

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

Tuesday, December 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 November 9, 2021, Regular Board meeting.
2. Financial Report.
3. Public Input.
4. Warren Tuttle Introduced as Candidate for Washburn County Sheriff
5. Consider Approval of Resolution No. 2021-2 Birchwood Four Corners Emergency Service District 2022 Assessment
6. Consider Approval of Resolution No. 2021-3 No Parking Zone on Water Edge Road and Gruenhagen Bay Road
7. Recycle Center 2022 Attendant Extra Hours Agreement
8. Consider Town Credit or Debit Card for monthly purchases
9. LRIP and TRIS road application updates.
10. Road updates.
11. Public input.
12. Reports of Town Officers
  - Debbie
  - Brenda
  - Greg
  - Dan
  - LeRoy
13. Correspondence.
14. Approve Vouchers for Payment.
15. Adjournment.

**TOWN OF LONG LAKE  
BOARD MEETING MINUTES**

**November 9, 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 Tinker and second Lubensky to approve the minutes from October 12, 2021, Regular Board Meeting. Motion carried.

**FINANCIAL REPORT:** Motion Lubensky and second Tinker to accept the Treasurer's Financial Report as presented by the Clerk. Motion carried. To address the concern asked at last month's treasures report since Chairman Sandridge has resumed the administration of the driveway permits applications, the town has received \$700 in fees to be applied to road repairs. Previously this duty and fees were passed on to the Building Inspector by the Ex-Chairman, Mick Givens, from April 2017 until April 2021.

**PUBLIC INPUT:** Mick Givens was concerned about brushing on Long Lake Ave. He also had complaints about the town website.

**CONSIDER/APPROVAL OF PAY INCREASE FOR ELECTION INSPECTORS FOR THE 2022-2023 TERM:** Motion by Tinker and second by Lubensky to set hourly rate of \$15.00 per hour for all election works for the 2022-2023 election cycle term. Motion carried.

**CONSIDER/APPROVAL OF ELECTION INSPECTORS FOR THE 2022-2023 TERM:** A list of inspectors was presented by the clerk. Motion Tinker and second Lubensky to accept the list of inspectors as presented. Motion carried.

**ADOPT 2022 TOWN BUDGET:** Motion made to adopt the 2022 budget as presented was made by Lubensky and second by Tinker. Motion carried.

**CONSIDER REZONING REQUEST FOR SSG-LONG LAKE LLC (TIMOTHY GOTTSACKER, MANAGER) AND MAKE A RECOMMENDATION FOR THE WASHBURN COUNTY BOARD (POSTING IN THE NEWSPAPER 10/27 & 11/3, WASHBURN COUNTY PUBLIC HEARING 11/16):** Tim Gottsacker presented his request. Motion by Tinker and second Lubensky to approve the rezoning request for SSG-Long Lake LLC as presented and make that recommendation to Washburn County. Motion carried.

**CONSIDER CONDITIONAL USE APPLICATION FOR KYLE PRICE AND MAKE A RECOMMENDATION FOR THE WASHBURN COUNTY BOARD (POSTING IN THE NEWSPAPER 10/27 & 11/3, WASHBURN COUNTY PUBLIC HEARING 11/16):** Kyle Price was not present. Motion by Lubensky and second Tinker to deny the conditional use application request for Kyle Price as presented and make that recommendation to Washburn County. Motion carried.

**CONSIDER SAFETY CONCERNS ON WATERS EDGE ROAD AND GRUENHAGEN BAY ROAD WITH EXCESS PARKING BLOCKING THE ROAD FOR EMERGENCY VEHICLES:** After a discussion, a motion was made by Tinker and second Lubensky to post one side of Waters Edge Road and Gruenhagen Bay Road as No Parking once Digger Hotline has marked the easement and the Chairman can decide where the signs should go. Motion carried.

CONSIDER MAKING A RECOMMENDATION TO WASHBURN CTY HWY DEPT TO OPEN CTY HWY D FROM LAPCINSKI RD TO CTY HWY P (LONG LAKE PORTION) AND CTY HWY P TO AUDUBON RD (LONG LAKE PORTION) TO ATV/UTV USE: Chairman explained Washburn Cty Hwy Dept's requirements for requesting the opening of a Cty Hwy to ATV/UTV traffic and explained that it was also viewable on their website. Motion by Tinker and second Lubensky to request Washburn Cty Hwy Dept to open Cty Hwy D from Lapcinski Rd to Cty Hwy P (Long Lake portion) and Cty Hwy P to Audubon Rd (Long Lake portion). Motion carried.

LRIP AND TRIS ROAD APPLICATION UPDATES: The clerk presented the estimates for paving and shoulders on Church Road, .9 miles is estimated to be \$99,157 and .5 miles is estimated to be \$55,846 by Washburn Cty Hwy Dept. Motion by Lubensky and second by Tinker to apply for LRIP 2022 application using the estimate for .5 mile of paving and shoulder. Motion carried. Motion by Tinker and second by Lubensky to apply for TRIS 2023 application (90/10) for the gravel portion of Burma Rd (Cty Rd D to Audubon Rd) for the estimated cost of \$613,500. Motion carried; 2 yea and 1 nae.

ROAD UPDATES: An estimate was received to complete the ditching and gravel on Church Rd from the Brill River to Brill Rd for \$14,359.19 which is the portion that has not been upgraded yet this year. Motion by Tinker and second by Lubensky to complete the project on Church Road for the additional \$14,359.19. Motion carried. Brushing has continued on Audubon Rd, Burma Rd, Lapcinski Rd, and Long Lake Ave.

PUBLIC INPUT: Ed Olund asked about getting State Building Permits.

#### REPORTS OF TOWN OFFICERS:

Debbie: none

Brenda: The building CD is coming up for renewal. Will be shopping interest rates.

Dan: Docks are in, and damage is minimal for the year.

Greg: none

LeRoy: The BFCESD contract has been signed for the new fire hall for construction in 2022. BFCESD may sell the non-used lot for \$25,000 and that may go towards the new hall. 30<sup>th</sup> Ave was blacktop by Oak Grove and Long Lake owes Oak Grove \$600 for their portion. Chairman also pointed the out of your tax bills \$1,801,749.95 goes to Rice Lake Schools \$363,586.03 goes to Spooner schools, and \$70,509.21 goes to WITC.

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 #5642 to #5662 and EFT. Motion carried.

ADJOURNMENT: On a motion from Lubensky and second Tinker the meeting was adjourned at 7.24 p.m. Motion carried.

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

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake  
Financial Report**

November, 2021

Balance General Fund (Date)	\$	258,660.17	
Deposit	\$	7,695.99	
Interest	\$	21.99	
Transferred to Boat Launch	\$	(7.00)	
Total	\$	266,371.15	
Expenses	\$	(34,920.82)	
Balance Regular Account (date)			\$ 231,450.33

**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	\$	2.48	
Total			\$ 49,191.46
Boat Launch Permits	\$	2,531.49	
Trans. From General Fund	\$	7.00	
Total			\$ 2,538.49
Dog License Fees	\$	631.00	
Trans. From General Fund	\$	-	
Total			\$ 631.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
ARPA Local Recovery Fund	\$	32,969.54	
Interest	\$	2.89	
Total			\$ 32,972.43
Total Investments			\$ 323,189.76

**Summary**

General fund	\$	231,450.33	
Investments	\$	323,189.76	
Grand Total (date)			\$ 554,640.09

## Reconciliation Summary

## BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			261,524.54
Checks and Payments	23	Items	-30,945.89
Deposits and Other Credits	8	Items	7,695.99
Service Charge	0	Items	0.00
Interest Earned	1	Item	21.99
Ending Balance of Bank Statement:			238,296.63

## YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			238,296.63
Checks and Payments	16	Items	-6,846.31
Deposits and Other Credits	2	Items	0.01
Register Balance as of 11/30/2021:			231,450.33
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			231,450.33

## Uncleared Transaction Detail up to 11/30/2021

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	Staube 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
8/11/2021	5581	Mick Givens		General Gov.:Salary		-22.40
8/11/2021	5584	Jeane Walsh		General Gov.:Misc.:Pe...		-23.09
9/15/2021	EFT	United States Treasury		General Gov.:FICA		-468.34
9/15/2021	5606	Twyla Kleven		General Gov.:Salary		-23.09
9/15/2021	5607	Jeanne Walsh		General Gov.:Misc.:Pe...		-23.09
9/15/2021	5611	Diane Heinrich		General Gov.:Salary		-23.09
11/10/2021	5646	Twyla Kleven		General Gov.:Salary		-23.09
11/10/2021	5647	Jeane Walsh		General Gov.:Misc.:Pe...		-23.09
11/10/2021	5660	United States Treasury		General Gov.:FICA		-23.66
11/10/2021	5661	Washburn Co		Public Works:Roads:M...		-4,040.27
Total Uncleared Checks and Payments				16 Items		-6,846.31
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				18 Items		-6,846.30

# Trial Balance

Account	Group	Description	Type	Month 11 DB	Month 11 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-27,197.47	554,640.09	
Count: 1			Asset		-27,197.47	554,640.09	
Totals:					-27,197.47	554,640.09	

Account	Group	Description	Type	Month 11 DB	Month 11 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-4.96		-345.32
21512	UNL	U.S. Withholding Taxes Payable	Liability	23.66		370.26	
21514	UNL	Medicare Taxes Payable	Liability		-1.14		-105.98
24310	UNL	County Apportionment of Taxes	Liability			4,417.54	
24330	UNL	Dog License Fees	Liability			44.00	
Count: 5			Liability	23.66	-6.10	4,831.80	-451.30
Totals:					17.56	4,380.50	

Account	Group	Description	Type	Month 11 DB	Month 11 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 11 DB	Month 11 CR	YTD Debits	YTD Credits
41111	RAA	Town Prtn Property Taxes	Revenue				-190,851.06
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		-7,428.99		-41,710.58
43430	RGT	Other State Shared Taxes	Revenue				-49.43
43531	RHW	State Grant-Locl Trns Ai	Revenue				-97,551.36
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				-12,535.50
44111	RLG	Operator Licenses	Revenue				-380.00
44900	RMU	Other Regulatory Permits and Fees	Revenue		-267.00		-3,153.99
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				-290.80
48110	SBW	Interest Income	Revenue		-27.36		-653.13
48900	SEH	Other Misc.Revenues	Revenue				-2,838.91
Count: 18			Revenue		-7,723.35		-383,781.20
Totals:					-7,723.35		-383,781.20

Account	Group	Description	Type	Month 11 DB	Month 11 CR	YTD Debits	YTD Credits
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# Trial Balance

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

Fiscal Year: **2021** Month: **11**

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51110	DAE	Board Salaries/FICA	Expense	1,381.02		14,868.22	
51110-02	DAG	Board Expenses	Expense	258.57		1,931.25	
51110-10	DAE	Plan Commission Salaries/FICA	Expense	134.55		403.65	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			45.00	
51300	DAM	Legal	Expense			450.00	
51400	DAR	General Administration	Expense			541.95	
51400-01	DAS	legal ads	Expense			996.31	
51420	DAW	Clerk	Expense	1,223.52		13,351.08	
51420-02	DAZ	Clerk Expenses	Expense	245.39		2,065.59	
51420-04	DBE	Auditor	Expense			1,000.00	
51420-05	DBG	Computer Exp. & ETC.	Expense			1,724.80	
51430	DBK	Personnel	Expense			2,217.28	
51440	DBO	Election Wages	Expense			1,515.07	
51440-02	DBR	Election Expenses	Expense			1,617.99	
51520	DCL	Treasurer	Expense	598.99		6,481.25	
51520-02	DCO	Treasurer Expenses	Expense	61.20		1,426.82	
51530	DCS	Assessment of Property	Expense	658.33		7,241.67	
51610	DDO	Town Hall Maintenance	Expense	272.00		2,249.00	
51610-02	DDO	Town Hall Expenses	Expense			150.00	
51610-10	DDO	Town Hall Utilities	Expense	139.02		1,982.25	
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			50,989.34	
53311-01	DJA	sanding/snow removal	Expense			21,320.00	
53311-02	DJA	grading	Expense			11,675.00	
53311-03	DJA	Brush/mow/tree maint	Expense	3,035.00		17,264.93	
53311-04	DJA	Contracted Services	Expense			196.35	
53311-05	DJA	Chip/Crackseal/Patch	Expense	4,040.27		27,491.12	
53311-06	DJA	Ditch repair	Expense	12,170.30		23,635.88	
53311-07	DJA	signs	Expense			270.00	
53311-08	DJA	culverts	Expense			5,434.28	
53311-09	DJA	Salt/Sand	Expense			6,372.99	
53311-50	DJA	Gravel/load/haul/spread	Expense	5,720.25		5,720.25	
53311-90	DJA	Misc. Maintance	Expense	4,380.00		4,530.00	
53635	DOI	Recycling	Expense	240.00		6,913.60	
55400	DSA	Recreation Facilities	Expense	76.72		1,111.11	
55400-10	DSA	Boat Landings maint	Expense	268.13		1,627.69	

Count: 38

Expense	34,903.26	250,936.21	-78.00
<b>Totals:</b>	<b>34,903.26</b>	<b>250,858.21</b>	



# Trial Balance

**Report 61 Totals:**

Count:	63
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Totals:	34,926.92	-34,926.92	810,408.10	-810,408.10
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Differences:	0.00			
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## Trial Balance Summary

	Month 11 Totals	YTD Totals		Month 11 Totals	YTD Totals
'1' Assets:	-27,197.47	554,640.09	'2' Liabilities:	17.56	4,380.50
'5' Expenses:	34,903.26	250,858.21	'3' Capital:		-426,097.60
			'4' Revenues:	-7,723.35	-383,781.20
Assets + Expenses:	7,705.79	805,498.30	Liab + Cap + Rev:	-7,705.79	-805,498.30

RESOLUTION NO. 2021-02

Town of Long Lake

WHEREAS as it is the desire of the member municipalities of the Birchwood Four Corners Emergency Service District (BFCESD) to provide fire protection, ambulance services, fire prevention inspections, water rescue, public fire prevention education, assistance to law enforcement agencies, natural disaster assistance and other emergency services as provided for in the Joint Fire Department agreement dated November, 2007 the Town Board of Long Lake , hereby approves the 2022 BFCESD District budgets and assessments for Fire Department and Ambulance Services in concurrence with the recommendation of the Birchwood Four Corners Emergency Services District Board. 2022 Fire and Ambulance budgets include District expenses.

**Fire Department Budget – 2022 \$194,745.00    Fire Department 2022 Assessment \$43,497.34**

**Ambulance Service Budget – 2022 \$204,355.00    Ambulance Service 2022 Assessment \$0.00**

WHEREAS member municipalities have agreed to assessment formulas to share in the cost of providing these services in the Joint Services agreement dated November, 2007 and as amended in 2011 for Ambulance assessment formulas, the Town Board of Long Lake hereby agrees to its respective assessments in concurrence with the recommendation of the Birchwood Four Corners Emergency Services District Board according to the assessment factors and amounts shown on page 2 of this Resolution.

**Fire Department Assessment – 2022 \$43,497.34**

**Ambulance Service Assessment – 2022 \$0.00**

According to the terms of the Joint Fire Department agreement, payments are due as follows:  
**One half of the amount of annual assessments is due by January, 31 2022. The second half of the amount of annual assessments is due by April 30, 2022. Any late payments will be subject to a monthly interest charge of 1.5% or 18% annually.**

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Town/Village of \_\_\_\_\_

\_\_\_\_\_ County, Wisconsin

Signed \_\_\_\_\_  
Town Chairman / Village President

Attest: \_\_\_\_\_  
Town/Village Clerk

BIRCHWOOD FOUR CORNERS EMERGENCY SERVICES DISTRICT

2022 FIRE AND AMBULANCE BUDGETS AND ASSESSMENTS

	Fire Protection	FP 1/4 Mil Cap	Ambulance Service	District Total
2022 Budget	\$ 194,745.00		\$204,355.00	\$ 399,100.00
2022 Assessment	\$ 194,745.00		\$204,355.00	\$ 399,100.00
<b>2022 Assessments</b>				
Birchwood, Town of	24,263.12	30,636	32,253.24	56,516.36
Cedar Lake	64,430.14	81,352	64,979.18	129,409.32
Doyle	11,487.97	14,505	0.00	11,487.97
Edgewater	41,204.26	52,026	66,743.30	107,947.57
Long Lake	43,497.34	54,921	0.00	43,497.34
Wilson	2,319.90	2,929	5,125.57	7,445.47
Birchwood, Village of	7,542.26	9,523	35,253.71	42,795.97
Total Assessments	\$ 194,745.00		204,355.00	\$ 399,100.00

Terms One half of the annual assessment due by January 31, 2022  
 One half of the annual assessment due by April 30, 2022  
 Any late payments will be subject to a monthly interest charge of 1.5% or 18% annually

Fire Protection Formula for 2022

Based on members' share of participating EPV

Equalized Property Values	Total EPV	% Participation	Participating EPV	% Share of Annual Assessment
Birchwood, Town	255,296,200	48.0%	122,542,176	12.4589192%
Cedar Lake	325,407,800	100.0%	325,407,800	33.0843601%
Doyle	58,020,600	100.0%	58,020,600	5.8989810%
Edgewater	208,104,300	100.0%	208,104,300	21.1580595%
Long Lake	219,685,600	100.0%	219,685,600	22.3355356%
Wilson	11,716,800	100.0%	11,716,800	1.1912524%
Birchwood, Village	38,092,600	100.0%	38,092,600	3.8728921%
Total	1,116,323,900		983,569,876	100.0000%

Ambulance Service Formula for 2022 \*1

60% based on members' share of participating EPV  
 40% based on three year average of ambulance calls

Equalized Property Values	Total EPV	EPV Participation	Participating EPV	60 % Share of Annual Assessment	3 Year Avg No. of Calls	40% Share of Annual Assessment
Birchwood, Town	255,296,200	48.0%	122,542,176	20.4201%	14.0	8.8272%
Cedar Lake	325,407,800	67.5%	219,650,265	36.6019%	39.0	24.5902%
Doyle	58,020,600	0.0%	-	0.0000%	0.0	0.0000%
Edgewater	208,104,300	100.0%	208,104,300	34.6779%	47.0	29.6343%
Long Lake *2 4.3-3 yr avg	219,685,600	0.0%	-	0.0000%	0.0	0.0000%
Wilson	11,716,800	100.0%	11,716,800	1.9525%	5.3	3.3417%
Birchwood, Village	38,092,600	100.0%	38,092,600	6.3476%	53.3	33.6066%
Total	1,116,323,900		600,106,141	100.0%	158.6	100.0%

\*1 In 2011, the formula to assess Ambulance Service was amended from the original agreement terms of 50% each to 60% based on EPV and 40% on a three year average number of calls, beginning with 2012

\*2 No ambulance contract for Long Lake, beginning 2012

## Resolution # 2021-3

### RESOLUTION DESIGNATING NO PARKING ZONE ON WATERS EDGE RD AND GRUENHAGEN BAY RD

The Long Lake Town Board Resolves as Follows:

The Town Board of the Town of Long Lake, Washburn County, Wisconsin, having enacted No Parking Ordinance #2021-3 for the control of parking vehicles and trailers does, by this Resolution, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

The town shall place signs designating no parking on Waters Edge Road and Gruenhagen Bay Rd to establish one side of the road as no parking to allow room for emergency vehicles.

The town clerk shall properly post this resolution as required under s. 60.80, Wis. stats.

Adopted this 14th day of December 2021.

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[Signature of Town Chair]

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Attest: [Signature of town clerk]