

STATE OF WISCONSIN

Town of Washington

Door County

The Town Board of the Town of Washington, Door County, Wisconsin, hereby provides its written notice and agendas of the public meetings of the Utility District & Town Board of the Town of Washington for Wednesday, January 18th, 2023, beginning at 6:00 p.m. per Department of Justice guidelines. The meetings will be held in the Rutledge Room at the Community Center and will also be available through [via GoToMeeting](#) (details below). The town chairperson, or a designee has provided communication of this public meeting to the requisite news media, if any. The public may provide comments to the town board if a period for public comment is noted on the agenda and upon recognition by the presiding officer.

MINUTES

REGULAR TOWN BOARD MEETING

1. Call to Order – Chairman Hans Lux called the meeting to order at 6:09 PM.
2. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, Supervisors present included Martin Andersen, Larry Kahlscheuer, Loren Roznai, and Richard Tobey.
 - b. Motion by Andersen seconded by Tobey to approve the agenda. Motion carried.
3. Chairman's Comments
 - a. New Year – New chances to move forward.
 - i. Chairman Lux invited the public to feel free to talk to him about their concerns and ideas. He assured them that his door was always open and that he was open to hearing suggestions and comments of all kinds – both good and bad.
 - b. Community suggestion box – chairman@washingtonisland-wi.gov
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. Red Barn – Dan Hansen
 - b. Environmental Monitoring Data – Becher Hoppe
 - c. Repeal of Door Co. Wind Energy Ordinance – Door Co. Clerk
 - d. Kari Gordon asked the board to keep in mind the idea that the purpose of the Community Center is to serve the entire community, and to consider all uses of the building by many different groups of people when moving forward with the building renovations.

- e. Tom Taylor asked that the posts marking a no-parking area be replaced. Director of Public Works Jonathan Mann said that no-parking area would be marked. Taylor also expressed interest in helping at the Maritime Museum.
 - f. Emily Small updated the board that the Community Center Committee had sent out a survey to assess building needs to non-medical users of the Community Center. Chairman Lux agreed to add this matter to the February meeting agenda.
5. Motion by Andersen seconded by Kahlscheuer to approve of the following Meeting Minutes. Motion carried.
- a. Regular Town Board – 12/21/2022
6. Communications and petitions by Town Clerk – No discussion or action.
- a. Town of Washington – Reconciliation Reports
 - i. Cash Account #1 – 12/30/2022
 - ii. Cash Account #11 – 12/30/2022
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. December 2022
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. December 2022
 - d. Supervisor Tobey advised the board to review the amount of Unassigned Funds as well as Fund Equity accounts to consider investment opportunities. Clerk/Treasurer Alexandria McDonald agreed that investing funds (while staying in compliance with state statute on investment strategies) would be in the town’s best interest financially. More discussion on this matter will occur after year-end accounting is complete.
7. Acknowledgment of Receipt of Reports of specific standing Departments and Committees.
- a. Fire Department
 - i. December 2022 Report
 - b. Community Center Committee
 - i. Minutes – 12/07/2022
 - c. Healthcare Services Committee
 - i. Minutes – 09/15/2022
8. Reports of Special Committees, Special Commissions, and Special Boards
- a. None
9. Reports by Town Officers
- a. Martin Andersen
 - i. Fire Department
 - 1. Garage door openers have been installed.
 - 2. The Detroit Island truck has been sold on Wisconsin Surplus and a check will be sent to the Town Office.

