# TOWN OF LONG LAKE, WASHBURN COUNTY MONTHLY BOARD MEETING

Thursday, September 14, 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 August 8, 2023, Regular Board Meeting, August 12, 2023, Special Board Meeting and August 30, 2023, Special Board Meeting.
- 2. Financial Report
- 3. Public Comment
- 4. Clean up day report.
- Consider/Action "Class B" Liquor and Class "B" Beer: Dave's Outboard, LLC- Twyla Kleven, agent; Trade name Dave's Outboard, located at N1338 Cty Hwy MD, Sarona, WI 54870.
- 6. Discuss/Action Building Inspectors
- 7. Discuss Townhall Building Cost Breakdown
- 8. Discuss/Action Right of Way Information
- 9. Discussion/Action Encroachment of Town Property by BMR Holdings LLC
- 10. Discuss/Action Road Projects
- 11. Discuss/Action Driveways Permits/Ordinance
- 12. Discuss/Set Date for Town Board Meetings & Budget Meetings for September and October.
- 13. Public Comment on Agenda Items Only
- 14. Reports of Town Officers

Debbie

Brenda

Jeff

Terry

Bob

- 15. Correspondence
- 16. Approve Vouchers for Payment
- 17. Adjournment

## TOWN OF LONG LAKE BOARD MEETING MINUTES

August 8, 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 and 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 Bauer to approve the minutes from July 11, 2023, Regular Board Meeting as corrected and July 31, 2023, Special Board Meeting. Motion carried.

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

Public Comment: Mike McGough asked about clean up days. Diane Heinrich asked about where the Pioneer Campground encroachment on town property is at and that she is not in favor of Leo Dunlevy rezoning. Pam Collins asked about the Burma Road project. Virgina Sandridge questioned why the address on the Frolik property is incorrect. Scott Frolik blamed the address mess on the Zoning department. Joe Hoy supports the request for Frolik. John Long questioned about the town hall mowing. Scott Frolik is still upset with the handicap ramp and wants to see the plans. Joe Hoy stated Holy Island culvert is blocked again. Diane Heinrich question if a motion made by meeting of elector's, in the past, about not selling town property is able to be rescinded or must it still be honored. John Long complained again about why he needed his ID's for planning meetings. Rich Alvin questioned why Mike was kicked out of the town storage shed. Joy Hoy requested that the town not burn down the brush at the town recycling center.

**Summer Prepay for Propane:** Motion by O'Brien and seconded by Bauer to approve the pre buy contract for the amount of \$1000 of propane for 2023-24 heating season. Motion carried.

Consider Gloria Prock/Scott Frolik request for Rezoning 3 acres in Tax ID# 17800-40.00 acres, SE NE, in Section 33-37-11, Town of Long Lake from Agricultural to Residential Recreational 2 (Publish dates 8/2 and 8/9) and make recommendation to Washburn Cty Board: Bauer recused himself from this discussion and left the building due to possible conflict of interest. Motion by O'Brien and seconded by Moullette to approve the Gloria Prock/Scott Frolik request for Rezoning 3 acres in Tax ID# 17800-40.00 acres, SE NE, in Section 33-37-11, Town of Long Lake from Agricultural to Residential Recreational 2 as presented. Motion carried.

Discuss/Action for possible monies returned from the Birchwood Four Corner Emergency Building Payments back to the Township: Moullette explained that at the present moment there is the possibility of monies being returned to the Township for the building project. Motion by O'Brien and seconded by Bauer to repay the loan taken out for the BFCES building with any monies that may be returned from BFCES. Motion carried.

**Discuss/Action Road Projects:** Board discussed on going road projects. Motion by Bauer and seconded Moullette to accept the bid from Washburn County to place a culvert in Burma Road where is it failing as presented with the change to a 24-inch plastic culvert instead of a 36-inch culvert. Motion carried.

**Discuss/Action Driveways Permits:** Board agreed to each work on rewrite ideas and bring them to the next discussion meeting.

**Discuss/Set Date for Monthly Town Board Meeting for September:** Motion by Bauer and seconded by O'Brien to set the date for September Regular Board Meeting for September 14, 2023, at 6 pm. Also, to add a Discussion only meeting on August 30, 2023, at 3:30pm. Motion carried.

**Public Comment on Agenda Items Only:** Mike McGough questioned on the culvert on Burma Road. Ron Whitish is concerned about plastic culverts and people burning brush by roads, and questioned if the town gravel pit has been tested. Scott Frolik is in favor of setting up zoom meetings. Rich Alvin wants the mowing to be discussed in advance of next year's needs. Scott Frolik thanked the board for their hard work.

#### Reports of Town Officers

**Debbie** – Will be attending the Wisconsin Municipal Clerks Annual meeting August 22-25, 2023. Clean up days will be August 12, 2023, 9am-2pm.

Brenda - Beginning work on the tax bill inserts.

Jeff - Zoning training is this Thursday at town hall with the Board and Planning Commission.

Terry - Boat Landing needs some road repair at both town landings.

Bob – Anyone interested in becoming an Election inspector can reach out. The clerk and I attended the Wisconsin Town Association meeting in Shell Lake. The BFCESD will be holding an open house on Saturday, August 12, 2023.

**Correspondence:** Correspondence was on the table for Board members to review and will be kept with the clerk's meeting records. The Board pulled out the item for Bayview Rd and asked that it be given to the Planning Commission to discuss.

**Approve Vouchers for Payment:** Motion by O'Brien and second by Bauer to pay vouchers #6118-6128, check 6129 is approved for prepay propane, and the EFT. Motion carried.

**Adjournment:** On a motion from O'Brien and second by Bauer the meeting was adjourned at 7:45p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

## TOWN OF LONG LAKE SPECIAL BOARD MEETING MINUTES

August 12, 2023

Town Hall

The Special Town Board meeting was called to order at 8:30 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. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

Discussion/Action setting up Money Market Account for the Building and Equipment Account: Motion by O'Brien and seconded by Bauer to transfer the money in the Building and Equipment Account Savings to a money market account to take advantage of a better interest rate. Motion carried.

**Adjournment:** On a motion from O'Brien and seconded by Bauer the meeting was adjourned at 8:40 a.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

# TOWN OF LONG LAKE SPECIAL BOARD MEETING MINUTES

August 30, 2023

Town Hall

The Special Town Board meeting was called to order at 3:30 p.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. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

**Discussion on Roads and Culverts** – The board had a discussion on the many meetings held by board members and outside sources on possible road projects and aspects of road repairs. Also, conversations had been had with Washburn County Highway department. Ideas for items to be brought to the next board meeting were decided, and each member was going to collect more information to bring to the next meeting. Moullette stated that he has been in contact with the Scouts and Hunt Hill about opening communications with them about the access roads that the town takes care of leading to their places.

**Discussion Road Right a Way** – Moullette spoke of concerns he has been addressing about road right away. The board is looking into some type of article to be placed on the Facebook page and town website explaining what the right a way is and what should be done or not done in it. Clerk spoke of a handout the is available from the DOT and will get a copy to the board members to review.

**Discussion on Driveway Ordinance/Permits -** O'Brien provided a copy of his thoughts for changes to the Driveway Ordinance. The board had discussion on what should be added to the rough draft. This draft was turned over to the Clerk to be cleaned up and typed for review at the next board meeting.

**Discussion on Noise Concerns** – The Board discussed noise concerns raised about Sunsets and members of the board had also visited Sunsets several times to assess the situation. The board opened it up to public comment. After much discussion it was stated that both Sunsets and the community are going to need to work together to find a way to co-exist.

#### **Reports of Town Officers**

**Debbie** – Attended the WTA LRIP kick off webinar last night. Long Lake is not up for LRIP money for this cycle, but we can write a grant proposal for Town Road Improvement Discretionary (TRID) and Town Road Improvement Supplemental (TRIS) Program.

Brenda - absent Jeff - none Terry - none Bob- none

**Adjournment:** On a motion from O'Brien and seconded by Bauer the meeting was adjourned at 5:08 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

## Town of Long Lake Financial Report

	August, 2023				
Balance General Fund (Da		\$	217,389.44		
Deposit		\$	1,801.45		
Interest		\$	19.42		
Transferred from Building/I	Equipment for Ramp	\$	13,400.00		
Transferred to Boat Permit		\$	(317.64)		
VOIDED Check #6070 (Je	ff Bauer from May)				
Transferred To Dog Licens		\$			
Total		\$ 232,691.96 \$ (9,872.60)			
Expenses					
Balance Regular Account (	(date)	Ψ	(9,072.00)	\$	222,819.36
	(acto)			Ψ	222,019.30
Investments					
	Money Market Account	\$	227,451.03		
	Interest	\$	_		
	Total			\$	227,451.03
	Recreation Project	\$	27,196.86		
	Interest		27,100.00		
		\$			
	Total			\$	27,196.86
	Building & Equipment(\$Mark	\$	49,228.03		
	Handicap Ramp	\$	(13,400.00)		
	Interest	\$	70.77		
	Total	-		\$	35,898.80
	Boat Launch Permits	\$	1,272.98		
	Trans From General Fund	\$	317.64		
	Total	Ψ	317.04	•	4 500 00
	Total			\$	1,590.62
	Dog License Fees	\$	650.00		
	Payment to Washburn Cty	\$			
	Transferred from General Fu		_		
	Total			\$	650.00
	Tax Account	\$	13.77		
		\$	10.77		
	Total	φ		•	10.77
	Total			\$	13.77
	Total Investments			\$	292,801.08
Summary		A 90, 400.			
Summary	General fund	\$	222,819.36		
Summary	General fund Investments Grand Total (date)	\$	222,819.36 292,801.08		

### Reconciliation Summary

### BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			222,493.85
Checks and Payments	17	Items	-10,273.97
Deposits and Other Credits	9	Items	13,909.84
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			226,129.72
YOUR RECORDS UNCLEARED TRANSACTIONS:			
Cleared Balance:			226,129.72
Checks and Payments	11	Items	-3,310.37
Deposits and Other Credits	2	Items	0.01
Ponister Relance as of 9/21/2022			222 840 26
Register Balance as of 8/31/2023:	0	14	222,819.36
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			222.819.36

checking 9/7/2023

## Uncleared Transaction Detail up to 8/31/2023

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Che	cks and F	Payments				
2/12/2018 2/12/2020	DEP 5178	Taxpayers Mike Houser	#3404	Taxes:Gen. Prop. Tax		-0.01
3/11/2020	5208	Mike Houser		Public Works:Roads:C		-600.00
8/12/2020	5305	Staupe Computers	clerk	Public Works:Roads:C		-440.00
5/12/2021	5526	Two Rivers Accounting LLC	Audit	General Gov.:Office E General Gov.:Account		-90.00
9/15/2021	EFT	United States Treasury	Addit	General Gov.:Account		-1,000.00
9/15/2021	5611	Diane Heinrich				-468.34
7/13/2022	5834	Eric Anderson		General Gov.:Salary General Gov.:Salary		-23.09
8/19/2022	5872	Herb Smith	#4338/annual	Levies-Coll.:Overpaym		-25.00 -20.00
8/8/2023	EFT	United States Treasury	#4000/amilia	General Gov.:FICA		-30.00
8/8/2023	6119	Brenda Derousseau		General Gov.: Salary		-613.93
Total Uncleared	d Checks	and Payments		11 Items		-3,310.37
Uncleared Dep	osits and	Other Credits				
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
Total Uncleared	d Deposits	s and Other Credits		2 Items		0.01
Total Uncleared	d Transac	tions		13 Items	-	-3,310.36

Municipality: Town of Long Lake

Fiscal Year: 2023

Sorted By: Account Number
Selection: Active Accounts Only

## **Trial Balance**

Fiscal Year: 2023 Month: 8

Report Date: 9/10/2023 Report Time: 3:52 PM

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Account	Group	Description	Туре	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-7,581.67	515,620.44	
		Count: 1	Asset		-7,581.67	515,620.44	
			Totals:		-7,581.67		515.620.44

Account	Group	Description	Туре	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability	30.00			-826.56
21512	UNL	U.S. Withholding Taxes Payable	Liability			443.24	
21514	UNL	Medicare Taxes Payable	Liability	30.00		363.64	
24330	UNL	Dog License Fees	Liability	200.00		163.00	
		Count: 4	Liability	260.00		969.88	-826.56
			Totals:		260.00		143.32

Account	Group	Description	Туре	Month 8 DB	Month 8 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	Туре	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-142,968.52
41113	RAC	Delinquent P.P. Retained	Revenue				-1,074.06
41114	RAE	State Property Tax Cred IN & OUT	Revenue				-5,903.23
41116	RAG	Lottery Tax Collection	Revenue				-4,171.48
41150	RAU	Forest Cropland/Managed Forest Land Taxes	Revenue				-22,195.34
43410	RGN	State Shared Revenues	Revenue		-1,311.03		-1,311.03
43430	RGT	Other State Shared Taxes	Revenue		-20.78		-49.43
43531	RHW	State Grant-Locl Trns Ai	Revenue				-76,114.56
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				
43650	RJR	Forest Cropland/Managed Forest Land	Revenue				-1,038.50
44110	RLD	Liquor and Malt Beverage License	Revenue				-2,786.00
44111	RLG	Operator Licenses	Revenue				-40.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-397.64		-1,540.62
44900-04	RMU	Boat Launch Annual permits	Revenue		-20.00		-330.00
46100	ROG	General Government	Revenue				-20,766.30
46310	RPW	Highway Maintenance and Construction	Revenue				-1.00
46435	RSG	Recycling (Usr Fees Only	Revenue		-52.00		-52.00
48110	SBW	Interest Income	Revenue		-90.19		-8,346.41
48900	SEH	Other Misc.Revenues	Revenue	nue -399.29		-3,300.32	
		Count: 19	Revenue		-2,290.93		-292,059.35
			Totals:		-2,290.93		-292,059.35

Account Group Description Type Month 8 DB Month 8 CR YTD Debits YTD Credits

Municipality: Town of Long Lake Fiscal Year: 2023

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

**Trial Balance** Fiscal Year: 2023 Month: 8

Report Date: 9/10/2023 Report Time: 3:52 PM

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E4440	D					
51110	DAE	Board Salaries/FICA	Expense	1,612.46	12,296.84	
51110-02	DAG	Board Expenses	Expense	144.32	2,025.31	
51110-10	DAE	Plan Commission Salaries/FICA	Expense		519.10	
51110-12	DAE	Plan Commission Expenses	Expense	42.05	42.05	
51110-15	DAE	Board & Commission Dues & Registrations	Expense		1,171.50	
51300	DAM	Legal	Expense		3,729.00	
51400	DAR	General Administration	Expense		707.98	
51400-01	DAS	legal ads	Expense		216.00	
51420	DAW	Clerk	Expense	1,358.08	10,537.93	
51420-02	DAZ	Clerk Expenses	Expense	390.81	2,333.36	
51420-04	DBE	Auditor	Expense		1,100.00	
51420-05	DBG	Computer Exp. & ETC.	Expense		999.62	
51430	DBK	Personnel	Expense		428.52	
51440	DBO	Election Wages	Expense		2,137.50	
51440-02	DBR	Election Expenses	Expense		1,600.95	
51520	DCL	Treasurer	Expense	647.43	5,142.85	
51520-02	DCO	Treasurer Expenses	Expense	210.82	788.20	
51530	DCS	Assessment of Property	Expense	700.00	5,600.00	
51530-02	DCV	Assessor Expenses	Expense	13.23	30,419.31	
51610	DDO	Town Hall Maintenance	Expense		253.50	
51610-02	DDO	Town Hall Expenses	Expense	40-15-15-15-15-15-15-15-15-15-15-15-15-15-	2,484.59	
51610-10	DDO	Town Hall Utilities	Expense	1,106.33	2,664.87	
51610-20	DDO	Town Hall Improvements	Expense		45,250.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense			-66.0
51938	DEN	Other Insurance	Expense		4,271.00	
52200	DFK	Fire Protection	Expense		41,420.15	
52200-01	DFK	FIRE HALL PAYMENT	Expense		193,595.06	
53311-01	DJA	sanding/snow removal	Expense		75,142.50	
53311-02	DJA	grading	Expense	2,310.00	6,641.25	
53311-03	DJA	Brush/mow/tree maint	Expense	170.00	43,914.14	
53311-05	DJA	Chip/Crackseal/Patch	Expense		10,722.50	
53311-06	DJA	Ditch repair	Expense		1,090.00	
53311-07	DJA	signs	Expense		4,529.98	
53311-08	DJA	culverts	Expense	100.00	14,875.65	
53311-09	DJA	Salt/Sand	Expense		8,400.00	
3311-40	DJA	Black Topping	Expense		1,047.15	
3311-50	DJA	Gravel/load/haul/spread	Expense	660.00	660.00	
3311-90	DJA	Misc. Maintance	Expense	100.00	480.94	
3315	DJA	Hwy & St Construction Lo	Expense	100.00		
3635	DOI	Recycling	Expense	31.62	2,831.22	
55400	DSA	Recreation Facilities	Expense	U1.U2	2,438.62	
55400-10	DSA	Boat Landings maint		15.45	624.00	
			Expense	15.45	1,095.37	

Totals:

9,612.60

546,162.51

Municipality: Town of Long Lake

Fiscal Year: 2023

Sorted By: Account Number Selection:

Active Accounts Only

**Trial Balance** Fiscal Year: 2023 Month: 8

Report Date: 9/10/2023 Report Time: 3:52 PM

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Report 61 Totals:

Count: 67

Totals:	9,872.60	-9,872.60	1,062,818.83	-1,062,818.83
Differences				0.00

### Trial Balance Summary

YTD Totals	Month 8 Totals		YTD Totals	Month 8 Totals	
143.32	260.00	'2' Liabilities:	515,620.44	-7,581.67	'1' Assets:
-769,866.92		'3' Capital:	546,162.51	9,612.60	'5' Expenses:
-292,059.35	-2,290.93	'4' Revenues:			
-1,061,782.95	-2,030.93	Liab + Cap + Rev:	1,061,782.95	2,030.93	Assets + Expenses: