

TOWN OF LONG LAKE, WASHBURN COUNTY
MONTHLY BOARD MEETING
Tuesday, May 11, 2021, at 6:00 p.m.
Town Hall

AGENDA

Call to Order by LeRoy Sandridge, Chairman
Pledge of Allegiance, Verification of Notices, Roll Call

1. Approval of Minutes from the April 13, 2021 Regular Board Meeting and April 29 & 30, 2021 Road Tour Minutes
2. Financial Report
3. Public Input
4. Past Chairman issues for discussion
5. Change Signatures to Town Bank Accounts, Add New Chairman & remove Old
6. Consider Conditional use permit for propane tank/ fill station, N1954 Co Hwy D, Leo Dunlavy and/or Rezoning Request, Leo Dunlavy
7. Consider Original Alcohol Beverage Retail License for Dave's Outboard LLC Class A Beer and Class A Liquor
8. Long Lake Access Easement Agreement
9. Approve Appointment to Planning Commission
10. Town Annual Meeting Recommendations
11. Schedule date for Board of Review Training
12. Set Date for Clean Up Day
13. Yellow River Construction Ditch Mowing Agreement
14. Renew Integrity Building Services Contract for Town Hall Cleaning
15. Equipment Lease Agreements Mike Houser
16. Equipment Lease Agreements John Rau
17. Determine Road Projects to complete in 2021 and Authorize Work Agreements and/or Requests for Proposals, as necessary.
18. Reports of Town Officers
 - LeRoy
 - Dan
 - Greg
 - Brenda
 - Debbie
19. Correspondence
20. Approve Vouchers for Payment
21. Adjournment

Monthly Financial Report

**Town of Long Lake
Financial Report**

April, 2021

Balance General Fund (Date)	\$	231,228.63	
Deposit	\$	24,614.39	
Interest	\$	19.37	
Transferred to Boat Launch	\$	(90.00)	
Transferred to Dog Fees	\$	(45.00)	
Total	\$	255,727.39	
Expenses	\$	(34,312.84)	
Balance Regular Account (date)			\$ 221,414.55

Investments

Money Market Account	\$	216,102.16	
Interest	\$	-	
Total			\$ 216,102.16
Recreation Project	\$	21,740.45	
Interest	\$	-	
Total			\$ 21,740.45
Building & Equipment CD	\$	48,898.14	
Interest	\$	-	
Total			\$ 48,898.14
Boat Launch Permits	\$	70.00	
Trans. From General Fund	\$	90.00	
Total			\$ 160.00
Dog License Fees	\$	581.00	
Trans. From General Fund	\$	45.00	
Total			\$ 626.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
Total Investments			\$ 287,540.52

Summary

General fund	\$	221,414.55	
Investments	\$	287,540.52	
Grand Total (date)			\$ 508,955.07

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			240,716.17
Checks and Payments	34	Items	-42,763.38
Deposits and Other Credits	14	Items	24,614.39
Service Charge	0	Items	0.00
Interest Earned	1	Item	19.37
Ending Balance of Bank Statement:			222,586.55

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			222,586.55
Checks and Payments	6	Items	-1,172.01
Deposits and Other Credits	2	Items	0.01
Register Balance as of 4/30/2021:			221,414.55
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			221,414.55

Uncleared Transaction Detail up to 4/30/2021

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
3/10/2021	5468	Bonnie Sue Hurley		Levies-Coll.:Overpaym...		-5.00
4/14/2021	5498	Integrity Building Services	Cleaning	General Gov.:Town Pr...		-37.00
Total Uncleared Checks and Payments				6 Items		-1,172.01
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				8 Items		-1,172.00

Trial Balance

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-9,679.08	508,955.07	
Count: 1			Asset		-9,679.08	508,955.07	
Totals:					-9,679.08	508,955.07	

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability				-343.46
21512	UNL	U.S. Withholding Taxes Payable	Liability			346.60	
21514	UNL	Medicare Taxes Payable	Liability				-105.62
24310	UNL	County Apportionment of Taxes	Liability			4,417.54	
24330	UNL	Dog License Fees	Liability		-45.00	49.00	
Count: 5			Liability		-45.00	4,813.14	-449.08
Totals:					-45.00	4,364.06	

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-426,097.60
Count: 1			Capital				-426,097.60
Totals:							-426,097.60

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-118,330.62
41113	RAC	Delinquent P.P. Retained	Revenue				-461.26
41150	RAU	Forest Cropland/Managed Forest Land Taxes	Revenue				-24,283.79
43531	RHW	State Grant-Locl Trns Ai	Revenue		-24,387.84		-48,775.68
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue		-5.28		-59.04
44110	RLD	Liquor and Malt Beverage License	Revenue	49.96		39.96	
44111	RLG	Operator Licenses	Revenue		-20.00		-120.00
44900-04	RMU	Boat Launch Annual permits	Revenue		-90.00		-160.00
46310	RPW	Highway Maintenance and Construction	Revenue		-2.00		-2.00
48110	SBW	Interest Income	Revenue		-19.37		-220.31
48900	SEH	Other Misc.Revenues	Revenue		-14.27		-72.27
Count: 11			Revenue	49.96	-24,538.76	39.96	-192,484.97
Totals:					-24,488.80		-192,445.01

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,300.27		5,201.08	
51110-02	DAG	Board Expenses	Expense	286.61		563.13	
51300	DAM	Legal	Expense			270.00	
51400	DAR	General Administration	Expense			465.00	
51400-01	DAS	legal ads	Expense	326.97		364.16	
51420	DAW	Clerk	Expense	1,196.61		4,786.44	
51420-02	DAZ	Clerk Expenses	Expense	153.34		541.09	

Trial Balance

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

Fiscal Year: **2021** Month: **4**

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51420-05	DBG	Computer Exp. & ETC.	Expense			776.53	
51430	DBK	Personnel	Expense	100.00		872.00	
51440	DBO	Election Wages	Expense	926.07		1,515.07	
51440-02	DBR	Election Expenses	Expense	340.71		518.31	
51520	DCL	Treasurer	Expense	572.08		2,288.32	
51520-02	DCO	Treasurer Expenses	Expense	61.20		927.86	
51530	DCS	Assessment of Property	Expense	1,316.66		2,633.36	
51610	DDO	Town Hall Maintenance	Expense	397.00		1,248.00	
51610-02	DDO	Town Hall Expenses	Expense	60.00		60.00	
51610-10	DDO	Town Hall Utilities	Expense	217.76		924.74	
51938	DEN	Other Insurance	Expense			4,073.00	
52200	DFK	Fire Protection	Expense	23,031.65		46,063.30	
53311-01	DJA	sanding/snow removal	Expense	1,080.00		21,320.00	
53311-03	DJA	Brush/mow/tree maint	Expense	1,170.00		1,210.00	
53311-04	DJA	Contracted Services	Expense			196.35	
53311-05	DJA	Chip/Crackseal/Patch	Expense			210.00	
53311-07	DJA	signs	Expense	100.00		100.00	
53311-09	DJA	Salt/Sand	Expense	1,117.11		6,372.99	
53311-90	DJA	Misc. Maintance	Expense			150.00	
53635	DOI	Recycling	Expense	440.00		1,105.60	
55400	DSA	Recreation Facilities	Expense	18.84		267.15	
55400-10	DSA	Boat Landings maint	Expense			200.00	

Count: 29

Expense	34,212.88		105,223.48	
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Totals:	34,212.88		105,223.48	
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Report 61 Totals:

Count: 47

Totals:	34,262.84	-34,262.84	619,031.65	-619,031.65
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Differences:				0.00
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Trial Balance Summary

	Month 4 Totals	YTD Totals		Month 4 Totals	YTD Totals
'1' Assets	-9,679.08	508,955.07	'2' Liabilities:	-45.00	4,364.06
'5' Expenses:	34,212.88	105,223.48	'3' Capital:		-426,097.60
Assets + Expenses	24,533.80	614,178.55	'4' Revenues:	-24,488.80	-192,445.01
			Liab + Cap + Rev:	-24,533.80	-614,178.55

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

April 13, 2021

Town Hall

The regular monthly Town Board meeting was called to order at 6:00 p.m. by Chairman Mick Givens. Supervisors, Alan Ausing and Dan Lubensky were present along with Clerk, Debbie Bouma and Treasurer, Brenda Derousseau.

BOARD MEETING MINUTES: Motion Lubensky and second Givens to approve the minutes from the March 9, 2021 Regular Board Meeting. Motion carried.

FINANCIAL REPORT: Motion Ausing and second Lubensky to accept the Treasurer's Financial Report as presented by the treasurer. Motion carried.

PUBLIC INPUT: Three emails came to the Chairman prior to the meeting regarding the Hovey Variance Request and will be shared at that time.

Virginia Sandridge commented on #12 on the agenda that many projects were put off until the month before elections or was all the road budget spent on Burma Road, when it may have been spent better repairing other roads. The budget for roads in the packet seems very vague for \$60,000. As for #13 on the agenda I have been to many meetings in which the chairman has ragged on the clerk and it is very unprofessional. A town meeting is not the place for such stuff and if it is the same old stuff, it should be taken off.

AJ Rieschl wishes that the town address Church Rd from Pioneer, the gravel is washboard, and it needs major reconstruction, and the culverts need to be redone. He feels this has been overlooked for years.

Trish Rieschl spoke that she feels that Fire and Ambulance will be unable to travel the gravel part of Church Rd.

MARK HOVEY VARIANCE REQUEST: There were three emails from Hovey's neighbors sent to the chairman and one mailed to the clerk. Mark Hovey spoke to the board about their request to have a variance to build a 24 x 34 garage on their site and that the placement requires a variance for the road set back due to water features on their land. Neighbors supported their request in emails and a written letter. Motion Ausing and second Lubensky to approve the Mark Hovey garage variance request as presented. Motion carried.

DETERMINE DISPOSITION OF SINGLE AVAIABLE CLASS B BEER AND CLASS B LIQUOR LICENSE: Joshua O'Rourke spoke on behalf of the request for The Hive for a Class B beer and Class B liquor license. Jeana Walters spoke on behalf of the request for Grumpy' s for a Class B beer and Class B liquor license. Public input was requested by chairman. The main issue of the public input is that parking and dock spacing was limited. Jim Larson requested a straw poll be taken of the public. Chairman Givens asked for a straw poll. The results where The Hive – 9 and Grumpy' s – 16. Motion Ausing and second Lubensky to grant an Original Class "B" beer and "Class B" liquor to JTW Enterprises LLC, Grumpy' s. Motion carried.

INDEPENDENT CONTRACTORS' AGREEMENT MIKE HAUSER: Motion made to enter into independent contractor agreement with Mike Hauser by Ausing and second by Lubensky. Motion carried.

INDEPENDENT CONTRACTORS' AGREEMENT JOHN RAU: Motion made to enter into independent contractor agreement with John Rau by Lubensky and second by Ausing. Motion carried.

EQUIPMENT LEASE AGREEMENT MIKE HAUSER: Motion made to enter into equipment lease agreement with Mike Hauser by Lubensky and second by Ausing. Motion carried.

EQUIPMENT LEASE AGREEMENT JOHN RAU: Motion made to enter into equipment lease agreement with John Rau by Ausing and second by Lubensky. Motion carried.

ACCEPT BIRCHWOOD FOUR CORNERS EMERGENCY SERVICES DISTRICT BYLAWS: Motion by Givens and second Lubensky to accept the Birchwood Four Corners Emergency Services District Bylaws. Motion carried.

ADMINISTER ELECTED OFFICIALS OATH OF OFFICE: Clerk asked newly elected board members to rise and the clerk administered the oath of office.

APPROVE ROADS MAINTANCE PROJECTS: Motion by Lubensky and second by Ausing to table discussion and decisions on the pending road estimates for the incoming board to address later. Motion carried.

CLERK ISSUES: The chairman pointed out that he believes that a mistake was made at the Town Caucus on January 21, 2021. He stated that he had an email from the County Clerk and the Wisconsin Election Commission which he did not provide to the other board members. He believes that the clerk had made an error in allowing James Whitehead to make a motion during the Caucus and that he committed voter fraud. James Whitehead, Rick Williams and Wayne Sabatke all expressed their concerns that the information Chairman Givens was stating is incorrect.

ITEMS FOR ANNUAL MEETING AGENDA: Mick Givens suggests a discussion for the BFCESD Fire hall and funding be addressed. Wayne Sabatke would like discussion on the water level for Long Lake.

REPORTS OF TOWN OFFICERS:

Debbie: We had 231 voters for the Spring Election and a big thank you for our election inspectors for doing a great job again. We are one of the few towns that does not have problem finding poll workers. I have been attending weekly webinars regarding the American Rescue Plan for which the Town can anticipate receiving \$62,275.83. It is still unclear the guidelines for spending, but the timeline is to be completed by December 31, 2024. I will update the board on what I find out at my next webinars regarding this program.

Brenda: none

Al: Thank you to the board for doing a good job.

Dan: Docks are in at both lands. Thank you to the Board for the service in the past few years.

Mick: Completed a ride of town roads with Adam Gronning of Washburn Cty Hwy Dept. Took steps to work with the DNR to consider rip rap for Church Rd. and Burma Rd. Installed signs at the intersection at 30th and Lakken Rd. Congratulated the incoming board and thanked the pervious board for their service.

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

VOUCHERS: Motion Lubensky and second Ausing to pay vouchers #5482 to #5506 and EFT and check 5507 is voided to be send to the Dept of Revenue to set up direct deposit. Motion carried.

ADJOURNMENT: On a motion by Lubensky and second Ausing the meeting was adjourned at 7:32 p.m. Motion carried.

An audio recording of these minutes will be kept on file at the Town Hall or at the clerk's home.

Respectfully submitted by

Debbie Bouma, Town Clerk

2021 Town of Long Lake Supervisor Road Tour

The 2021 Town of Long Lake annual road tour began at the Long Lake Town Hall at approx. 4:30 pm. Performing the tour were Chairman, LeRoy Sandridge and Supervisors Dan Lubensky and Greg Tinker. Also, along was Clerk, Debbie Bouma. No other Town of Long Lake business was discussed by Chairman and supervisors. Road tour was completed and adjourned at approx. 8:04 PM.

Submitted,
Debbie Bouma, Town Clerk

General road comments: Culverts need marking. Check on the price for painting center lines.

Audubon Road: Change rating to 3,3,6,6,5. Spray patching needed or grind up towards Cty Hwy P, rebase and repair. Also needs signs replaced.

Bridge Rd: Change rating to 4, 4. Will need chip seal soon. Brush around bridge needs to be removed.

Brill Rd: Rating remains 3,3,3. Culverts need cleaning.

Burma Rd: Change rating 1,9,2. Gravel is needed. Shoulder work is needed Cty D to Audubon, big project. Signs are need on many curves.

Church Rd: Change rating 3,3,4,4,2. Gravel needed. Discuss Rip Rap. Needs culvert cleaning. Look into possible paving plans for next year. Inspect culverts before planning paving.

County Line Rd: Ratings remains 6,6,7.

Elver Rd: Ratings remains 4,4,2,2.

Fristad Rd: Ratings remains 8. Will need chip seal soon.

Gruenhagen Rd: Rating remains 6.

Hillcrest Rd: Rating remains 5.

Lakken Rd: Rating remain 3.

Lapcinski Rd: Change rating 3,7. Will need chip seal. Log under road needs to be dug up and repaired.

Laundromat Rd: Change rating 2,3. Needs to be grinded up, base replaced and paved.

Lazy C Rd: Change rating 2.

Little Bear Rd: Rating remains 5.

Long Lake Ave: Rating remains 4,6,6,6.

Morningside Rd: Change rating 6,6,1,1,1. Gravel needed. Spray patching needed towards Cty M by replaced culvert.

Pierce Rd: Rating remains 3,3

Pioneer Rd: Change ratings 5,5,5,5,5.

Schnacky Rd: Rating remains 5,4. Patching needs to be done where new culvert was put in. Few potholes be to fill.

Scout Rd: Rating remains 3. Gravel is needed.

E Side Rd: Ratings remains 6,6,6,6.

Sunset Bay Rd: Rating remains 5. Few potholes to be filled.

Town Hall Rd: Rating remains 5.

Waters Edge Rd: Rating remains 6.

Winselman Rd: Change ratings 1,1.