

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

Tuesday, June 8, 2021, at 6:00 p.m..

**Town Hall**

**N1584 County Highway MD, Sarona, WI**

AGENDA

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

1. Approval of Minutes from the May 11, 2021, Regular Board meeting.
2. Financial Report.
3. Public Input.
4. Approve Liquor and Tobacco Licensing Renewals.
5. Consider reopening to public uses of town hall.
6. Consider Fireworks Permit Application of Jesse DeGross and/or Long Lake Area Chamber of Commerce.
7. Consider Fireworks Permit Application of Steve Wurzer.
8. Road updates.
9. Public Input.
10. Reports of Town Officers
  - Debbie
  - Brenda
  - Greg
  - Dan
  - LeRoy
11. Correspondence.
12. Approve Vouchers for Payment.
13. Adjournment.

**TOWN OF LONG LAKE  
BOARD MEETING MINUTES**

**May 11, 2021**

**Town Hall**

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

**BOARD MEETING MINUTES:** Motion Lubensky and second Tinker to approve the minutes from the April 13, 2021, Regular Board Meeting and April 29, 2021 Road Tour minutes. Motion carried.

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

**PUBLIC INPUT:** Diane Heinrich ask to speak on the Leo Dunlavy request for the conditional use permit. Chairman asked to her to wait until that item in the agenda. Mick Givens ask if he was going to be able to speak during past Chairman issues and Chairman Sandridge told him he would be able to. Givens also handed the board a copy of an email he had reported on last month.

**PAST CHAIRMAN ISSUES FOR DISCUSSION:** When the Town Chairman computer was left at Town Hall by the past Chairman on April 20<sup>th</sup>, it was wiped cleaned of all files and emails. These were records of the Town. Also, there was a bill for doing a factory reset on April 19, 2021. It was made out to the Town of Long Lake. This action and expense were not approved by the Town of Long Lake. Upon consulting with the WTA lawyer, the town cannot be held responsible for the actions of the past chairman when we make it public record of the actions upon learning of them. Mick Givens was given time to address the board. Following this Chairman Sandridge stated for the town record, that the chairman's computer was deleted of all records and emails by Mick Givens on April 19, 2021, when he was still the Chairman of Long Lake.

The Clerk addressed the concerns of voter fraud the past chairman brought up at the April 13, 2021, meeting. She was able to get a copy of the emails sent between the County Clerk and the Wisconsin Election Commission on March 22 and 23, 2021. The Clerk was able to speak to both County Clerk and the WEC who both agreed they were misinformed and misled. The Wisconsin Election Commission verified that James Whitehead was and is a resident of Long Lake and that there was no evidence of voter fraud as the past chairman claimed.

**CHANGE SIGNATURES TO TOWN BANK ACCOUNTS, ADD NEW CHAIRMAN & REMOVE OLD:** Motion Lubensky and second Tinker to remove old Chairman name, Mick Givens, from all Town of Long Lake accounts and add new Chairman name, LeRoy Sandridge to all Town of Long Lake accounts. Motion carried.

**CONSIDER CONDITIONAL USE PERMIT FOR PROPANE TANK/FILL STATION, N1954 CO HWY D, LEO DUNLAVY AN/OR REZONING REQUEST, LEO DUNLAVY:** Leo Dunlavy was given an opportunity to speak. Also, public comment was opened regarding this subject with many people commenting. The clerk showed many letters received along with a petition. Motion Tinker and second Lubensky to deny the rezoning request for Leo Dunlavy to rezone one acre of land to industrial from residential. Motion carried. Motion Tinker and second Lubensky to deny the conditional use permit for a propane tank/fill station for Leo Dunlavy. Motion carried.

CONSIDER ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE FOR DAVE'S OUTBOARD LLC CLASS A BEER AND CLASS A LIQUOR: Motion Tinker and second Lubensky to grant an original alcohol beverage retail license for Dave's Outboard LLC Class A Beer & Class A Liquor. Motion carried.

LONG LAKE ACCESS EASEMENT AGREEMENT: Motion Tinker and second Lubensky to accept to access agreement and easement with Toftness Family as presented to renew automatically year to year unless either party files a cancellation with Washburn Cty Register of Deeds. Motion carried.

APPROVE APPOINTMENTS TO PLANNING COMMISSION: Motion by Tinker and second by Lubensky to appoint Eric Anderson and Diane Heinrich as an alternate to Long Lake's Planning Commission. Motion Carried.

TOWN ANNUAL MEETING RECOMMENATIONS: The three items the electors ask the Town board to address, Long Lake water levels, road repairs, and getting more community involvement for town meetings. Wayne Sabatke spoke on the committee formed during the Long Lake Planning Commission meeting. Long Lake will be taking the first step to bring together the three towns (Long Lake, Madge, and Birchwood) to create a document to share with Washburn Cty Hwy Dept on where the towns would like to see the lake levels at. Long Lake representatives on this committee are Wayne Sabatke, Eric Anderson, and Dennis West. Roads and community involvement will be discussed later in the meeting

SCHEDULE DATE FOR BOARD OF REVIEW TRAINING: By consensus Board of Review training was set for May 18, 2021, at 4:30 pm at Long Lake Town Hall.

SET DATE FOR CLEAN UP DAY: By consensus, Long Lake Cleanup Day will be August 7, 2021, from 8am-2pm at Long Lake Town Hall.

YELLOW RIVER CONSTRUCTION DITCH MOWING AGREEMENT: The new owner of Sleepy Hallow Mowing introduced himself and explained that he bought Yellow River Construction. Motion Sandridge and second by Lubensky to accept the ditch mowing agreement from Sleepy Hallow Mowing as presented to be done the week of July 4, 2021. Motion carried.

RENEW INTEGRITY BUILDING SERVICES CONTRACT FOR TOWN HALL CLEANING: Motion Lubensky and second Tinker to renew Integrity Building Services contract for Town Hall Cleaning as presented. Motion carried.

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

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

DETERMINE ROAD PROJECTS TO COMPLETE IN 2021 AND AUTHORIZE WORK AGREEMENTS AND/OR REQUESTS FOR PROPOSALS, AS NECESSARY: Motion Tinker and second by Lubensky to accept the rip rap proposal for \$4585.00 for Burma Road from Washburn Cty as presented. Motion carried. Motion Tinker and second by Lubensky to request an estimate for inspection of culverts and rip rap needed at the Brill River on Church Rd from Washburn Cty. By consensus, the board agreed to move forward with getting plans created for ditching improvements in preparation for possible paving on Church Rd.

REPORTS OF TOWN OFFICERS:

LeRoy: Asked the public in attendance if they would like another public comment added to the end of the town meeting agendas. By consensus it was decided to add "public response" to the town meeting agendas to increase town involvement.

Dan: Reviewed the duties of the supervisors and how the new chairman who like it to be handled and/or reported.

Greg: none

Brenda: The Town CD is coming up for renewal and she is looking into options.

Debbie: Facebook currently has 174 followers from the town. Suggestion was made to send out a letter to all registered voters with updated town contacts and information to follow up on the Annual meeting recommendation to increase town involvement and it would cost the town about \$225. By consensus, the board agreed it was a good idea and the clerk should move forward with the plan.

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

VOUCHERS: Motion Tinker and second Lubensky to pay vouchers #5508 to #5529 and EFT. Motion carried.

ADJOURNMENT: On a motion by Lubensky and second Tinker the meeting was adjourned at 7:37 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

Monthly Financial Report

**Town of Long Lake  
Financial Report**

May, 2021

Balance General Fund (Date)	\$	221,414.55	
Deposit	\$	3,483.92	
Interest	\$	16.78	
Transferred to Boat Launch	\$	(359.75)	
Transferred to Dog Fees	\$	-	
Total	\$	224,555.50	
Expenses	\$	(17,448.96)	
Balance Regular Account (date)			\$ 207,106.54

**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	\$	290.84	
Total			\$ 49,188.98
Boat Launch Permits	\$	160.00	
Trans. From General Fund	\$	359.75	
Total			\$ 519.75
Dog License Fees	\$	626.00	
Trans. From General Fund	\$	-	
Total			\$ 626.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
Total Investments			\$ 288,191.11

**Summary**

General fund	\$	207,106.54	
Investments	\$	288,191.11	
Grand Total (date)			\$ 495,297.65

### Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			222,586.55
Checks and Payments	28	Items	-16,722.62
Deposits and Other Credits	16	Items	3,483.92
Service Charge	0	Items	0.00
Interest Earned	1	Item	16.78
Ending Balance of Bank Statement:			209,364.63

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			209,364.63
Checks and Payments	8	Items	-2,258.10
Deposits and Other Credits	2	Items	0.01
Register Balance as of 5/31/2021:			207,106.54
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			207,106.54

Uncleared Transaction Detail up to 5/31/2021

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
5/12/2021	5512	Jeane Walsh		General Gov.:Misc.:Pe...		-23.09
5/12/2021	5521	John Rau		Public Works:Roads:C...		-100.00
5/12/2021	5526	Two Rivers Accounting LLC	Audit	General Gov.:Account...		-1,000.00
Total Uncleared Checks and Payments				8 Items		-2,258.10
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				10 Items		-2,258.09

# Trial Balance

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-13,657.42	495,297.65	
Count: 1			Asset		-13,657.42	495,297.65	
Totals:					-13,657.42	495,297.65	

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability	1.24			-342.22
21512	UNL	U.S. Withholding Taxes Payable	Liability			346.60	
21514	UNL	Medicare Taxes Payable	Liability	0.30			-105.32
24310	UNL	County Apportionment of Taxes	Liability			4,417.54	
24330	UNL	Dog License Fees	Liability			49.00	
Count: 5			Liability	1.54		4,813.14	-447.54
Totals:					1.54	4,813.14	-447.54

Account	Group	Description	Type	Month 5 DB	Month 5 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 5 DB	Month 5 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-118,330.62
41113	RAC	Delinquent P.P. Retained	Revenue				-461.26
41116	RAG	Lottery Tax Collection	Revenue		-2,509.40		-2,509.40
41150	RAU	Forest Cropland/Managed Forest Land Taxes	Revenue				-24,283.79
43430	RGT	Other State Shared Taxes	Revenue		-28.65		-28.65
43531	RHW	State Grant-Locl Trns Ai	Revenue				-48,775.68
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-59.04
44110	RLD	Liquor and Malt Beverage License	Revenue		-169.48		-129.52
44111	RLG	Operator Licenses	Revenue				-120.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-449.75		-449.75
44900-04	RMU	Boat Launch Annual permits	Revenue		-60.00		-220.00
46310	RPW	Highway Maintenance and Construction	Revenue				-2.00
48110	SBW	Interest Income	Revenue		-307.62		-527.93
48900	SEH	Other Misc.Revenues	Revenue		-266.64		-338.91
Count: 14			Revenue		-3,791.54		-196,236.55
Totals:					-3,791.54		-196,236.55

Account	Group	Description	Type	Month 5 DB	Month 5 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,381.02		6,582.10	
51110-02	DAG	Board Expenses	Expense	222.17		785.30	
51300	DAM	Legal	Expense			270.00	
51400	DAR	General Administration	Expense			465.00	



# Trial Balance

Fiscal Year: **2021** Month: **5**

51400-01	DAS	legal ads	Expense	322.70		686.86
51420	DAW	Clerk	Expense	1,223.52		6,009.96
51420-02	DAZ	Clerk Expenses	Expense	214.98		756.07
51420-04	DBE	Auditor	Expense	1,000.00		1,000.00
51420-05	DBG	Computer Exp. & ETC.	Expense	15.81		792.34
51430	DBK	Personnel	Expense	893.05		1,765.05
51440	DBO	Election Wages	Expense			1,515.07
51440-02	DBR	Election Expenses	Expense	19.04		537.35
51520	DCL	Treasurer	Expense	598.99		2,887.31
51520-02	DCO	Treasurer Expenses	Expense	61.20		989.06
51530	DCS	Assessment of Property	Expense	658.33		3,291.69
51610	DDO	Town Hall Maintenance	Expense	314.00		1,562.00
51610-02	DDO	Town Hall Expenses	Expense			60.00
51610-10	DDO	Town Hall Utilities	Expense	87.31		1,012.05
51610-20	DDO	Town Hall Improvements	Expense	48.49		48.49
51938	DEN	Other Insurance	Expense			4,073.00
52200	DFK	Fire Protection	Expense			46,063.30
53311-01	DJA	sanding/snow removal	Expense			21,320.00
53311-02	DJA	grading	Expense	3,081.25		3,081.25
53311-03	DJA	Brush/mow/tree maint	Expense	190.00		1,400.00
53311-04	DJA	Contracted Services	Expense			196.35
53311-05	DJA	Chip/Crackseal/Patch	Expense	1,122.76		1,332.76
53311-07	DJA	signs	Expense	140.00		240.00
53311-08	DJA	culverts	Expense	3,753.76		3,753.76
53311-09	DJA	Salt/Sand	Expense			6,372.99
53311-90	DJA	Misc. Maintance	Expense			150.00
53635	DOI	Recycling	Expense	1,420.00		2,525.60
55400	DSA	Recreation Facilities	Expense			267.15
55400-10	DSA	Boat Landings maint	Expense	679.04		879.04

Count: **33**

Expense	17,447.42		122,670.90
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Totals:	17,447.42		122,670.90
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**Report 61 Totals:**

Count: **54**

Totals:	17,448.96	-17,448.96	622,781.69	-622,781.69
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Differences:				<b>0.00</b>
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## Trial Balance Summary

	Month 5 Totals	YTD Totals		Month 5 Totals	YTD Totals
'1' Assets:	-13,657.42	495,297.65	'2' Liabilities:	1.54	4,365.60
'5' Expenses:	17,447.42	122,670.90	'3' Capital:		-426,097.60
Assets + Expenses:	3,790.00	617,968.55	'4' Revenues:	-3,791.54	-196,236.55
			Liab + Cap + Rev:	-3,790.00	-617,968.55