

**TOWN OF LONG LAKE, WASHBURN
COUNTY MONTHLY BOARD MEETING**
Tuesday, April 11, 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 March 14, 2023, Regular Board Meeting.
2. Financial Report
3. Public Comment
4. Approval of the Monthly Payment for BFCESD Building
5. Approve Independent Contactors Agreement with Mike Houser.
6. Equipment Lease Agreement Mike Hauser.
7. Public Comment on Agenda Items Only
8. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
9. Correspondence
10. Approve Vouchers for Payment
13. Adjournment

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

March 14, 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 and Treasurer, Brenda Derosseau. 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 February 14, 2023, Regular Board Meeting. Motion carried.

Approval of Financial Report: Treasurer out pointed that the ARRP account had a fee charged that will be reversed for low funds, and this account should be closed as we have completed using the funds and have the reminder moved to the general account. Motion by Lubensky and seconded by Tinker to accept the Treasurer's Financial Report as presented. Motion carried.

Spoooner Area School District Superintendent, Dr. David Aslyn, about the Spoooner Operational Referendum for the April 4th, 20223 Elections: Dr. David Aslyn presented the Spoooner Operational Referendum and answered question from the public.

Public Comment: Ron Whitish read a message off his phone stated to be from Scott Frolik. Mike McGough requested to have town hall open to the exercise class. Terry O'Brien asked when the driveway permit will be back on the agenda. John Long questioned Chairman Whitehead and Clerk Bouma about residency and expenses. Debbie Bouma spoke on what makes up the expenses that show up in the clerks account. Ron Whitish wanted to understand why the grader is used more then the plow truck. Jeff Bauer spoke of the ATV Meeting and provided a handout for those interested.

Discussion/Approve Mary Johnson Trust request for Rezoning 3.4 acres in Tax Id# 16776-PT GOV LOT 1 LOT 23, Tax Id# 16777-PT GOV LOT 1 LOT 22 All in Maple Grove Beach, all in Section 09-37-11, from Residential to Residential Recreational 2. (Publish dates 3/8 and 3/15): Motion by Tinker and seconded by Lubensky to approve the Mary Johnson Trust rezoning request as presented and make recommendation to the Washburn County Board. Motion carried.

Set Date for 2023 Open Book and Board of Review: Motion by Whitehead and seconded by Tinker to set the date for 2023 Open Book and Board of Review as follows May 10, 2023, Board of Review to meet at 5:45 to adjourn until a later date due to the year of revaluation for Long Lake. Open Book will be October 16, 2023, from 12-7pm at Town Hall and Open book will resume November 1, 2023, from 6-8 pm at the Town Hall. Motion carried.

Discussion/Action Encroachment of Town Property by BMR Holdings LLC and Set Date for Possible Special Meeting of Electors: No action taken.

Approval of the Payment Plan for BFCESD Building: Motion by Tinker and seconded by Lubensky to approve the monthly BFCESD building payment of \$94,791.07 to be paid in April. Motion carried.

Roads Updates: Road bans will go in effect March 16, 2023, at noon as it coincides with Washburn County's Road Bans. Special Permits are available from the Chairman if a special exception is needed.

Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Pints on the Prairie, September 9, 2023: Motion by Lubensky and seconded by Tinker to approve the temporary Class "B"/ "Class B" License for Pints on the Prairie at Hunt Hill on September 9, 2023. Motion carried.

Public Comment on Agenda Items Only: Wayne Sabatke thanked the town for using the grader to expand the lanes of traffic this winter and he wanted to thank chairman Whitehead for the good job he is doing. Jeff Bauer wanted to know what other past files were found in computer file labeled "Town Issues" from the past clerks the Clerk Bouma found.

Reports of Town Officers:

Debbie: Explained that the grant written for emergency funds for the December Ice (snow) Storm had reached level four and is awaiting final approval after many phone calls with the State. February 21, 2023, election had a decent turn out and the election inspectors for Long Lake received a high rating from Washburn County Canvas. We are lucky to have such good inspectors.

A member of the town has written the DA on four separate dates claiming violations. A two-hour meeting with the DA, the Town Lawyer, the Town Chairman and Town Clerk, in which the clerk provided the complete emails, the records of phone calls with the Wisconsin Towns Association, and all postage receipts. The DA confirmed all records of the phone calls with the Wisconsin Towns Association. The District Attorney found no violations and that it was a personal vendetta by a member of the town. This was a huge use of town's time, attorney's time, Town cost as the attorney billed 9 hours from April 2022 until February 2023, and also had to notify the town insurance company as we have coverage for this issue. The town has been cleared of any open records request violations from the District Attorney. I have the file on this subject on the table if anyone would care to view it tonight.

Brenda: Working on Dog List updates for Washburn County's program.

Dan: none

Greg: none

James: Road ban follow's Washburn County guidelines and special permits can be obtained from the Chairman.

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 Lubensky and second by Tinker to pay vouchers #6019-6043 and the EFT. Motion carried.

Adjournment: On a motion from Tinker and second by Lubensky the meeting was adjourned at 7:45p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

March, 2023

Balance General Fund (Date)	\$	313,234.25	
Deposit	\$	819.82	
Interest	\$	23.31	
Transferred from ARPA Recovery Fund	\$	80.43	
Transferred to Boat Permits	\$	(10.00)	
Transferred To Dog Licenses	\$	-	
Total	\$	314,147.81	
Expenses	\$	(38,643.31)	
Balance Regular Account (date)	\$		\$ 275,504.50

Investments

Money Market Account	\$	220,124.94	
BFCESD Funding	\$	185,178.83	
BFCESD Payment	\$	(83,676.52)	
Interest	\$	4,304.84	
Total			\$ 325,932.09
Recreation Project	\$	26,597.18	
Interest	\$	279.61	
Total			\$ 26,876.79
Building & Equipment(Saving	\$	49,223.13	
Interest	\$	2.45	
Total			\$ 49,225.58
Boat Launch Permits	\$	40.00	
Trans From General Fund	\$	10.00	
Total			\$ 50.00
Dog License Fees	\$	825.00	
Payment to Washburn Cty	\$	(340.00)	
Transferred from General Fu	\$	-	
Total			\$ 485.00
Tax Account	\$	13.77	
	\$	-	
Total			\$ 13.77
ARPA Local Recovery Fund	\$	65.43	
CCF Refund Charge	\$	15.00	
Transfer to General Fund	\$	(80.43)	
Bank Service Charge	\$	(15.00)	
Total			\$ (15.00)
Total Investments			\$ 402,568.23

Summary

General fund	\$	275,504.50	
Investments	\$	402,568.23	
Grand Total (date)			\$ 678,072.73

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			317,463.12
Checks and Payments	30	Items	-123,457.98
Deposits and Other Credits	10	Items	84,829.70
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			278,834.84

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			278,834.84
Checks and Payments	15	Items	-3,330.35
Deposits and Other Credits	2	Items	0.01
Register Balance as of 3/31/2023:			275,504.50
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			275,504.50

Uncleared Transaction Detail up to 3/31/2023

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
2/15/2023	5994	Jeane Walsh		General Gov.:Misc.:Pe...		-25.00
3/15/2023	6019	Dan Lubensky		General Gov.:Salary		-380.82
3/15/2023	6023	Twyla Kleven		General Gov.:Salary		-23.09
3/15/2023	6028	Eric Anderson		General Gov.:Salary		-25.00
3/27/2023	6044	Washburn Co Treas	Permit	General Gov.:Gravel Pit		-185.00
Total Uncleared Checks and Payments				15 Items		-3,330.35
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		-3,330.34

Trial Balance

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-117,229.80	678,072.73	
Count: 1			Asset		-117,229.80	678,072.73	
Totals:					-117,229.80	678,072.73	

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-14.26		-846.38
21512	UNL	U.S. Withholding Taxes Payable	Liability			443.24	
21514	UNL	Medicare Taxes Payable	Liability		-3.32	348.34	
24310	UNL	County Apportionment of Taxes	Liability			543,693.34	
24330	UNL	Dog License Fees	Liability	340.00		128.00	
24610	UNL	Rice Lake schools	Liability			1,251,816.44	
24611	UNL	Spooner Schools	Liability			235,998.41	
24630	UNL	Wi VTAE District	Liability			43,872.80	
26101	UNL	Taxes Collected	Liability				-217,311.87
26101-01	UNL	Real Estate Taxes Collected	Liability				-1,994,239.01
26101-02	UNL	Personal Property Taxes Collected	Liability				-1,244.42
26101-03	UNL	R.E. Tax Overpaid-No Refund	Liability				-0.51
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability				-306.90
26101-05	UNL	Tax Collected MFL Open	Liability				-370.07
26101-06	UNL	Tax Collected MFL Closed	Liability				-27,378.97
Count: 15			Liability	340.00	-17.58	2,076,300.57	-2,241,698.13
Totals:					322.42		-165,397.56

Account	Group	Description	Type	Month 3 DB	Month 3 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 3 DB	Month 3 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue		-663.82		-663.82
43531	RHW	State Grant-Local Trns Ai	Revenue				-25,371.52
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-49.55
44110	RLD	Liquor and Malt Beverage License	Revenue		-10.00		-10.00
44111	RLG	Operator Licenses	Revenue		-20.00		-40.00
44900	RMU	Other Regulatory Permits and Fees	Revenue	135.00		120.00	
44900-04	RMU	Boat Launch Annual permits	Revenue		-10.00		-50.00
48110	SBW	Interest Income	Revenue		-4,610.21		-4,821.41
Count: 8			Revenue	135.00	-5,314.03	120.00	-31,006.30
Totals:					-5,179.03		-30,886.30

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
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Trial Balance

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

Fiscal Year: **2023** Month: **3**

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51110	DAE	Board Salaries/FICA	Expense	1,461.75		4,385.25	
51110-02	DAG	Board Expenses	Expense	213.10		849.39	
51110-10	DAE	Plan Commission Salaries/FICA	Expense	155.73		492.19	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			195.00	
51300	DAM	Legal	Expense			2,649.00	
51400	DAR	General Administration	Expense	147.79		707.98	
51420	DAW	Clerk	Expense	1,250.43		3,751.29	
51420-02	DAZ	Clerk Expenses	Expense	138.83		676.68	
51420-05	DBG	Computer Exp. & ETC.	Expense	15.81		269.51	
51440	DBO	Election Wages	Expense	885.00		885.00	
51440-02	DBR	Election Expenses	Expense	342.02		619.58	
51520	DCL	Treasurer	Expense	625.90		1,877.70	
51520-02	DCO	Treasurer Expenses	Expense	84.50		311.01	
51530	DCS	Assessment of Property	Expense	700.00		2,100.00	
51530-02	DCV	Assessor Expenses	Expense	6,243.17		15,742.54	
51610-02	DDO	Town Hall Expenses	Expense	50.00		1,202.30	
51610-10	DDO	Town Hall Utilities	Expense	266.01		680.33	
51610-20	DDO	Town Hall Improvements	Expense			31,850.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense		-66.00		-66.00
51938	DEN	Other Insurance	Expense			4,271.00	
52200	DFK	Fire Protection	Expense			20,710.08	
52200-01	DFK	FIRE HALL PAYMENT	Expense	83,676.52		92,092.52	
53311-01	DJA	sanding/snow removal	Expense	12,838.75		57,706.25	
53311-03	DJA	Brush/mow/tree maint	Expense	12,900.00		30,695.00	
53311-07	DJA	signs	Expense			4,039.98	
53311-09	DJA	Salt/Sand	Expense			8,400.00	
53311-40	DJA	Black Topping	Expense			352.84	
53311-90	DJA	Misc. Maintance	Expense			200.94	
55400-10	DSA	Boat Landings maint	Expense	157.10		430.69	

Count: 29

Expense	122,152.41	-66.00	288,144.05	-66.00
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Totals:	122,086.41		288,078.05	
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Report 61 Totals:

Count: 54

Totals:	122,627.41	-122,627.41	3,042,637.35	-3,042,637.35
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Differences:				0.00
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Trial Balance Summary

	Month 3 Totals	YTD Totals		Month 3 Totals	YTD Totals
'1' Assets:	-117,229.80	678,072.73	'2' Liabilities:	322.42	-165,397.56
'5' Expenses:	122,086.41	288,078.05	'3' Capital:		-769,866.92
Assets + Expenses:	4,856.61	966,150.78	'4' Revenues:	-5,179.03	-30,886.30
			Liab + Cap + Rev:	-4,856.61	-966,150.78