

TOWN OF LONG LAKE

SPECIAL BOARD MEETING MINUTES

April 29, 2025

Town Hall

Chairman Terry O'Brien called the special town board meeting to order at 4:00 p.m. Board Supervisors Joel Faschingbauer, Diane Allard, and Clerk Debbie Bouma were present. The Pledge of Allegiance was recited, and the clerk confirmed the verification of notices.

Discussion on Meeting Etiquette: A Discussion was held. By consensus, it was decided to focus on following Robert's Rules, as suggested by the Wisconsin Towns Association, for running public meetings. Also, a discussion was held on how to better run the public comment portion of the meetings.

Discussion on Individual Board Responsibilities: An information session was held on the processes and responsibilities for completing driveway and road ban permits. Discussions were also held on maintenance and collecting the boat landing fees. The division of roads and tours to be completed after storms, and at least monthly to review for damage or needs that may need to be addressed at a monthly meeting, were also discussed.

Discussion on Budget: The Clerk handed out copies of the budget worksheets and the approved Summary for the 2025 budget, which explained how to read them, where and when funds are received, and estimated expenses that needed to be planned for. Future discussion will need to be had on the levy limits.

a. Cover expenses not budgeted for/plans move money: The plan is to review the budget quarterly to decide when funds may need to be moved from one account to another.

1) Audit (was not budgeted for): The town's contracted cost of \$1300 was budgeted, but when the motion was made at the January 2025 Town Board meeting, the final price came in at \$5000.

2) Roads (last year's expenses): It was found that Washburn County Highway bills were being sent to the Chairman's email in 2024 and not turned over to the Clerk, so \$15,444.21 needs to be paid for 2024 road expenses ASAP.

3) Planning commission letters sent (over budgeted cost): The Planning Commission's letter for the Comprehensive Plan was mailed at a cost of \$2,375.53, and the budget expenses for the whole year were \$2000.

Discussion on Building Inspector: Clerk explained the need for completed paperwork for building inspections, which are sent to the town assessor. The fact that our town has 95% residential property is the only way to increase our levy limit through new net construction. Most years, this number is less than a 1% increase.

- a. **Paperwork for Permits:** The past year's paperwork from both inspectors was reviewed. Notes were taken on the missing information that will be needed.

Discussion on Roads:

- a. **Road Tour (hand out sheets to review for tour):** The Clerk handed out information from Paser on how to rate roads, which included pictures, to help in preparing for the road tour on May 5th, 2025.
- b. **Plans for 2026:** A Discussion was held on developing a long-term road plan to follow and move forward with the foundation set by past board members that may not have been acted on recently. Also, how to budget for these projects and where we can possibly find funding will need to be discussed.
- c. **Road grants:** Discussion was held on the upcoming LRIP, TRID, and TRIS funding opportunities.

Discussion Recommendations from Town Electors Meeting: A Discussion was held on both the Town Website and Facebook sites, and the current board feels both are essential assets to the town, which are currently not costing the town anything to maintain. Plans are being made to make improvements to them in the future. Discussion was also had on the three kiosks required for postings by State Statute to be kept up in place of publishing in the newspapers, which is increasingly expensive.

- a. **Town's website**
- b. **Town's Facebook**

ADJOURNMENT: On a motion by Faschingbauer and seconded by O'Brien, the meeting was adjourned at 6:10 p.m. 3-Ayes. The motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk