

# TOWN OF LONG LAKE SPECIAL BOARD MEETING MINUTES

May 27, 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 Liquor and Tobacco Licensing Renewals:** The Clerk gave a review of the submitted applications and ensured that they were completed correctly. A discussion was held on the process for approving the current applications, which will be up for renewal at the June 10th Regular Board Meeting, as this is a new process for some board members.

**Discussion on updates with the Gravel Pit Letter from the Attorney:** The Clerk provided the Board with a copy of the letter which was sent out by the Town's Attorney at the request of the Board's motion during the May 13<sup>th</sup> meeting, which was to require Milestone and Frolik to file the proper paperwork in accordance to the Town's Ordinance 2017-1 Nonmetallic Mining.

**Discussion on Building Permits:** At the Board's request, the clerk created a spreadsheet showing all recorded building permits for 2024 and 2025. The discussion revolved around the importance of "net new construction" being reported to the assessor promptly to help with the town's levy. During the Board of Review process, the assessor explained the importance of the town being vigilant, which will help to avoid costly reevaluation expenses in the future.

**Discussion on Addressing Town Concerns with Amish Farms: The Board has received comments and concerns from citizens, highlighting the need to develop a strategy for addressing these concerns** with the Amish Community. The Board felt that it would be a matter of informing and educating them about Town Ordinances.

**Discussion on Town Website Updates:** As this is an ongoing process, a suggestion was made to list which board members are responsible for specific tasks to prevent people from calling the wrong board member. Each Board member will supply the clerk with a list of which calls they believe should be directed to them.

**Discussion/Review on WTA Training:** The Board expressed that this training was very informative and eye-opening.

## **(a) Power and Duties of Town Officials**

**(i) Individual Officers Responsibilities:** Wisconsin Towns Association Lawyer, who presented, recommended that the Town Boards make a motion to have the Clerk be the Custodian of all Town Records (WI State Statue 19.33) along with being the Designate Record Keeper, because the State Statute as written makes the Chairman or highest ranking town official the Custodian, which most towns are not aware of or are currently following. By consensus, the board agreed this item needs to be addressed at the June 10th meeting.

**(b) Public Records:** A review of our current open records policy was conducted and discussed, enlightened by the presentation we received. By consensus, the board agreed this item needs to be addressed at the June 10<sup>th</sup> meeting.

**(c) Local Government Finance Basics**

**(d) Open Meetings Law**

**Discussion on Roads**

**(a) Loans for Road projects:** A Discussion was held on ideas for improvements and the need for a long-term capital improvement plan. Discussion was also held regarding a way to finance a long-term capital improvement plan. By consensus, the board agreed this item needs to be addressed at the June 10th meeting.

**ADJOURNMENT:** On a motion by Faschingbauer and seconded by O'Brien, the meeting adjourned at 5:03 p.m. 3-Ayes. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk