,076,250.30	'2' Liabilities:	-725,533.37	-1,366,634.57
'5' Expenses:	85,734.94	85,734.94	'3' Capital:		-769,866.92
			'4' Revenues:	-25,483.75	-25,483.75
Assets + Expenses:	751,017.12	2,161,985.24	Liab + Cap + Rev:	-751,017.12	-2,161,985.24