- 3. Andersen suggested lowering the heat in the Fire House when not in use to lower heating costs.
 - ii. Recreational Center
 - 1. Renovations continue making progress.
 - iii. Infrastructure Committee
 - 1. The committee is looking into pursuing an architectural firm to assist with creating renovation plans.
 - iv. Harbors and Waterways
- b. Larry Kahlscheuer
 - i. Law Enforcement
 - 1. Both officers have been trained in Narcan administration, as well as several EMRs on the island. Narcan units have been added to first responder bags.
 - ii. Healthcare
 - 1. The Community Van Policy is on the agenda for later in the meeting, however Tobey mentioned that his mother is interested in donating her wheelchair accessible van to the town as a second van option.
 - iii. Parks and Natural Areas
 - iv. WIZAP
 - 1. Zoning for affordable housing will be a topic of discussion at the next meeting.
- c. Loren Roznai
 - i. Red Barn
 - ii. Archives
 - iii. Economic Development
 - 1. The committee is working on the 2023 charter and perusing grant ideas.
 - iv. Community Center
 - 1. Emily addressed the update on the needs assessment earlier in the meeting, and there will be a community game event this Sunday, from 2 to 4 PM.
 - v. Museums
- d. Hans Lux
 - i. Town Office
 - 1. Creation of new town website.
 - a. New website should be up and running by February's board meeting.
 - 2. Emails for all board members

- a. Alex is working with board members to access the new accounts.
 - 3. Researching CC payments
 - ii. DPW
 - 1. Update of landfill costs – Richard Tobey
 - a. Chairman Lux thanked Tobey for assisting Emily Small with an article printed in the Observer that detailed the current situation at the landfill.
 - iii. IT
 - iv. Airport
10. Public hearings and advisory votes
 - a. Discuss current COVID-19 situation – recommend any changes/actions.
 - i. The island is at level medium. Vaccine clinics are still being held monthly by Door County Public Health.
11. Specific matters for discussion and possible action by Town Board in open session:
 - a. Motion by Andersen seconded by Kahlscheuer to approve payment of town bills – December 1st to December 31st, 2022. Motion carried.
 - i. Adding this motion to future agendas with the addition of an accounts payable report will replace the need for supervisors to initial bills in the office. Tobey also suggested that packing slips should be retained as an added check to the purchasing policy.
 - b. Review and Approval of Town Fee Schedule
 - i. Motion by Kahlscheuer seconded by Tobey to increase the lease amount of airport hangers from \$0.15 per square foot to \$0.21 per square foot with a 5% increase every year. Motion carried.
 - ii. Discussion occurred about adding the following fees and fee changes:
 - 1. Red Barn facility rental at \$100 per day
 - 2. Removing the daily porta-potty rental fee and enacting a 2-day minimum rental
 - 3. Increasing daily airport tie-down fees to \$15 and monthly fees to \$100.
 - 4. Adding a \$500 annual fee to dispose of material at the stump dump to apply to all commercial users.
 - 5. Adding a for-profit fee of \$50 to renting the Mosling Room at the Rec Center.
 - iii. Motion by Tobey seconded by Kahlscheuer to add a fee policy to address false alarm emergency calls for both the Fire Department and the Police Department. First false alarms are at no charge, second alarms are charged at \$50, and third and subsequent alarms are charged at \$100. Motion carried.

- iv. Motion by Tobey seconded by Andersen to add that this policy applies to calls occurring in a calendar year. Motion carried.
 - v. The Board directed the Fire Department to not tow boats in non-emergency situations.
 - c. Pump replacement at Community Center
 - i. Chairman Lux informed the board that he approved the purchase of a pump replacement because the replacement was an emergency.
 - d. Motion by Kahlscheuer seconded by Roznai to approve the Community Van Policy. Motion carried.
 - i. The policy states the medical transportation needs have priority. Door Tran can assist with non -medical transportation needs.
 - ii. Motion by Tobey seconded by Kahlscheuer that the policy, applying to the single van situation, should be that the van is used to medical transportation only. Motion carried.
 - e. Fire Department
 - i. Motion by Roznai seconded by Kahlscheuer to approve Service Awards Program payment of \$7,802.89. Motion carried.
 - ii. Administrative Assistant Job Description
 - iii. Treasurer Job Description
 - iv. Fire Chief Job description
 - v. Appointment of Administrative Assistant & Treasurer
 - vi. Credit Card cancellation & issue request
 - vii. Schedule meeting with FD administration for further discussion
 - 1. Items ii. through vi. are to be discussed at a future meeting. Tobey and McDonald asked that the proposed jobs be reviewed to prevent redundancies, as well as discussion on succession planning, fleet cards, and bylaw and ordinance updates.
 - f. DPW Requests
 - i. Approval for Mann to work with McDonald on posting a bid for gravel crushing.
 - ii. Grapple Bucket
 - iii. Skid Steer Tires
 - 1. Motion by Tobey seconded by Kahlscheuer to approve the purchase of the grapple bucket and skid steer tires. Motion carried.
 - iv. Building costs for landfill kiosk
 - 1. Alternatives are to be considered because of the escalation in project costs.
 - g. Motion by Tobey seconded by Kahlscheuer to proceed with the perusal of hiring of Architect/Engineer for Community Center project. Motion carried.

- h. Police Officer On-Call Policy
 - i. Motion by Kahlscheuer seconded by Tobey to approve the Police Officer On-Call Policy, with the 2023 rate set at \$25. Motion carried.
 - i. Motion by Tobey seconded by Andersen to approve the Museum Director Job Description. Motion carried.
 - j. Associated Appraisal Consultants
 - i. Assessment Services Contract – 2023 to 2027
 - ii. Full Inspection Revaluation vs Interim Market Update
 - 1. The board directed McDonald to investigate possible alternatives, and to discuss this at a subsequent meeting.
 - k. Motion by Kahlscheuer seconded by Tobey to approve the resolution to join Wisconsin Retirement System Deferred Compensation Program. Motion carried.
 - l. How to use towns credit card points
 - i. Tobey suggested to apply the points to bank charges and fines.
 - m. Motion by Andersen seconded by Tobey to approve of appointing Josh Mann to the Rec Center Committee. Motion carried.
 - n. Motion by Kahlscheuer seconded by Roznai to accept the following donations. Motion carried.
 - i. Defibs 4 Door County & Door Co. Fire Chiefs Association
 - ii. Huehns Funeral Home
 - iii. Jackson Harbor Soup
 - o. Motion by Tobey seconded by Andersen to approve the following driveway permits, Motion carried.
 - i. Charles Gordon
 - ii. Jeff Hartman
 - iii. Mike Jorgenson for Arik Johnson
12. Specific matters intended for discussion and possible action by town board for closed session under one or more of the below-noted closed-session exemptions and reasons that allow for closed session:
- a. Closed Session as authorized under section 19.85(1): (c) Considering employment, promotion, compensation, or performance evaluation data of Town employees over which the governmental body has jurisdiction or exercises responsibility.
 - b. Closed Session as authorized under section 19.85(1): (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - c. Motion by Tobey seconded by Roznai to move to closed session. Motion carried unanimously upon roll call vote; all ayes. Moved to closed session at 9:00 PM.

13. Specific matters intended for discussion and possible action by town board for reconvened open session.
 - a. Motion by Andersen seconded by Roznai to move to open session. Motion carried unanimously upon roll call vote; all ayes. Moved to open session at 10:00 PM.
 - b. Action from closed session
 - i. Motion by Tobey seconded by Andersen to post the DPW job solicitation. Motion carried.
 - ii. Motion by Tobey seconded by Kahlscheuer to approve the purchase of a permanent easement by Mountain Tower for \$5,000. Motion carried.
14. Future meeting(s) agenda(s) discussion(s) and/or possible action(s) on future town board meeting(s), including specific items for inclusion on or exclusion from future agenda(s)
 - a. Special Town Board & Fire Dept Administration - TBD
 - b. Regular Town Board – February 15th, 2023
15. Motion by Andersen seconded by Roznai to adjourn. Motion carried. Adjourned at 10:03 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman