

TOWN OF LONG LAKE, WASHBURN COUNTY

MONTHLY BOARD MEETING

Tuesday, June 10, 2025, at 6:00 p.m.

Town Hall

N1584 County Highway MD, Sarona, WI

AGENDA

Call to Order by Terry O'Brien, Chairman

Pledge of Allegiance, Verification of Notices, Roll Call

1. Approval of the Minutes from May 13, 2025, Regular Board Meeting, and May 27, 2025, Special Board Meeting.
2. Financial Report
3. Public Comment (Each person may speak once and is limited to three minutes. Public input will not exceed one-half hour.)
4. Update from County Supervisor Joe Hoy
5. Consider/Approve Jed Mattmiller for a Conditional Use Application for Tax ID #36718 – 20.4 acres, PT NW NW & PT NE NW in Section 09, Township 37, Range 11W requesting placement of a 1991 Mobile Home. (published dates 6/4/25 and 6/11/25, Public Hearing 6/24/25)
6. Consider/Approve of The Town of Long Lakes Liquor and Tobacco Licensing Renewals
7. Update on Addressing Town Concerns with the Amish Farms
8. Consider/Approve the Updated Open Records Request Fee Schedule
9. Consider/Approve to designate the Clerk to become the Custodian of all Town Records (WI State Statue 19.33) along with being the Designate Record Keeper.
10. Consider/Approve Ullom Excavating to complete the yearly ditch mowing for \$7400.
11. Discuss/Update/Action Road Projects
 - a. Update on Loans or Levy increase consideration for Road Improvements
12. Reports of Town Officers
 1. Debbie
 2. Brenda
 3. Joel
 4. Diane
 5. Terry
13. Correspondence
14. Approve Vouchers for Payment
15. Adjournment

Posted 6.9.25

The Town requests any persons wishing to attend this meeting who, because of disability, requires special accommodations to contact the Town Clerk at (612) 308-0607, 24-hour prior to the meeting.

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

May 13, 2025

Town Hall

Chairman Terry O'Brien called the regular monthly Town Board meeting to order at 6:00 p.m. Supervisor I, Joel Faschingbauer, and Supervisor II, Diane Allard, were present, along with Clerk Debbie Bouma and Treasurer Brenda Derosseau. The Pledge of Allegiance was recited, and the clerk confirmed the verification of notices.

Approval of the Minutes from April 8, 2025, Regular Board Meeting, April 11, 2025, Special Board Meeting, April 17, 2025, Special Board Meeting, April 29, 2025, Special Board Meeting, and the May 5, 2025, Road Tour minutes: A motion by Allard, seconded by Faschingbauer, to approve the minutes from April 8, 2025, Regular Board Meeting, April 11, 2025, Special Board Meeting, April 17, 2025, Special Board Meeting, April 29, 2025, Special Board Meeting, and the May 5, 2025, Road Tour minutes as presented. 3- Ayes. Motion carried.

Approval of Financial Report: A motion by Faschingbauer, seconded by O'Brien, to accept the Treasurer's Financial Report as presented. 3-Ayes. Motion carried.

Public Comment: Public Comments were held.

Update from County Supervisor Joe Hoy: Information on services provided by the county's ADRC (Aging and Disability Resource Center) program was given. Updates on the proposed new jail. Construction on the Highway M wall is expected to happen in 2029. The new date for the Board of Adjustment hearing regarding the gravel pit on Lakken Rd is scheduled for June 6th at 9 am. The next Washburn County Board of Supervisors meeting is May 20th at 6:00 pm at the County Board Room, 304 2nd Street, Shell Lake, WI.

Consider/Action Town Ordinance 2017-1 Nonmetallic Mining regarding the Proposed Gravel Mine at 329 Lakken Road and enforcement of the Town's Nonmetallic Mining Ordinance: A motion by Allard, seconded by Faschingbauer, to approve have the Town's Attorney draft a letter to Milestone and Frolik to express the enforcement and need to file the proper paperwork in accordance to the Town's Ordinance 2017-1 Nonmetallic Mining on behalf of the Town Board, which to this day has been disregarded by Milestone upon request for the Township. 3-Ayes. Motion carried.

Discuss/Consider/Approve Town Budget:

a. Money market interest: The Clerk explained that in 2024, \$16,000 of interest was collected on the money market, as requested by the board during the discussion meeting. It would need to be transferred at the time of completing the 2026 Budget, which the workshops will begin in the fall. The idea was to have interest from the money market move to the road budget to help move the needle for road improvements.

b. Levy limits changes: The Clerk handed out a copy of the dollar completed in 2021, showing the division of the Town of Long Lake tax dollar. This was followed up by a handout of the updated version for 2024, which showed no growth in the levy money coming to the town. This has a negative impact on the ability to improve or even keep up with the needs of road maintenance. This was just a point for consideration to be addressed at future meetings.

c. Money Market for improvements to the recycle center: A motion by O'Brien, seconded by Faschingbauer, to approve \$525 to be moved from the Building and Equipment money market to cover the purchase of the porta potty for the Town's recycle center and the incidental expenses of building of a new shed for the attendant along with the use of donated materials and labor. 3-Ayes. Motion carried.

Consider/Approval Indianhead Scout Camp, Inc to Rezone: rezone 1.37 acres from Forestry to Residential Recreation 1 in Tax 10#16944-51.38 acres, PT GOV LOT 1, to rezone 2.90 (+-) acres from Forestry and Residential Recreation 1 to Residential Recreation 2, in Tax 10#34130-21.96 acres, PT GOV LOT 2, to rezone 2.2 acres from Forestry and Residential Recreation 1 to Residential Recreation 2 in Tax 10#16944-51.38 acres, PT GOV LOT 1, to rezone 16 (+-) acres from Forestry to Residential Recreation 2 in Tax 10#16944-51.38 acres, PT GOV LOT 1, all in

Section 12, Township 37, Range 11W. (publish dates 5/7/25 and 5/14/25, Public Hearing 5/27/25, CTY Board 6/17/25): A motion by Allard, seconded by Faschingbauer, to approve Indianhead Scout Camp, Inc to Rezone: rezone 1.37 acres from Forestry to Residential Recreation 1 in Tax 10#16944-51.38 acres, PT GOV LOT 1, to rezone 2.90 (+-) acres from Forestry and Residential Recreation 1 to Residential Recreation 2, in Tax 10#34130-21.96 acres, PT GOV LOT 2, to rezone 2.2 acres from Forestry and Residential Recreation 1 to Residential Recreation 2 in Tax 10#16944-51.38 acres, PT GOV LOT 1, to rezone 16 (+-) acres from Forestry to Residential Recreation 2 in Tax 10#16944-51.38 acres, PT GOV LOT 1, all in Section 12, Township 37, Range 11W as presented. 3-Ayes. Motion carried.

Consider/Approve Wisconsin Elections Commission and Wisconsin Town Association Training for the Clerk: A motion by Faschingbauer, seconded by O'Brien, to approve the clerk to attend the Wisconsin Elections Commission (September 30 and October 1) and Wisconsin Town Association Training for the Clerk (June 10th). 3-Ayes. Motion carried.

Discuss/Action on Recommendations from Annual Meeting:

a. Town Hall Website

b. Facebook

By consensus, 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.

Discuss/Update/Action Road Projects:

a. Consider/Approve applying for TRID and TRIS: A motion by O'Brien, seconded by Allard, to approve the Clerk to begin the process of applying for state grant funding through the TRID and TRIS using Church Road. 3-Ayes. Motion carried.

b. Consider/Approve the recommendations from the Road Tour: A motion by O'Brien, seconded by Faschingbauer, to approve moving forward with ordering the replacement of the two rotting/crushed culverts on Church and Gruenhagen Road. 3-Ayes. Motion carried. The discussion was held on the missing grate on Elver's Road Culvert, as it was removed again. Please address the board if you are aware of who is removing these, as it is costing the town money and endangering the public. James Whitehead volunteered to create/weld a new grate to be placed on the culvert.

Reports of Town Officers

Debbie – Handouts for the Hazards Material cleanup day in Washburn County are available on the back table. It will also be posted on the website and Facebook. It is August 16th, 8:00 a.m. -12:00 p.m. in Spooner. Also, the town's cleanup day is scheduled for August 9th, from 9 am to 2 pm.

Brenda – none

Joel – none

Diane – none

Terry – Pothole filling is in process, but was delayed due to bass boats parking in the no-parking signs and blocking the patching mix. Please respect the no-parking signs at Town Hall; they are there for a reason. Also, I attended my first BFCESD meeting.

Correspondence: The correspondence was on the table for the Board members to review and will be kept with the Clerk's meeting records.

Approve Vouchers for Payment: A motion from Allard, seconded by Faschingbauer, to pay vouchers #6505-6523 and the EFT. 3-Ayes. Motion carried.

Adjournment: A motion from Faschingbauer, seconded by O'Brien, was made to adjourn the meeting at 6:49 pm. 3-Ayes. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

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 13th 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 Statute 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 10th 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

Monthly Financial Report

**Town of Long Lake
Financial Report**

May, 2025

Balance General Fund (Date)	\$	502,105.99	
Deposit	\$	634.30	
Interest	\$	1,800.37	
Transfer to Boat Permits	\$	(288.30)	
Transferred from Building & Equipment	\$	1,800.00	
Transferred from Recreation Project	\$	525.00	
Total	\$	506,577.36	
Expenses	\$	(38,572.29)	
Balance Regular Account (date)			\$ 468,005.07

Investments

Money Market Account	\$	250,106.88	
Interest	\$	-	
Total			\$ 250,106.88
Recreation Project	\$	34,794.31	
Dock Repairs	\$	(1,800.00)	
Interest	\$	-	
Total			\$ 32,994.31
Building & Equipment(\$Mark	\$	32,079.91	
Porta Potty Purchase	\$	(525.00)	
Interest	\$	115.63	
Total			\$ 31,670.54
Boat Launch Permits	\$	10.00	
Trans to General Fund	\$	288.30	
Total			\$ 298.30
Dog License Fees	\$	395.00	
Transferred from General Fu	\$	-	
Total			\$ 395.00
Tax Account	\$	13.77	
Interest	\$	-	
2			\$ 13.77
Total Investments			\$ 315,478.80

Summary

General fund	\$	468,005.07	
Investments	\$	315,478.80	
Grand Total (date)			\$ 783,483.87

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			504,024.65
Checks and Payments	27	Items	-35,721.62
Deposits and Other Credits	16	Items	2,959.30
Service Charge	0	Items	0.00
Interest Earned	1	Item	1,800.37
Ending Balance of Bank Statement:			473,062.70

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			473,062.70
Checks and Payments	6	Items	-5,057.63
Deposits and Other Credits	0	Items	0.00
Register Balance as of 5/30/2025:			468,005.07
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			468,005.07

Uncleared Transaction Detail up to 5/30/2025

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
9/15/2021	EFT	United States Treasury		General Gov.:FICA		-468.34
7/13/2022	5834	Eric Anderson		General Gov.:Salary		-25.00
8/19/2022	5872	Herb Smith	#4338/annual	Levies-Coll.:Overpaym...		-20.00
5/13/2025	6508	Joel Faschinger		General Gov.:Salary		-399.29
5/13/2025	6514	Mike Houser		Public Works:Roads:C...		-4,045.00
5/13/2025	6522	WTATAC		General Gov.:Misc.:Du...		-100.00
Total Uncleared Checks and Payments				6 Items		-5,057.63
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				6 Items		-5,057.63

Trial Balance

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-36,021.99	783,483.87	
Count: 1			Asset		-36,021.99	783,483.87	
			Totals:		-36,021.99		783,483.87

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-32.74		-895.76
21512	UNL	U.S. Withholding Taxes Payable	Liability			443.24	
21514	UNL	Medicare Taxes Payable	Liability		-7.66	347.44	
24330	UNL	Dog License Fees	Liability	46.00			-34.00
Count: 4			Liability	46.00	-40.40	790.68	-929.76
			Totals:		5.60		-139.08

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-735,359.33
Count: 1			Capital				-735,359.33
			Totals:				-735,359.33

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-190,935.26
41116	RAG	Lottery Tax Collection	Revenue				-3,998.07
43430	RGT	Other State Shared Taxes	Revenue		-215.00		-215.00
43531	RHW	State Grant-Locl Trns Ai	Revenue				-50,743.04
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue		-21.00		-71.68
44110	RLD	Liquor and Malt Beverage License	Revenue				-40.00
44111	RLG	Operator Licenses	Revenue		-60.00		-60.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-228.30		-108.30
44900-04	RMU	Boat Launch Annual permits	Revenue		-110.00		-120.00
46100	ROG	General Government	Revenue				-1.00
48110	SBW	Interest Income	Revenue		-1,916.00		-19,451.40
48900	SEH	Other Misc.Revenues	Revenue				-13,705.84
Count: 12			Revenue		-2,550.30		-279,449.59
			Totals:		-2,550.30		-279,449.59

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,612.46		8,062.30	
51110-02	DAG	Board Expenses	Expense	162.61		282.25	
51110-12	DAE	Plan Commission Expenses	Expense	11.90		2,506.94	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			1,647.17	
51300	DAM	Legal	Expense			3,276.75	
51400-01	DAS	legal ads	Expense			68.21	
51420	DAW	Clerk	Expense	1,573.38		7,221.00	

Trial Balance

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

Fiscal Year: **2025** Month: **5**

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51420-02	DAZ	Clerk Expenses	Expense	224.30	841.81
51420-04	DBE	Auditor	Expense	5,000.00	5,000.00
51420-05	DBG	Computer Exp. & ETC.	Expense	23.08	1,184.61
51440	DBO	Election Wages	Expense		1,837.50
51440-02	DBR	Election Expenses	Expense	105.00	684.83
51520	DCL	Treasurer	Expense	716.33	3,461.35
51520-02	DCO	Treasurer Expenses	Expense	59.10	372.82
51530	DCS	Assessment of Property	Expense	716.67	3,583.31
51610	DDO	Town Hall Maintenance	Expense		341.80
51610-02	DDO	Town Hall Expenses	Expense		20.65
51610-10	DDO	Town Hall Utilities	Expense	153.26	1,457.41
51938	DEN	Other Insurance	Expense	988.00	6,135.00
52200	DFK	Fire Protection	Expense		41,948.56
52200-01	DFK	FIRE HALL PAYMENT	Expense		58,584.65
53311-01	DJA	sanding/snow removal	Expense	752.00	20,229.50
53311-02	DJA	grading	Expense		1,485.00
53311-03	DJA	Brush/mow/tree maint	Expense	1,624.00	1,849.00
53311-05	DJA	Chip/Crackseal/Patch	Expense	7,189.41	7,189.41
53311-07	DJA	signs	Expense	305.44	795.44
53311-08	DJA	culverts	Expense	9,498.75	10,598.75
53311-09	DJA	Salt/Sand	Expense		9,648.00
53311-50	DJA	Gravel/load/haul/spread	Expense	4,842.78	22,113.92
53311-90	DJA	Misc. Maintance	Expense	354.77	5,806.37
53635	DOI	Recycling	Expense	565.00	975.00
55400-10	DSA	Boat Landings maint	Expense	2,088.45	2,254.82
Count: 32			Expense	38,566.69	231,464.13
Totals:				38,566.69	231,464.13

Report 61 Totals:

Count: 50

Totals:	38,612.69	-38,612.69	1,015,738.68	-1,015,738.68
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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:	-36,021.99	783,483.87	'2' Liabilities:	5.60	-139.08
'5' Expenses:	38,566.69	231,464.13	'3' Capital:		-735,359.33
Assets + Expenses:	2,544.70	1,014,948.00	'4' Revenues:	-2,550.30	-279,449.59
			Liab + Cap + Rev:	-2,544.70	-1,014,948.00

Washburn County Zoning Application for a Conditional Use Permit (May be used to amend a condition of a previously issued permit)

You must contact your Town Clerk and attend your local Town meeting to present your proposed plans to the Town Board prior to the County Zoning Committee Public Hearing. Failure to do so could result in delay or denial of your request. The Zoning Committee will request input from the Town. **The Town will not schedule you for their meeting until they have received your paperwork from the Zoning Office. When you contact the Town, verify that your paperwork has been received.**

Date of application 3-27-2025 Non-refundable fee payable to: **Washburn County Zoning \$ 250.00**
Mail To: **PO BOX 506, Shell Lake WI 54871**

Property owner Jed Mattmiller Phone # (715) 296-4290

Mailing address N2034 Burma Rd, Sasona WI 54870

Property legal description PT NW NW & PT NE NW Sect 09 Town 07 Range 11 W

Town of Long Lake Site Address: N2090 Burma Rd

Lot size 20.04 acres Tax ID# 36718 Zoning district F

Zoning ordinance interpretation Sec 38-304 (5) Cond. Use for mobile home.

For what use or activity are you applying? place a 1991 mobile home

Reason for request NOT A permitted use.

Existing property improvements NONE

Proposed property Improvements WELL, Septic & mobile Home

Please note:

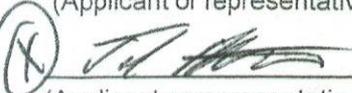
If you are placing a mobile home, what is the size? 16x76 Year? * 1991 - see ATTACHED.

*You must provide pictures of the mobile home and documentation that the mobile home was manufactured after June 15, 1976. If your mobile home was manufactured prior to that date, you must obtain a variance from the Washburn County Board of Adjustments **before** applying for this Conditional Use Permit.

Approval of this Conditional Use Permit does not eliminate the need to obtain a land-use permit from the Zoning Office and any applicable State or Town permits.

I agree to permit County officials charged with administering County Ordinances, or other authorized persons, including the assessor, to have access to the above-described premises at any reasonable time for the purpose of inspection.

(Applicant or representative print name) JED MATTMILLER



(Applicant or representative signature)

3.27.25

(Date signed)

SAME

(Mailing address if different than above)

You must complete the attached plot plan

Dates published 6-4 & 6-11 Office use
Hearing date June 24th, 2025 2pm



The Washburn County, WI Geographic Information Web Server provides online access to geographic and assessment record info currently maintained by Washburn County, WI for individual parcels of property. The maps and data are for illustration purposes and may not be suitable for site-specific decision making. Information found within should not be used for making financial or other commitments. The data contained herein is a matter of public record.

Date created: 3/27/2025

Last Data Uploaded: 3/27/2025 10:25:34 AM

Developed by



Septic & Soil TEST ARE BEING done 3.28.25

Well also coming soon!