

Long Lake of Phelps Lake District
PO Box 202
Phelps, WI 54554

June 4, 2009

TO: Long Lake of Phelps Lake District Landowners/Electors

FROM: Long Lake of Phelps Lake District Board of Commissioners

RE: **Long Lake of Phelps Lake District 2009 Annual Meeting**

- **Date:** 07/04/2009
- **Time:** 10:00AM to 11:30AM
- **Place:** Phelps School Cafeteria

The 2009 annual meeting of the Long Lake of Phelps Lake District (LLPLD) will take place at the above-mentioned date, time and place. This year we will elect one commissioner to a term of 3 years to replace the commissioner whose term expires in 2009. By staggering the terms of the Commissioners, we insure that an annual election is held while insuring some continuity among the Board of Commissioners. Interested LLPLD/Electors (Owners listed on tax role/residents over 18 years) should submit their name to above address by June 22, 2009, in order to have their names placed on the ballot. **(Role of Commissioner listed on back)**

We are encouraging as many property owners/electors to attend the annual meeting, as we will be discussing many important topics. One specifically, is the impact of the State of WI budgetary deficits on the AIS Treatment Grants and the impact this may have on our ability finance AIS Treatments in 2010.

Attached is an agenda for the meeting. The meeting will be conducted in accordance with WI State Statutes and Open Meeting Laws. **Please note that we are required to register voters prior to calling the meeting to order. We will have the current property owner information available to assist in this process. Voting for the Board Commissioner will be done via secret ballot.** The laws governing the annual meeting do not allow proxy or absentee ballots; you must attend to vote.

Please take the time to review the LLPLD Website at www.llpld.org to learn more about volunteering for projects that affect the Long Lake Community.

Long Lake of Phelps Lake District Board of Commissioners

Enclosures: agenda, budget, 2008 annual meeting minutes

PRIMARY DUTIES OF A COMMISSIONER

- Schedule the annual meeting of the lake district between May 22 and September 8 (unless a majority vote at the previous meeting schedule a time outside those dates)
- Prepare an agenda and proposed budget for the annual meeting
- Have an audit prepared at the end of each fiscal year for the annual meeting.
- Mail a written notice (including the agenda and proposed budget) of the annual meeting at least 14 days in advance:
 - each owner of property (as listed on the tax roll)
 - each elector whose address can be ascertained with reasonable diligence
 - the Department of Natural Resources
- Conduct the annual meeting (responsibility of chairperson)
- Immediately following the annual meeting select a chairperson, secretary and treasurer from among the commissioners
- Take charge of the finances of the district, including delivering certified statements by November 1st of any tax levied at the annual meeting to the Town of Phelps Clerk for collection (responsibility of treasurer)
- Schedule special meetings if needed
- Appoint persons to fill vacancies in the board as needed (responsibility of chairperson)
- Meet as least quarterly as a board. The secretary is responsible for posting notices and keeping minutes of board meeting and any hearings held by the board. The chairperson is responsible for presiding at board meetings