

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

Tuesday, September 14, 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 August 10, 2021, Regular Board meeting.
2. Financial Report.
3. Public Input.
4. Consider reopening to public uses of town hall.
5. Consider repairs to sewer for town hall rest room.
6. Consider Variance Request for Scott Hirth. (Posting in newspaper 9/15 and 9/22).
7. Consider Planning Commission recommendation on Speed Limits for ATV/UTV on Town Roads.
8. Update on Washburn County Emergency Management Letter.
9. Report on Fall WTA Workshops held on September 13, 2021, in Cable.
10. Set Date and Time for Special Budget Planning Meeting.
11. Road updates.
12. Public input.
13. Reports of Town Officers
  - Debbie
  - Brenda
  - Greg
  - Dan
  - LeRoy
14. Correspondence.
15. Approve Vouchers for Payment.
16. Adjournment.

**TOWN OF LONG LAKE  
BOARD MEETING MINUTES**

**August 10, 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 July 13, 2021, Regular Board Meeting. 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:** Mick Givens in favor of the exercise group and in favor of the Craig Soloman conditional use permit. He also would like to voice his concerns about past minutes reported in May. Adam Meister would like to have the check made out to Sleepy Hallow Mowing made out to him personally instead of the company name. Barb Zielinski would like to thank the Clerk for returning her phone and purse after the last town meeting. She also spoke about her concerns of not being able to use the town hall. Mike McGough wants to be able to bring guest to the exercise group. Diane Heinrich asked if it more a question of records and elections security or is it just a liability issue. Norma Soloman asked if they can just sign a waiver to avoid buying the insurance. Leonard Chenault asked is possible to get a copy of the insure policy. Richard Alvin asked was clean up days covered by insurance.

**CONSIDER REOPENING TO PUBLIC USE OF TOWN HALL:** The Clerk presented the cost of an extra liability policy to open the town hall to public events. By consensus, this is tabled for future discussion.

**CONSIDER CONDITIONAL USE PERMIT REQUEST FROM CRAIG SOLOMAN:** Planning Commission provided their recommendation to approve the conditional use permit request from Craig Soloman. Motion by Tinker and second by Lubensky to approve the conditional use permit request from Craig Soloman. Motion carried.

**CLEAN UP DAYS REPORT:** The day rained most the time but still collected 98 tires, 75 TV and computers, 42 appliances and lots of scrape metal. The bills have not come back yet to find out the cost to the town and will be presented at the next meeting if the information is ready as it just happened last weekend.

**CONSIDER ADDING TOWN CLERK AS A PAID MEMBER OF THE PLANNING COMMISSION:** The chairman will be addressing the need for the commission to do some of its own work and not request the Clerk to do it. The board will table this for further discussion to see if that solves the issue.

**WTA MEETING UPDATE ON WAHSBURN COUNTY EMERGENCY MANAGEMENT:** Clerk updated the Board about the information provide at the WTA meeting and provided the letter from Carol Buck at Emergency Management that changes where made at the state level that any storm damage needs to be reported as the event happens. This is a change from the 72 hour grace period after the event ends.

**SUMMER PREPAY FOR PROPANE:** By consensus, the board decided we have enough credit that it is not necessary to increase it for this year.

CONSIDER FEE SCHEDULE FOR OPEN RECORDS REQUEST: Clerk present the cost for audio request made for the last month and that the current rate is not covering the cost of materials needed. Motion to change the fee schedule for open requests to copies \$1 for each set of five pages plus \$2.50 for postage, and \$10.00 for any audio request to cover the flash drive and postage by Tinker and second by Lubensky. Motion carried.

CONSIDER/APPROVE TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSES FOR HUNT HILL: Motion to approve the temporary Class "B"/"Class B" Retailer's Licenses for Hunt Hill on August 27, 2021 and October 30, 2021 by Tinker and second by Lubensky. Motion carried.

DISCUSS SETTING UP ONLINE TOWN WORKSHOP TRAINING FROM THE SPRING WTA WORKSHOPS: By consensus, the board will meet August 19<sup>th</sup> at 3:00 pm.

APPROVAL OF TOWN DRIVEWAY & HIGHWAY ACCESS PERMIT ORDINANCE #2021-1: Planning Commission approved and has presented Town Driveway & Highway Permit Ordinance #2021-1 to the board. Motion by Lubensky and second by Tinker to accept and approve as presented the Town Driveway & Highway Permit Ordinance #2021-1. Motion carried.

CONSIDER REQUEST FOR HOLY ISLAND ROAD SURVEY: An email was sent to the board to request a survey. Maps from Washburn County were shown to the board which the Chairman received from Zoning and Land and Records Depts. Motion to deny the request from Ron Hansen to have a survey of Holy Island Road by Tinker and second by Lubensky. Motion Carried.

CONSIDER FIREWORKS PERMIT FOR TAYLOR WEST: The Chairman signed for the permit as it is just for Class C consumer fireworks.

CONSIDER VARIANCE APPLICATION FOR SPRING WATERS CONDOMINIUM: Due to late notice from Washburn Zoning this was unable to go before the Planning Commission. Motion by Tinker and second Lubensky to approve the variance application for Spring Water Condominium as present. Motion Carried.

ROAD UPDATES: Spray patching continues Washburn County on town Roads. Brushing has begun on some town roads also. Board will look at Bridge Rd and Pioneer Rd, as they received a call stating it needs some attention at the intersection for brushing.

PUBLIC INPUT: Pam Collins would like to know the plans for Bruma Rd N, from County Hwy D to Audubon Rd. She voiced concern over why nothing has been done yet Bruma Rd from County D to Laundromat Rd was repaved and shouldered when it was not needed.

#### REPORTS OF TOWN OFFICERS:

Debbie: Facebook currently has 245 followers from the town. Save the date September 13, 2021, for WTA workshop in Cable, WI. Presented the information from the WTA meeting on Speed Limit changes. Presented the email for the board and public to be aware of the personal attack sent regarding the exercise class for those who want to read it.

Brenda: New checking has been set up the first payment of the ARPA funds.

Dan: Would like the Board to nominate our Clerk for the Wisconsin Town Association Award for outstanding work.

Greg: none

LeRoy: none

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 Tinker to pay vouchers #5579 to #5599 and EFT. Motion carried.

ADJOURNMENT: On a motion Lubensky and second Tinker the meeting was adjourned at 7:46 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**

August, 2021

Balance General Fund (Date)	\$	244,687.87	
Deposit	\$	4,440.53	
Interest	\$	19.11	
Transferred to Boat Launch	\$	(275.25)	
Transferred to ARPA Local Recovery Fund	\$	(32,970.59)	
Total	\$	215,901.67	
Expenses	\$	(22,059.58)	
Balance Regular Account (date)			\$ 193,842.09

**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	\$	49,188.98	
Interest	\$	-	
Total			\$ 49,188.98
Boat Launch Permits	\$	1,639.82	
Trans. From General Fund	\$	275.25	
Total			\$ 1,915.07
Dog License Fees	\$	631.00	
Trans. From General Fund	\$	-	
Total			\$ 631.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
ARPA Local Recovery Fund	\$	-	
Transferred from checking	\$	32,970.59	
Service Charge	\$	(3.00)	
Interest	\$	2.62	
Total			\$ 32,970.21
Total Investments			\$ 322,561.64

**Summary**

General fund	\$	193,842.09	
Investments	\$	322,561.64	
Grand Total (date)			\$ 516,403.73

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			257,672.59
Checks and Payments	26	Items	-60,595.38
Deposits and Other Credits	10	Items	4,459.64
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			201,536.85

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			201,536.85
Checks and Payments	11	Items	-7,694.77
Deposits and Other Credits	2	Items	0.01
Register Balance as of 8/31/2021:			193,842.09
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			193,842.09

Uncleared Transaction Detail up to 8/31/2021

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
5/12/2021	5512	Jeane Walsh		General Gov.:Misc.:Pe...		-23.09
5/12/2021	5526	Two Rivers Accounting LLC	Audit	General Gov.:Account...		-1,000.00
7/14/2021	5562	Eric Anderson		General Gov.:Salary		-23.09
7/14/2021	5575	Sleepy Hollow Mowing		Public Works:Roads:B...		-5,450.00
8/11/2021	5581	Mick Givens		General Gov.:Salary		-22.40
8/11/2021	5584	Jeane Walsh		General Gov.:Misc.:Pe...		-23.09
8/11/2021	5589	Eric Anderson		General Gov.:Salary		-23.09
Total Uncleared Checks and Payments				11 Items		-7,694.77
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				13 Items		-7,694.76

# Trial Balance

Account	Group	Description	Type	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-17,600.32	516,403.73	
Count: 1			Asset		-17,600.32	516,403.73	
Totals:					-17,600.32	516,403.73	

Account	Group	Description	Type	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-12.40		-345.94
21512	UNL	U.S. Withholding Taxes Payable	Liability			346.60	
21514	UNL	Medicare Taxes Payable	Liability		-2.88		-106.16
24310	UNL	County Apportionment of Taxes	Liability			4,417.54	
24330	UNL	Dog License Fees	Liability			44.00	
Count: 5			Liability		-15.28	4,808.14	-452.10
Totals:					-15.28	4,808.14	-452.10

Account	Group	Description	Type	Month 8 DB	Month 8 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 8 DB	Month 8 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-118,330.62
41113	RAC	Delinquent P.P. Retained	Revenue				-616.67
41114	RAE	State Property Tax Cred IN & OUT	Revenue				-4,926.04
41116	RAG	Lottery Tax Collection	Revenue				-2,509.40
41150	RAU	Forest Cropland/Managed Forest Land Taxes	Revenue				-24,283.79
43410	RGN	State Shared Revenues	Revenue		-1,311.00		-34,281.59
43430	RGT	Other State Shared Taxes	Revenue		-20.78		-49.43
43531	RHW	State Grant-Locl Trns Ai	Revenue				-73,163.52
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-59.04
43650	RJR	Forest Cropland/Managed Forest Land	Revenue				-979.50
44110	RLD	Liquor and Malt Beverage License	Revenue				-2,238.50
44111	RLG	Operator Licenses	Revenue				-360.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-570.75		-2,270.57
44900-04	RMU	Boat Launch Annual permits	Revenue				-390.00
46310	RPW	Highway Maintenance and Construction	Revenue				-2.00
46435	RSG	Recycling (Usr Fees Only	Revenue		-38.00		-38.00
48110	SBW	Interest Income	Revenue		-18.73		-585.20
48900	SEH	Other Misc.Revenues	Revenue		-2,500.00		-2,838.91
Count: 18			Revenue		-4,459.26		-267,922.78
Totals:					-4,459.26		-267,922.78

Account	Group	Description	Type	Month 8 DB	Month 8 CR	YTD Debits	YTD Credits
---------	-------	-------------	------	------------	------------	------------	-------------



# Trial Balance

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

Fiscal Year: **2021** Month: **8**

Report **61**  
 Page **2**

51110	DAE	Board Salaries/FICA	Expense	1,381.02		10,725.16	
51110-02	DAG	Board Expenses	Expense	194.48		1,418.68	
51110-10	DAE	Plan Commission Salaries/FICA	Expense	134.55		134.55	
51300	DAM	Legal	Expense			450.00	
51400	DAR	General Administration	Expense			541.95	
51400-01	DAS	legal ads	Expense			965.81	
51420	DAW	Clerk	Expense	1,223.52		9,680.52	
51420-02	DAZ	Clerk Expenses	Expense	196.47		1,479.32	
51420-04	DBE	Auditor	Expense			1,000.00	
51420-05	DBG	Computer Exp. & ETC.	Expense	493.72		1,437.68	
51430	DBK	Personnel	Expense	64.59		2,147.28	
51440	DBO	Election Wages	Expense			1,515.07	
51440-02	DBR	Election Expenses	Expense			546.45	
51520	DCL	Treasurer	Expense	598.99		4,684.28	
51520-02	DCO	Treasurer Expenses	Expense	80.80		1,232.58	
51530	DCS	Assessment of Property	Expense	658.33		5,266.68	
51610	DDO	Town Hall Maintenance	Expense	92.00		1,878.00	
51610-02	DDO	Town Hall Expenses	Expense			60.00	
51610-10	DDO	Town Hall Utilities	Expense	145.09		1,567.95	
51610-20	DDO	Town Hall Improvements	Expense			48.49	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-78.00
51938	DEN	Other Insurance	Expense			4,076.00	
52200	DFK	Fire Protection	Expense	4,926.04		50,989.34	
53311-01	DJA	sanding/snow removal	Expense			21,320.00	
53311-02	DJA	grading	Expense			7,035.00	
53311-03	DJA	Brush/mow/tree maint	Expense	2,235.00		10,362.50	
53311-04	DJA	Contracted Services	Expense			196.35	
53311-05	DJA	Chip/Crackseal/Patch	Expense	9,209.11		10,541.87	
53311-06	DJA	Ditch repair	Expense	120.00		5,450.45	
53311-07	DJA	signs	Expense			240.00	
53311-08	DJA	culverts	Expense	40.00		5,234.28	
53311-09	DJA	Salt/Sand	Expense			6,372.99	
53311-90	DJA	Misc. Maintance	Expense			150.00	
53635	DOI	Recycling	Expense	30.00		2,915.60	
55400	DSA	Recreation Facilities	Expense	87.92		594.87	
55400-10	DSA	Boat Landings maint	Expense	163.23		1,078.91	
Count: 36			Expense	22,074.86		173,338.61	-78.00
Totals:				22,074.86		173,260.61	

# Trial Balance

Fiscal Year: **2021** Month: **8**

**Report 61 Totals:**

Count:	61
--------	----

Totals:	22,074.86	-22,074.86	694,550.48	-694,550.48
---------	-----------	------------	------------	-------------

Differences:	0.00
--------------	------

**Trial Balance Summary**

	Month 8 Totals	YTD Totals		Month 8 Totals	YTD Totals
'1' Assets:	-17,600.32	516,403.73	'2' Liabilities:	-15.28	4,356.04
'5' Expenses:	22,074.86	173,260.61	'3' Capital:		-426,097.60
Assets + Expenses:	4,474.54	689,664.34	'4' Revenues:	-4,459.26	-267,922.78
			Liab + Cap + Rev:	-4,474.54	-689,664.34

PO Box 506, 10 Fourth Ave.  
Shell Lake, WI 54871



(715) 468-4690  
FAX (715) 468-4640

**Washburn County**  
**Zoning Department**

August 30, 2021

DEBRA BOUMA-CLERK  
W 3439 MORNINGSIDE RD  
SARONA WI 54870-9274

TO: MEMBERS OF THE LONG LAKE TOWN BOARD

Your Town Board decision is an integral part of the decision making process for the Washburn County Board of Adjustment. The Board of Adjustment would like your cooperation in stating your reasons or comments as to why they should either APPROVE or DENY this request.

**VARIANCE APPLICATION FOR: SCOTT HIRTH**

**REQUEST:** to have a road set back reduction of 119.8 feet (normally 133 feet from centerline or 100 feet from right of way whichever is greater) on County Highway MD to build an addition to dwelling.

**LOCATION:** OAK PARK LOT 13 & 14, Section 22-37-11, Town of Long Lake.

**Public Hearing:** October 05, 2021 at 7:00PM

TOWN DECISION (please mark one):

- Approve
- Deny

Comments (attach additional pages if necessary):

---



---



---



---

Chairman: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dated signed: \_\_\_\_\_

Town Clerk: \_\_\_\_\_

## PLOT PLAN

A plot plan must show all of the following information. Please check the box to verify that you have included each item. If the situation does not apply, write "N/A".

**Show the location of:**

- Well
- Septic tank, holding tank or drainfield
- Existing and proposed structures with dimensions noted
- Lakes, ponds, streams, rivers, wetlands and flowages
- Driveway and turnaround (if applicable) with length and width noted
- All public roads

**Show distance of any existing or proposed structure (including new additions) from:**

- Ordinary high water mark of all lakes, ponds, streams, rivers, and flowages
- Wetlands
- Centerline and/or right-of-way of any public road
- Side and rear property lines
- Other structures

**Plot Plan - MUST SHOW ALL OF THE ABOVE (you may use a separate sheet, 8 1/2 X 11 format appreciated)**

