

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

Tuesday, May 9, 2023, at 6:00 p.m.

**Town Hall**

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

AGENDA

Call to Order by Bob Moullette, Chairman Pledge of Allegiance,  
Verification of Notices, Roll Call

1. Approval of Minutes from the April 11, 2023, Regular Board Meeting, April 20, 2023, Special Board Meeting, and 2023 Road Tour.
2. Financial Report
3. Consider/Approval for changes to signatures for the bank accounts.
4. Greg Hayes presents Insurance Review for Town of Long Lake Polices
5. Public Comment
6. Consider Hall Use and Rental
7. Discuss/Action Building Inspectors, presentation from Scott Schiefelbein, Independent Inspections
8. Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Jazz Night, August 25, 2023.
9. Consider/Approval Hunt Hill's request for a Temporary Class "B"/ "Class B" License for Ladies Night Out, September 14, 2023.
10. Approval of Resolution No. 2023-2 Disaster Proclamation for the 4-12-23 Road Flooding
11. Consider Fireworks Permit Application of Spielbauer Fireworks, Long Lake Chamber for July 4, 2023
12. Set Date for Board of Review Training
13. Set Date for Clean Up Days
14. Discuss/Action Ditch Mowing and Brushing
15. Discuss/Action Road Projects
16. Discuss/Action Driveways Permits
17. Discussion/Appointment of Planning Commission
18. Public Comment on Agenda Items Only
19. Reports of Town Officers
  - Debbie
  - Brenda
  - Jeff
  - Terry
  - Bob
20. Correspondence
21. Approve Vouchers for Payment
22. Adjournment

**TOWN OF LONG LAKE  
BOARD MEETING MINUTES**

**April 11, 2023**

**Town Hall**

The regular monthly Town Board meeting was called to order at 6:00 p.m. by Chairman James Whitehead. Supervisor I, Dan Lubensky, and Supervisor II, Greg Tinker were present along with Clerk, Debbie Bouma and Treasurer, Brenda Derousseau. The Pledge of Allegiance was recited. Verification of notices was confirmed by the Clerk.

**Approval of Minutes:** Motion by Tinker and seconded by Lubensky to approve the minutes from March 14, 2023, Regular Board Meeting. Motion carried.

**Approval of Financial Report:** Motion by Lubensky and seconded by Tinker to accept the Treasurer's Financial Report as presented. Motion carried.

**Public Comment:** Barbara Bouma read a statement on disruptive treatment of the election inspectors at the April 4, 2023, election even though it was cleared by the Wisconsin Election Commission Supervisor, Ryan Williams, in advance that they were all cleared to work and no laws were being broken. Also, that a candidate on the ballot violated election laws by entering the voting place for a second time after voting and disrupted the election processes. Scott Frolik stated his reason for his objection to the election inspectors. Diane Heinrich pointed out that all election inspectors have complete training to be Chief Inspectors and that there were no laws broken on April 4, 2023. She also thanked James Whitehead for stepping up and doing a wonderful job after no one else did when Leroy passed away even after the town board waited a month for someone else to show interest. Mike McGough wanted to be sure that the new board will review the use of the town hall for the exercise class and wants to store equipment in the town hall for this class. John Long wants the contract for Mike Houser to be held off for the new board and that it should be up for bid. He also questioned the clerks use of mileage for a meeting. Mick Givens wanted to thank the outgoing board. He also states he personally felt intimidated by the presence of the election inspectors. He commented on the last month's minutes about his thoughts on the District Attorney complaint. He also commented on the current revaluation of the town which is ongoing. Scott Frolik recommends making an extension to Mike Houser's contract.

**Approval of the Payment Plan for BFCESD Building:** Motion by Lubensky and seconded by Tinker to approve the monthly BFCESD building payment of \$6,711.47 to be paid in May. Motion carried.

**Approve Independent Contractors Agreement with Mike Houser:** Motion by Whitehead to approve Independent Contractors Agreement with Mike Houser, no second was made after asking three times. Motion dies.

**Approve Equipment Lease Agreement with Mike Houser:** No action taken.

**Public Comment on Agenda Items Only:** Terry O'Brien stated the new board members talked about Mike's contract but made no decision yet. Scott Frolik would like to see a monthly spreadsheet of all the work Mike does and the scope of the work. Greg Tinker is concerned these contracts are time sensitive. Debbie Bouma pointed out that Mike Houser has always listed his daily work on his monthly bill and as open records anybody can view that statement. Joe Hoy commented that the recycle center is manned by Gerald who is employed by Washburn County, Mike is contracted by the town to restack and move the brush back. Greg Tinker asked if the new board could act on Mike Houser's contract at or after the Annual Meeting. Terry O'Brien wants to know why Mike Houser does not come to monthly meetings. Mick Givens wanted to know when the contract expired. John Long wants to know why nothing is not bided in this town. Mick McGough wants to point out that towns need to be protected with references and insurance for a contractor. Greg Tinker wants to be sure Mike Houser isn't offended by the actions of tonight. Barbara Bouma pointed out how sad it is that the town supervisors couldn't second the current motion tonight and now is worried in public comment about offending him. Terry O'Brien agreed with what Greg Tinker said. Bob Moullette agrees with what Greg Tinker said and

wants to sit down with Mike Houser. Mick Givens agrees that Mike Houser has done a good job with the past chairmen, and he was also concerned with the new board getting the road tour completed.

**Reports of Town Officers:**

**Debbie:** Explained that Spooner Scholl District discovered they had made an error on the ballots after they were delivered, and absentee were sent out. This effected 13 townships and will add extra election expenses to all the effected townships which have not been figured out yet.

**Brenda:** Stated it had been a privilege to work with outgoing board members.

**Dan:** Stated that he had been a member of the board for over twenty years as chairman and as a supervisor and thanked everyone he had served with.

**Greg:** Stated it had been a privilege to be a part of the board and he enjoyed working with everyone.

**James:** He wished the new board the best and looks forward to siting in the red chairs again and asking questions and commenting.

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

**Approve Vouchers for Payment:** Motion by Tinker and second by Lubensky to pay vouchers #6044-6064 and the EFT. Motion carried.

**Adjournment:** On a motion from Lubensky and second by Tinker the meeting was adjourned at 6:55p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

**TOWN OF LONG LAKE  
SPECIAL BOARD MEETING MINUTES**

**April 20, 2023**

**Town Hall**

The Special Town Board meeting was called to order at 3:00 p.m. by Chairman, Bob Moullette. Supervisor I, Jeff Bauer, was absent. Supervisor II, Terry O'Brien, was present along with Clerk, Debbie Bouma. Treasurer, Brenda Derousseau was absent.

**Consider/Approve Independent Contactor Agreement with Mike House:** Motion by O'Brien and seconded by Moullette to approve the Independent Contractor Agreement with Mike Houser as presented for 1 year. Motion carried.

**Consider/Approve Equipment Lease Agreement for Mike Houser:** Motion by Moullette and seconded by O'Brien to approve the Equipment Lease Agreement with Mike Houser as presented for 1 year. Motion carried.

**Adjournment:** On a motion from O'Brien and seconded by Moullette the meeting was adjourned at 3:04 p.m. Motion carried.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake  
Financial Report**

April, 2023

Balance General Fund (Date)	\$	275,504.50	
Deposit	\$	-	
Interest	\$	18.01	
Transferred to Boat Permits	\$	-	
Transferred To Dog Licenses	\$	-	
Total	\$	275,522.51	
Expenses	\$	(64,867.69)	
Balance Regular Account (date)			\$ 210,654.82

**Investments**

Money Market Account	\$	224,429.78	
BFCESD Funding	\$	101,502.31	
BFCESD Payment	\$	(94,791.07)	
Interest	\$	-	
Total			\$ 231,141.02
Recreation Project	\$	26,876.79	
Interest	\$	-	
Total			\$ 26,876.79
Building & Equipment(Saving	\$	49,225.58	
Interest	\$	-	
Total			\$ 49,225.58
Boat Launch Permits	\$	50.00	
Trans From General Fund	\$	-	
Total			\$ 50.00
Dog License Fees	\$	485.00	
Payment to Washburn Cty	\$	-	
Transferred from General Fu	\$	-	
Total			\$ 485.00
Tax Account	\$	13.77	
Interest	\$	-	
Total			\$ 13.77
(CLOSED) ARPA Local Recovery Fund	\$	(15.00)	
Bank Service Charge	\$	15.00	
Total			\$ -
Total Investments			\$ 307,792.16

**Summary**

General fund	\$	210,654.82	
Investments	\$	307,792.16	
Grand Total (date)			\$ 518,446.98

checking  
5/1/2023

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			278,834.84
Checks and Payments	24	Items	-159,601.77
Deposits and Other Credits	1	Item	94,791.07
Service Charge	0	Items	0.00
Interest Earned	1	Item	18.01
Ending Balance of Bank Statement:			214,042.15

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			214,042.15
Checks and Payments	14	Items	-3,387.34
Deposits and Other Credits	2	Items	0.01
Register Balance as of 4/30/2023:			210,654.82
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			210,654.82

checking  
5/1/2023

Uncleared Transaction Detail up to 4/30/2023

Date	Num	Payee	Memo	Category	Clr	Amount
<b>Uncleared Checks and Payments</b>						
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	5526	Two Rivers Accounting LLC	Audit	General Gov.:Account...		-1,000.00
9/15/2021	EFT	United States Treasury		General Gov.:FICA		-468.34
9/15/2021	5611	Diane Heinrich		General Gov.:Salary		-23.09
7/13/2022	5834	Eric Anderson		General Gov.:Salary		-25.00
8/19/2022	5872	Herb Smith	#4338/annual	Levies-Coll.:Overpaym...		-20.00
1/11/2023	5961	Jeanne Walsh		General Gov.:Misc.:Pe...		-25.00
2/15/2023	5994	Jeane Walsh		General Gov.:Misc.:Pe...		-25.00
3/15/2023	6023	Twyla Kleven		General Gov.:Salary		-23.09
4/12/2023	EFT	United States Treasury		General Gov.:FICA		-52.74
4/12/2023	6049	Brenda Derousseau		General Gov.:Salary		-595.07
<b>Total Uncleared Checks and Payments</b>				<b>14 Items</b>		<b>-3,387.34</b>
<b>Uncleared Deposits and Other Credits</b>						
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
<b>Total Uncleared Deposits and Other Credits</b>				<b>2 Items</b>		<b>0.01</b>
<b>Total Uncleared Transactions</b>				<b>16 Items</b>		<b>-3,387.33</b>

# Trial Balance

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-159,625.75	518,446.98	
Count: 1			Asset		-159,625.75	518,446.98	
Totals:					-159,625.75	518,446.98	

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability	47.78			-798.60
21512	UNL	U.S. Withholding Taxes Payable	Liability			443.24	
21514	UNL	Medicare Taxes Payable	Liability		-1.14	347.20	
24310	UNL	County Apportionment of Taxes	Liability			543,693.34	
24330	UNL	Dog License Fees	Liability			128.00	
24610	UNL	Rice Lake schools	Liability			1,251,816.44	
24611	UNL	Spooner Schools	Liability			235,998.41	
24630	UNL	Wi VTAE District	Liability			43,872.80	
26101	UNL	Taxes Collected	Liability				-217,311.87
26101-01	UNL	Real Estate Taxes Collected	Liability				-1,994,239.01
26101-02	UNL	Personal Property Taxes Collected	Liability				-1,244.42
26101-03	UNL	R.E. Tax Overpaid-No Refund	Liability				-0.51
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability	306.90			
26101-05	UNL	Tax Collected MFL Open	Liability				-370.07
26101-06	UNL	Tax Collected MFL Closed	Liability				-27,378.97
Count: 15			Liability	354.68	-1.14	2,076,299.43	-2,241,343.45
Totals:					353.54		-165,044.02

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-769,866.92
Count: 1			Capital				-769,866.92
Totals:							-769,866.92

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue				-663.82
43531	RHW	State Grant-Locl Trns Ai	Revenue				-25,371.52
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-49.55
44110	RLD	Liquor and Malt Beverage License	Revenue				-10.00
44111	RLG	Operator Licenses	Revenue				-40.00
44900	RMU	Other Regulatory Permits and Fees	Revenue			120.00	
44900-04	RMU	Boat Launch Annual permits	Revenue				-50.00
48110	SBW	Interest Income	Revenue		-33.01		-4,854.42
Count: 8			Revenue		-33.01	120.00	-31,039.31
Totals:					-33.01		-30,919.31

Account	Group	Description	Type	Month 4 DB	Month 4 CR	YTD Debits	YTD Credits
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# Trial Balance

51110	DAE	Board Salaries/FICA	Expense	1,461.75		5,847.00	
51110-02	DAG	Board Expenses	Expense	203.93		1,053.32	
51110-10	DAE	Plan Commission Salaries/FICA	Expense			492.19	
51110-15	DAE	Board & Commission Dues & Registrations	Expense	115.00		310.00	
51300	DAM	Legal	Expense	1,080.00		3,729.00	
51400	DAR	General Administration	Expense			707.98	
51420	DAW	Clerk	Expense	1,250.43		5,001.72	
51420-02	DAZ	Clerk Expenses	Expense	123.75		800.43	
51420-05	DBG	Computer Exp. & ETC.	Expense	698.49		968.00	
51440	DBO	Election Wages	Expense	1,252.50		2,137.50	
51440-02	DBR	Election Expenses	Expense	427.73		1,047.31	
51520	DCL	Treasurer	Expense	625.90		2,503.60	
51520-02	DCO	Treasurer Expenses	Expense	58.13		369.14	
51530	DCS	Assessment of Property	Expense	700.00		2,800.00	
51530-02	DCV	Assessor Expenses	Expense	3,258.90		19,001.44	
51610-02	DDO	Town Hall Expenses	Expense	114.38		1,316.68	
51610-10	DDO	Town Hall Utilities	Expense	166.96		847.29	
51610-20	DDO	Town Hall Improvements	Expense			31,850.00	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-66.00
51938	DEN	Other Insurance	Expense			4,271.00	
52200	DFK	Fire Protection	Expense	20,710.07		41,420.15	
52200-01	DFK	FIRE HALL PAYMENT	Expense	94,791.07		186,883.59	
53311-01	DJA	sanding/snow removal	Expense	17,251.25		74,957.50	
53311-03	DJA	Brush/mow/tree maint	Expense			30,695.00	
53311-07	DJA	signs	Expense	240.00		4,279.98	
53311-08	DJA	culverts	Expense	13,902.65		13,902.65	
53311-09	DJA	Salt/Sand	Expense			8,400.00	
53311-40	DJA	Black Topping	Expense			352.84	
53311-90	DJA	Misc. Maintance	Expense			200.94	
53635	DOI	Recycling	Expense	785.00		785.00	
55400-10	DSA	Boat Landings maint	Expense	87.33		518.02	

Count: 31

Expense	159,305.22		447,449.27	-66.00
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Totals:	159,305.22		447,383.27	
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**Report 61 Totals:**

Count: 56

Totals:	159,659.90	-159,659.90	3,042,315.68	-3,042,315.68
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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:	-159,625.75	518,446.98	'2' Liabilities:	353.54	-165,044.02
'5' Expenses:	159,305.22	447,383.27	'3' Capital:		-769,866.92
Assets + Expenses:	-320.53	965,830.25	'4' Revenues:	-33.01	-30,919.31
			Liab + Cap + Rev:	320.53	-965,830.25

# Scott Schiefelbein

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2170N OL Hays Rd  
Birchwood WI. 54817  
Cell: 715-790-6963  
Office: 715-354-3963  
[scottschiefelbein@yahoo.com](mailto:scottschiefelbein@yahoo.com)

April 26, 2023

RE: UDC Building Inspector

Dear Town/City/Village board members:

I have read with interest your posting for a State of Wisconsin UDC Building Inspector. I believe I have the necessary skills and experience you are seeking and would make a valuable addition to your Town/City/ or Village.

As my resume indicates, I have more than 18 years of experience in the WI UDC inspection field. My professional history includes the owner of Independent Inspections and owner of Timberline Construction from 1985 to 2016.

I believe my responsibilities as a UDC Inspector of Independent inspections match the qualifications you are seeking. As an Inspector my responsibilities include. issuing Permit Applications, reviewing all the plans, issuing Uniform Dwelling Permits, monitoring all projects, issuing compliance and noncompliance forms, monitoring Erosion Control measures taken by builders and homeowners, and inspecting all projects, which include one- and two-family homes, additions, alterations, garages and decks.

I present reports to the Town/City/ or Village on a monthly basis. These reports include the permit number, date of the inspection, type of inspection performed, and the results of the inspection. Over the years I have realized that people's schedules are varied so have made several early morning, late evening and weekend inspections to help facilitate contractors and homeowners alike who may be from out of the area or trying to beat the weather.

I have assisted in the successful completion of many single, multiple family, and commercial building projects. Over my many years in the construction industry I believe I have developed excellent communication skills in both the Building and the Inspection industries.

Included is my resume, references and a letter from some homeowners and builders sharing their experiences working with me over the years and I look forward to speaking with you further regarding your available position.

Sincerely,



Scott Schiefelbein  
Independent Inspections

# Scott Schiefelbein

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2170N OL Hays Rd  
Birchwood WI. 54817  
Cell: 715-790-6963  
Office:715-354-3963  
[scottschiefelbein@yahoo.com](mailto:scottschiefelbein@yahoo.com)

Profile Expertise in building, and home inspections, regulatory and compliance issues related to the Uniform Dwelling Code. Experienced in all fields of construction. Residential, and commercial.

## **Experience:**

State of WI. UDC Building Inspector

February 2004 to present Independent Inspections

- Credentials include UDC-Electrical and Construction. Plumbing and HVAC Inspector Certifications
- Issue permits applications. All plan review. Issue WI uniform dwelling permits for one- and two-family homes, additions, alterations, accessory buildings, and decks for the Town of Sand Lake, the Town of Prairie Lake, Town of Cedar Lake, Town of Lakeland, Town of Arland, and the Town of Wilson.
- Inspect all projects, one- and two-family homes, additions, alterations, garages, and decks.
- Monitor projects. Issue compliance, and non-compliance forms, monitor erosion control measures taken by builders, and homeowners. Report to the townships on a monthly basis.

Timberline Construction- Owner

1985 to 2016

- General contractor building custom homes
- Designed, bid, oversaw all construction aspects of 100+ residential homes and 50+ commercial buildings
- Did all aspects of remodels and alterations
- Special skillset in custom log railing building

United States Army Veteran

Resolution No. 2023-2  
DISASTER PROCLAMATION

WHEREAS, a disaster, namely the flooded and washout roads that began April 12, 2023, has struck the Town of Long Lake; and

WHEREAS, because of such emergency conditions, the Town Board is unable to meet with promptness:

**Long Lake Ave completely washed out at a culvert failure due to flooding water and the road needed to be closed completely from County Highway 53 to Laundromat Road.**


**Pierce Road was completely under water and was impassable.**

**Morningside Road (gravel part) had water running over the road and was not suggested for travel.**

NOW THEREFORE, pursuant to State Statute 66.325 and State Statute 323, as Chief Elected Official of the Town of Long Lake, I do hereby proclaim a state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the Town of Long Lake to be affixed.

Done at the Town hall this 12th day of April 2023.

  
Chairman

Ratified by Resolution No. 2023-2 of the Town of Long Lake Board on the 9 day of May 2023 by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against.

# Town of Long Lake

## Fireworks Permit

Wisconsin statute 167.10 prohibits the use or possession of fireworks, as defined under 167.10 (1), without a user permit issued by the mayor of a city, president of a village or chairperson of a town in which the possession or use is to occur. Permits can only be issued to one of the following: A public authority, A fair association, An amusement park, A park board, A civic organization, Any individual or group of individuals, and farmers for the protection of crops from predatory birds or animals. NOTE: Permits cannot be issued to a minor; they must be 18 years of age, under 167.10 (3)(c) & (h).

This fireworks permit is issued to:

(Print the name and address of the public authority, fair association, amusement park, park board, civic organization, individual or group of individuals or farmer)

Name: Long Lake Chamber of Commerce agent. Greg Elliott - Spielhauer Fireworks

Address: P.O. Box 19, Sarona, WI 54870 W8504 760 Ave, River Falls WI 54022

Phone Number 612-578-1005 Contact Name: Jesse DeGross 715-822-3536

Date on or after which fireworks may be purchased: July 4, 2023  
(Fireworks cannot be purchased or used prior to the issuing of this permit. Fireworks can be purchased anywhere in this state and the possession of the fireworks is allowed under this permit while the permit holder is transporting the permitted fireworks to the city, town or village where the possession and use is authorized by this permit. However, the permit holder must take the most reasonable direct route between the location of purchase and the location of the permitted use of fireworks indicated on this permit. Remaining in a non-permitted city, village or town for more than 12 hours means you are no longer "transporting" the permitted fireworks.)

The kind and quantity of fireworks, which may be purchased and used: \_\_\_\_\_

See Attached List  
(Attach list of fireworks or use the back of this form if needed)

Date and time authorized for the use of the permitted fireworks:  
July 4, 2023

Location(address) of the use of the permitted fireworks: On Long Lake, Pioneer, N1690 Hwy M, Sarona

Special conditions: The permit holder is required to verify fire conditions (Burning Restrictions) prior to detonation by contacting the Wisconsin Dept. of Natural Resources at 1-888-947-2876 code 66 or via their website at [dnr.wi.gov/forestry/fire](http://dnr.wi.gov/forestry/fire) and click on "View Burning Permit Restrictions".

**The permit holder is required to send a copy of this permit to the Washburn County Sheriff's Office and the local Fire District/Department at least 2 days prior to the date of authorized use of the listed fireworks.** The undersigned authorized person by their signature understands that any violations of this permit or the regulations set by state statute can result in the confiscation of fireworks and the issuing of citation(s) that include a forfeiture not to exceed \$1000. Further, should the use of fireworks of any kind start a forest fire, the responsible party will be liable for the fire suppression costs and may be issued a citation.

The city, village or town requires an indemnity bond with sufficient sureties or policy of liability insurance for the payment of all claims that may arise by reason of injury to person or property from the handling, use or discharge of fireworks under this permit. The Town of Long Lake, under WI Statutes 167.10(7m) is not held liable for any damages caused by fireworks that this permit was issued for.

[Signature]  
Permit Holder Signature

\_\_\_\_\_  
Town of Long Lake Chairperson or Designee

Date \_\_\_\_\_

A copy of this permit shall be on file with the Town of Long Lake Clerk.