

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

Tuesday, March 12, 2024, 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 February 13, 2024, Regular Board Meeting and February 29, 2024, Special Board Meeting
2. Financial Report
3. Public Comment
4. Approve Independent Contactors Agreement with Mike Houser.
5. Equipment Lease Agreement Mike Houser.
6. Discuss/Action Building Inspector
7. Discuss/Action Road Projects
8. Public Comment on Agenda Items Only
9. Reports of Town Officers
  - Debbie
  - Brenda
  - Jeff
  - Terry
  - Bob
10. Correspondence
11. Approve Vouchers for Payment
12. Adjournment

# TOWN OF LONG LAKE BOARD MEETING MINUTES

February 13, 2024

Town Hall

The regular monthly Town Board meeting was called to order at 6:00 pm by Chairman Bob Moullette. Supervisor I, Jeff Bauer, and Supervisor II, Terry O'Brien, were present, along with Clerk Debbie Bouma and Treasurer Brenda Derousseau. The Pledge of Allegiance was recited. The Clerk confirmed the verification of notices.

**Approval of Minutes:** Motion by O'Brien and seconded by Bauer to approve the minutes of the January 9, 2024, Regular Board Meeting as corrected. Motion carried.

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

**Public Comment:** Doug Carlson asked if they would be able to ask questions or comments during the gravel presentation. Ron Whitish would like to add the sale of township land to an upcoming meeting. Joe Hoy stated that February 26<sup>th</sup> at 8 am will be a meeting of the Washburn Highway committee regarding opening the ATV routes and that the Washburn County Jail is out of compliance and there is a website [washburncountyjailproject.com](http://washburncountyjailproject.com) to find more information. Scott Frolik brought up that the steps to the front of the building are not in compliance and it is possible that the step pad sunk.

**Discuss/Action Town Hall Railing:** A letter was read to the board which was provided by a resident who was unable to attend the meeting due to health conditions and was in favor of adding the railing and was against a cement ramp due to experiences with them being over slippery. The Clerk provided an email from Dan Shanahan stating that the town ramp would be considered 100% compliant with the addition of the inside railing. The Clerk also provided \$600 cash donated by people who wish to remain anonymous due to the tensions of this issue to pay for the railing and Mike Houser has volunteered to install the railing for free. Motion by Bauer and seconded by O'Brien to approve the installation of the railing on the current ramp since there is no additional cost to the town. Motion carried.

**Discuss/Action Road Projects:** The Clerk handed out a map of the town roads that would be covered by the DOT Agricultural Roads Improvement Program (ARIP) which was just opened. This funding recommends using an engineering firm for the application. The Clerk reached out to SEH Inc. in Rice Lake to get an estimate of the cost involved in creating a shovel-ready project for this application as the deadline is April 5th, 2024, and they estimated \$2,500.00. The clerk explained what a written shovel-ready application is and that it can then be ready to apply to other programs as a shelf project. The board decided to add this to the next discussion.

**6-20 Bridge Program:** The clerk explained the program that came up with the DOT and that an inventory and inspection of all culverts over 6 feet and bridges needed to be done by April 15, 2024. Washburn County Highway is willing to complete this program for all towns and submit the paperwork for their towns. Motion by Moullette and second by O'Brien to accept the offer from Washburn County Highway to complete the inventory phase of the 6-20 Bridge Program as presented. Motion carried.

**Ryan Ullom Excavating:** Ryan Ullom presented his suggestion to the board on a schedule of mowing and brushing for the township to use for budgeting. The board decided to add this to the next discussion.

**Opening of bids for Audubon Road:** Two bids were received, opened, and considered. Motion by Bauer and seconded by O'Brien to accept the L&L Excavating quote for \$30,398.36 for the pulverizing and adding 4" of gravel per the plan presented on the bid specs. Motion carried.

**Opening of bids for Crushing Gravel:** Three bids were received, opened, and considered. Motion by Bauer and seconded by O'Brien to accept the Golat & Engel quote for \$42,500 for the crushing of gravel per the plan presented on the bid specs. Motion carried.

**Discuss Village Powers:** The clerk informed the board that Village Powers had been voted on at the 2003 Annual Meeting of Electors and the resolution was passed so that the Planning Commission could be formed. The Clerk then informed the board of the process of increasing the board size and the steps that would need to be taken and informed the board of the cost of adding new board members as it would affect the budget with an increase of \$11,170 a year plus the increase to insurance and work comp.

**Discuss/Action Building Inspector:** The Clerk handed out copies of both contracts and the email from the Towns

Attorney regarding the two contracts from both inspectors that he was presented. Motion by O'Brien to accept the contract for Jon Mattson as the Building Inspector. The Chair asked for a second three times. Bauer wishes to abstain. Motion dies.

**Discuss/Action Encroachment of Town Property by BMR Holdings LLC:** The Clerk informed the board that the Spooner Advocate and Rice Lake Chronotype paper had already printed the Meeting of Electors notice and the 2<sup>nd</sup> notice will be this week. Also, the agenda and map are available on the Town website and all three kiosks from February 5<sup>th</sup>, 2024, in compliance with State Statutes. 18 letters were also mailed out to the residents within the immediate location of the requested land.

**Proposed Gravel Pit by Milestone Materials/Mathy Construction at Tax ID 17800 (N329 Lakken Road) No Town Board action will take place at this meeting:** Tony presented on behalf of Milestone Materials/Mathy Construction about putting a gravel pit on the Frolik property. Afterward, the public was able to comment or ask questions which consisted of concerns about the process and permits that they felt weren't being followed. The type of area that will be displaced and water quality control that will take place and what happens if there is a contamination spill. Air quality, pollutants, and possible illness from that. Traffic on local roads and the destruction of the roads. Concerns about the school and ATV route on the roads they wish to use. The value that will be lost to property owners from the gravel pit coming in. What does the long term mean as you stated at least 25 years or more? What will it look like when the pit is closed, will it be left a hole? What do owners expect as noise and what hours will it run? Crystalline Silica in the air and the chances of COPD or lung cancer. How close will the gravel pit come to the neighboring property line? Has the board reviewed the turning down of the past gravel pit request in 2016? Can you state for sure you will not be using any other roads such as Church Road? Impacts on the wildlife or endangered species in the area. What is in it for the property owners or the town, who profits from this? What effects will this have on tourism in our town?

**Discuss/Set Date for Town Board Meetings:** By consensus, the board decided to add a Discussion-Only meeting on February 29, at 6:00 pm.

**Public Comment on Agenda Items Only:** Ed Olund is wondering why the new jail is needed. James Whitehead would like to thank the board for taking care of the town hall ramp again, and how to finally put this project to rest and move on to more constructive town businesses. He also believes it would be a benefit to have a shelf project for the town. James also would like to thank Ryan Ullom for taking the time and effort as a contractor to help make a budget plan for the town to consider. Scott Frolik feels the steps should be blocked off. Virginia Sandridge wants to know why the board can't settle this building inspector issue. John Long can't see why two inspectors have been an issue. Andy Hagen stated that Atlas Inspection always shows up and answers the phone, and it is time for people to come up with solutions and not complaints. He feels there needs to be more respect for people in general.

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

**Debbie** – Attended the Wisconsin Towns Association meeting. Board of review is scheduled for May 22, 2024, from 4-6 and Open Book will be May 7, 2024, from 1-3 by phone. An interesting discovery that we found that a large number of town records were given to the Washburn County Historical Society in 2011, and we are currently working on returning them to town hall now that there is proper room to store them as we are responsible for these records.

**Brenda** – Still working on taxes and dog licensing. CCF is interested in having a meeting about scams and fraud protection.

**Jeff** - The Planning Commission is working on the Comprehensive Plan.

**Terry** – Have been working on Road Ban permits.

**Bob** – We need support at the Highway meeting for the ATV routes. There is a notice out looking for First Responders on the Long Lake Shout Facebook page Also, I have attended the BFCES meetings.

**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 Moullette and second by Bauer to pay vouchers # 6222-6249 and the EFT. Motion carried.

**Adjournment:** On a motion from O'Brien and seconded by Bauer, the meeting was adjourned at 8:51 pm. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

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

**February 29, 2024**

**Town Hall**

The Special Town Board meeting was called to order at 5:00 p.m. by Chairman Bob Moullette. Supervisor I, Jeff Bauer, and Supervisor II, Terry O'Brien, were present, along with Clerk Debbie Bouma. Treasurer Brenda Derousseau was absent. The Pledge of Allegiance was recited. The Clerk confirmed the verification of notices.

**Discussion Road Brushing and Maintenance Plans:** Discussion was had about the plans Ryan Ullom presented at the last board meeting. The board would like to reach out to Washburn County Highway to get a bid on the project to compare costs. O'Brien expressed the concerns he heard from the Town of Madge on their experiences using the county for brushing in the past.

**Discussion 2024 Road Projects: Audubon Rd:** Bauer has reached out to the county to ensure that they are notified of our plans as requested by the Washburn County Surveyor. L & L Excavating has all their paperwork to the clerk to ensure insurance coverage. The project is currently on schedule. **Crushing Gravel:** The insurance paperwork should be coming to the clerk shortly. The project is currently on schedule.

**Discussion/Action Agricultural Roads Improvement Program (ARIP):** The Clerk reported on the webinar that was February 28, 2024. During this webinar, they stated that support letters are needed, and forms are supplied by the Dairy Manufacturer and WI Farm Bureau. It was clear after viewing the webinar that this grant needs to be written by an engineer as once the road is completed it cannot have road bans on it again. Bauer will reach out to the engineer that the Clerk has been speaking with to see about getting a shovel-ready project created for possibly the grant or future grant opportunities.

**Discussion Use of Town-Owned Property for Walking/Hunting:** After discussion, it was decided by consensus that the town-owned property could be used for walking, but our insurance does not cover hunting. It is illegal to bring a firearm on Government-owned property.

**Discussion Building Inspector:** The Clerk handed out the latest price list and contracts for both Building Inspectors for the Board to review. Some public comment was heard at this time for future consideration.

**Adjournment:** On a motion from O'Brien and seconded by Bauer the meeting was adjourned at 6:05 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake  
Financial Report**

February, 2024

Balance General Fund (Date)	\$	238,109.44	
Deposit	\$	414,042.52	
Interest	\$	5,707.26	
Transferred to Tax Account	\$	(387,258.21)	
Transferred to Boat Permits	\$	-	
Transferred To Dog Licenses	\$	(100.00)	
Total	\$	270,501.01	
Expenses	\$	(59,773.28)	
Balance Regular Account (date)	\$		210,727.73

**Investments**

Money Market Account	\$	233,463.03	
Birchwood 4 Corners	\$	19,094.83	
Interest	\$	-	
Total			\$ 252,557.86
Recreation Project	\$	30,232.44	
Transfer from Boat Launch	\$	-	
Interest	\$	-	
Total			\$ 30,232.44
Building & Equipment(\$Mark	\$	36,711.05	
Interest	\$	157.14	
Total			\$ 36,868.19
Boat Launch Permits	\$	-	
Trans to Reacreation Project	\$	-	
Total			\$ -
Dog License Fees	\$	440.00	
Payment to Washburn Cty	\$	-	
Transferred from General Fu	\$	100.00	
Total			\$ 540.00
Tax Account	\$	1,086,064.32	
February Settlement	\$	(1,286,847.18)	
Real Estate Taxes	\$	381,969.48	
MFL-Open	\$	22.80	
MFL-Closed	\$	4,268.23	
Personal Property Taxes	\$	997.70	
Total			\$ 186,475.35
Total Investments			\$ 506,673.84

**Summary**

General fund	\$	210,727.73	
Investments	\$	506,673.84	
Grand Total (date)	\$		717,401.57

Uncleared Transaction Detail up to 2/29/2024

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
8/8/2023	EFT	United States Treasury		General Gov.:FICA		-30.00
1/10/2024	6198	Brenda Derousseau		General Gov.:Salary		-638.61
2/14/2024	6224	Brenda Derousseau		General Gov.:Salary		-648.96
2/14/2024	6234	Mike Houser		Public Works:Roads:C...		-1,435.00
2/14/2024	6235	Northwood Tech College		Intgovmntal:PILT Pay...		-1.34
2/14/2024	6236	Office depot Credit Plan		General Gov.:Office:Of...		-120.46
2/14/2024	6240	Washburn County Zoning	Nonmetallic Mining Permit	General Gov.:Town Pr...		-185.00
2/14/2024	6241	Xcel Energy		General Gov.:Town Pr...		-88.60
2/14/2024	6243	David Strassman		Taxes:Gen. Prop. Tax ...		-6,318.34
Total Uncleared Checks and Payments				18 Items		-12,132.75
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				20 Items		-12,132.74

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			241,472.18
Checks and Payments	27	Items	-1,725,208.67
Deposits and Other Credits	13	Items	1,700,889.70
Service Charge	0	Items	0.00
Interest Earned	1	Item	5,707.26
Ending Balance of Bank Statement:			222,860.47

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			222,860.47
Checks and Payments	18	Items	-12,132.75
Deposits and Other Credits	2	Items	0.01
Register Balance as of 2/29/2024:			210,727.73
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			210,727.73