

**TOWN OF LONG LAKE, WASHBURN COUNTY
MONTHLY BOARD MEETING**

Tuesday, June 13, 2023, at 6:00 p.m.

Town Hall

N1584 County Highway MD, Sarona, WI

AGENDA

Call to Order by Bob Moullette, Chairman Pledge of Allegiance,
Verification of Notices, Roll Call

1. Approval of Minutes from the May 9, 2023, Regular Board Meeting, and May 26, 2023, Special Board Meeting.
2. Financial Report
3. Public Comment
4. Discuss/Action Building Inspectors
5. Approve Liquor and Tobacco Licensing Renewals
6. Encroachment of Town Property by BMR Holdings LLC
7. Discuss/Action Road Projects
8. Discuss/Action Driveways Permits/Ordinance
9. Discussion/Appointment of Planning Commission
10. Public Comment on Agenda Items Only
11. Reports of Town Officers
 - Debbie
 - Brenda
 - Jeff
 - Terry
 - Bob
12. Correspondence
13. Approve Vouchers for Payment
22. Adjournment

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

May 9, 2023

Town Hall

The regular monthly Town Board meeting was called to order at 6:00 p.m. by Chairman, Bob Moullette. Supervisor I, Jeff Bauer, was absent. Supervisor II, Terry O'Brien, was 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 O'Brien and seconded by Moullette to approve the minutes from April 11, 2023, Regular Board Meeting; April 20, 2023, Special Board Meeting; and the 2023 Road Tour. Motion carried.

Approval of Financial Report: Motion by Moullette and seconded by O'Brien to accept the Treasurer's Financial Report as presented. Motion carried.

Consider/Approval for changes to signatures for the bank accounts: Motion by O'Brien and seconded by Moullette to change the signature on bank accounts from the past Chairman Whitehead to the Current Chairman Moullette. Motion carried.

Greg Hayes presents Insurance Review for Town of Long Lake Polices: Greg Hayes from Rural Mutual reviewed the existing policy the Town has, and he also recommend increasing the building value to \$250,829 to cover the recent addition and repairs. Motion by O'Brien and seconded by Moullette to raise the building value to \$250,829 to cover the recent addition and repairs. Motion carried.

Public Comment: Joe Hoy commented that there are many items on the agenda that he feels should be tabled until the full board is at the meeting. James Whitehead asked about the missing board member for more than one meeting already. Also, he asked what was different from the contract Mike Houser signed on April 20th than the one before the Board on April 11th. Ron Whitish stated he felt the chairman had lied in the past meeting. John Long stated the Jeff Bauer had all these vacations planned before the election. Diane Heinrich asks if the Supervisor missing the meeting was collecting a paycheck for the month. Scott Frolik expressed his thoughts that the clerk should not be on the road tour. James Whitehead asked why L & L excavating was on the road tour. Also, he asked what was being done about the encroachment on town property. Greg Tinker explained he did not feel comfortable making the motion on April 11. Also, he asked about the reevaluation of the town. Mark Schmitz wanted to point out the number of hours board member's work. Dennis West asked about zoom meetings. Joe Hoy did text with Jeff but was not able to get a voice call where he was today.

Consider Hall Use and Rental: Mike McGough asks for the use of the Town Hall three times a week for an hour or two for exercise class. After the recent discussion with Greg Hayes on what would need to be done, such as sign in sheets and responsibility waivers. The clerk will be creating forms as directed by the board for town hall use following the examples presented at this meeting. Motion by O'Brien and seconded by Moullette to allow use of the town hall as a rental of \$100 per day with a damage deposit once rental forms are completed, an exception will be for the Senior Exercise Class with a seasonal rental of \$50 a season. Motion carried.

Discuss/Action Building Inspectors, presentation from Scott Schiefelbein, Independent Inspections: Motion by O'Brien and seconded by Moullette to table this item until the June meeting. Motion carried. Scott Schiefelbein did introduce himself to the board.

Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Jazz Night, August 25, 2023: Motion by O'Brien and seconded by Moullette to approve the Temporary Class "B"/ "Class B" license for August 25, 2023, for Hunt Hill as presented. Motion carried.

Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Ladies Night Out, September 14, 2023: Motion by Moullette and seconded by O'Brien to approve the Temporary Class "B"/ "Class B" license for September 14, 2023, for Hunt Hill as presented. Motion carried.

Approval of Resolution No. 2023-2 Disaster Proclamation for the 4-12-23 Road Flooding: Motion by O'Brien and seconded by Moullette to approve Resolution No. 2023-2 Disaster Proclamation for the 4-12-23 Road Flooding as presented. Motion carried.

Consider Fireworks Permit Application of Spielbauer Fireworks, Long Lake Chamber for July 4, 2023: Motion by O'Brien and seconded by Moullette to approve the permit for Spielbauer Fireworks, Long Lake Chamber, for July

4, 2023, as presented. Motion carried.

Set Date for Board of Review Training: Motion by Moullette and seconded by O'Brien to set the Board of Review Training for the board members on June 6 at 2:30 at Town Hall. Motion carried.

Set Date for Clean Up Days: Motion by O'Brien and seconded by Moullette to set Clean Up Days for August 12, 2023, at Town Hall from 9am to 2 pm. Motion carried.

Discuss/Action Ditch Mowing and Brushing: Discussion was had on the continuing ditch brushing that is being completed. Motion by Moullette and seconded by O'Brien to accept the ditch mowing proposal from Ullom's Excavating for \$6500 as presented. Motion carried.

Discuss/Action Road Projects: Motion by Moullette and seconded by O'Brien to approve the two road projects discussed on the Road Tour for Laundromat Rd and Lipinski Rd to be completed by L&L excavating and have Washburn County blade patch after the work is completed. Motion carried.

Discuss/Action Driveways Permits: Motion by O'Brien and seconded by Moullette to table this item until the June meeting. Motion carried.

Discussion/Appointment of Planning Commission: Motion by Moullette and seconded by O'Brien to table this item until the June meeting. Motion carried.

Public Comment on Agenda Items Only: Diane Heinrich asked about the possibility of getting the tore up gravel from the County projects and was looked into. Mark Larson questions why the board would consider changing the building inspector who has always been looking out for the homeowner. He also pointed out the Jon Mattson charges much less and why would the board force that extra expense on the residents of the town. James Whitehead expressed the need for communication between the board members, and pointed out that they can always call a special meeting to discuss stuff.

Reports of Town Officers

Debbie – Attended the Board of Review Training in Steven's Point and registered with the WI Dept of Revenue to insure we are in compliance with State for the year of 2023 Board of Review. Also, attend the district meeting for Wisconsin Municipal Clerk's meeting on May 5th which introduced some more grant programs the town may be able to apply for. Received a call complementing Mike Houser for donating his time and machines to help clean up the brush at Long Lake Church on behalf of the township and want to thank Mike.

Brenda - none

Jeff - absent

Terry – Currently began taking over the duties of checking the boat landings for the town, and we need to improve the boat landing fee boxes. Also, we need to replace the handle on the outhouse as it no longer locks.

Bob - none

Correspondence: Correspondence was on the table for Board members to review and will be kept with the clerk's meeting records. A thank you was made to the Election Inspectors for another perfect County Canvass review for the April 4, 2023, election.

Approve Vouchers for Payment: Motion by O'Brien and second by Moullette to pay vouchers #6066-6080 and the EFT. Motion carried.

Adjournment: On a motion from O'Brien and second by Moullette the meeting was adjourned at 8:15p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

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

May 26, 2023

Town Hall

The Special Town Board meeting was called to order at 9:00 a.m. by Chairman, Bob Moullette. Supervisor I, Jeff Bauer, and Supervisor II, Terry O'Brien, was present along with Clerk, Debbie Bouma. Treasurer, Brenda Derousseau was absent.

Discussion Building Inspectors: Board discussed the current building inspector and the one who submit paperwork to the Board. Item to be added to the June agenda.

Discussion Road Projects: Clerk reviewed where the road budget is currently at and the monies left to spend for the year.

Discussion Planning Commission: Chairman Moullette discussed his thoughts on appointments for the Planning Commission, which will be added to the June agenda for board approval.

Discussion on Driveway Permits: The board discussed the need to revisit the Driveway Ordinance and if there needs to be changes made. One of issues is the driveways in the township which are also on a County Highway. The Board decided to place this item on the June agenda.

Discussion on Setting up a monthly "Discussion only" meetings: By consensus, the Board would like to move forward with "discussion only" meetings each month as they are all new and need to communicate each other more than just at the monthly board meetings.

Discussion on Board Emails: Clerk reminded the board of the importance of using the Town's email when communicating with the public. The clerk also reviewed open records request and what can be requested under the open records.

Discussion Encroachment of Town Property by BMR Holdings LLC: Clerk advised the board of the ongoing issue and all information which has been discussed over the last year as this item has come up at the Annual meeting of Electors and the last town meeting in public comment. The Board decided to place this item on the June agenda.

Adjournment: On a motion from Bauer and seconded by O'Brien the meeting was adjourned at 10:17 a.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

May, 2023

Balance General Fund (Date)	\$	210,654.82	
Deposit	\$	30,477.74	
Interest	\$	21.04	
Transferred to Boat Permits	\$	(550.06)	
Transferred To Dog Licenses	\$	(105.00)	
Total	\$	240,498.54	
Expenses	\$	(14,872.84)	
Balance Regular Account (date)			\$ 225,625.70

Investments

Money Market Account	\$	224,429.78	
BFCESD Funding	\$	6,711.24	
BFCESD Payment	\$	(6,711.47)	
Interest	\$	-	
Total			\$ 224,429.55
Recreation Project	\$	26,876.79	
Interest	\$	-	
Total			\$ 26,876.79
Building & Equipment(Saving	\$	49,225.58	
Interest	\$	-	
Total			\$ 49,225.58
Boat Launch Permits	\$	50.00	
Trans From General Fund	\$	550.06	
Total			\$ 600.06
Dog License Fees	\$	485.00	
Payment to Washburn Cty	\$	-	
Transferred from General Fu	\$	105.00	
Total			\$ 590.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
Total Investments			\$ 301,735.75

Summary

General fund	\$	225,625.70	
Investments	\$	301,735.75	
Grand Total (date)			\$ 527,361.45

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			214,042.15
Checks and Payments	34	Items	-22,369.98
Deposits and Other Credits	27	Items	37,048.21
Service Charge	0	Items	0.00
Interest Earned	1	Item	21.04
Ending Balance of Bank Statement:			228,741.42

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			228,741.42
Checks and Payments	12	Items	-3,115.73
Deposits and Other Credits	2	Items	0.01
Register Balance as of 5/31/2023:			225,625.70
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			225,625.70

Uncleared Transaction Detail up to 5/31/2023

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
5/10/2023	6070	Jeffery Bauer		General Gov.:Salary		-399.29
Total Uncleared Checks and Payments				12 Items		-3,115.73
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				14 Items		-3,115.72

Trial Balance

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

Fiscal Year: **2023** Month: **5**

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Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-20,792.56	527,361.45	
Count: 1			Asset		-20,792.56	527,361.45	
			Totals:		-20,792.56	527,361.45	

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-54.86		-853.46
21512	UNL	U.S. Withholding Taxes Payable	Liability			443.24	
21514	UNL	Medicare Taxes Payable	Liability		-12.82	334.38	
24310	UNL	County Apportionment of Taxes	Liability			543,693.34	
24330	UNL	Dog License Fees	Liability			23.00	
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
26101-05	UNL	Tax Collected MFL Open	Liability				-370.07
26101-06	UNL	Tax Collected MFL Closed	Liability				-27,378.97
Count: 14			Liability		-67.68	2,076,181.61	-2,241,398.31
			Totals:		-67.68		-165,216.70

Account	Group	Description	Type	Month 5 DB	Month 5 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 5 DB	Month 5 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue				-663.82
41116	RAG	Lottery Tax Collection	Revenue				-4,171.48
43430	RGT	Other State Shared Taxes	Revenue		-28.65		-28.65
43531	RHW	State Grant-Locl Trns Ai	Revenue				-50,743.04
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue		-21.00		-70.55
44110	RLD	Liquor and Malt Beverage License	Revenue		-20.00		-30.00
44111	RLG	Operator Licenses	Revenue				-40.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-540.06		-435.06
44900-04	RMU	Boat Launch Annual permits	Revenue		-160.00		-230.00
46310	RPW	Highway Maintenance and Construction	Revenue		-1.00		-1.00
48110	SBW	Interest Income	Revenue		-21.04		-4,875.46
48900	SEH	Other Misc.Revenues	Revenue				-24.03

Trial Balance

Count:	12	Revenue	-791.75	-61,313.09
		Totals:	-791.75	-61,313.09

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,612.46		7,459.46	
51110-02	DAG	Board Expenses	Expense	611.92		1,665.24	
51110-10	DAE	Plan Commission Salaries/FICA	Expense			492.19	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			310.00	
51300	DAM	Legal	Expense			3,729.00	
51400	DAR	General Administration	Expense			707.98	
51420	DAW	Clerk	Expense	1,461.97		6,463.69	
51420-02	DAZ	Clerk Expenses	Expense	490.07		1,290.50	
51420-04	DBE	Auditor	Expense	1,100.00		1,100.00	
51420-05	DBG	Computer Exp. & ETC.	Expense	15.81		983.81	
51430	DBK	Personnel	Expense	428.52		428.52	
51440	DBO	Election Wages	Expense			2,137.50	
51440-02	DBR	Election Expenses	Expense	325.64		1,372.95	
51520	DCL	Treasurer	Expense	696.96		3,200.56	
51520-02	DCO	Treasurer Expenses	Expense	50.00		419.14	
51530	DCS	Assessment of Property	Expense	700.00		3,500.00	
51530-02	DCV	Assessor Expenses	Expense	4,614.42		23,615.86	
51610-02	DDO	Town Hall Expenses	Expense	9.98		1,326.66	
51610-10	DDO	Town Hall Utilities	Expense	345.29		1,192.58	
51610-20	DDO	Town Hall Improvements	Expense			31,850.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-66.00
51938	DEN	Other Insurance	Expense			4,271.00	
52200	DFK	Fire Protection	Expense			41,420.15	
52200-01	DFK	FIRE HALL PAYMENT	Expense	6,711.47		193,595.06	
53311-01	DJA	sanding/snow removal	Expense	185.00		75,142.50	
53311-03	DJA	Brush/mow/tree maint	Expense	34.14		30,729.14	
53311-07	DJA	signs	Expense	250.00		4,529.98	
53311-08	DJA	culverts	Expense	430.00		14,332.65	
53311-09	DJA	Salt/Sand	Expense			8,400.00	
53311-40	DJA	Black Topping	Expense			352.84	
53311-90	DJA	Misc. Maintance	Expense	180.00		380.94	
53635	DOI	Recycling	Expense	682.00		1,467.00	
55400	DSA	Recreation Facilities	Expense	360.00		360.00	
55400-10	DSA	Boat Landings maint	Expense	356.34		874.36	

Count:	34	Expense	21,651.99	469,101.26	-66.00
		Totals:	21,651.99	469,035.26	

Trial Balance

Report 61 Totals:

Count:	62
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Totals:	21,651.99	-21,651.99	3,072,644.32	-3,072,644.32
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Differences:	0.00
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Trial Balance Summary

	Month 5 Totals	YTD Totals		Month 5 Totals	YTD Totals
'1' Assets:	-20,792.56	527,361.45	'2' Liabilities:	-67.68	-165,216.70
'5' Expenses:	21,651.99	469,035.26	'3' Capital:		-769,866.92
			'4' Revenues:	-791.75	-61,313.09
Assets + Expenses:	859.43	996,396.71	Liab + Cap + Rev:	-859.43	-996,396.71