

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, February 15<sup>th</sup>, 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 Regular Town Board Meeting to order at 6:04 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.
3. Chairman's Comments
  - a. Testify to Wisconsin Coastal Management for Grant
    - i. The board of the grant program expressed some frustration with multiple municipalities in Door County using BayLake Regional Planning to write their applications, however they are the most prominent planning service in Door County and Chairman Lux still felt confident in the Town's chances in having a successful application.
  - b. Members needed for committees: Parks, Economic Development, WIZAP, etc.
    - i. Several committees have open seats. The public is encouraged to participate and join.
  - c. Community suggestion box – [chairman@washingtonisland-wi.gov](mailto:chairman@washingtonisland-wi.gov)
4. Public comments, communications, and suggestions from residents of the town and other persons present.
  - a. State of Wisconsin – DNR – Approval letter to Bruce McClaren
  - b. Notice of Pending Application for Shoreline Erosion Control – Thomas & Allison Murphy
5. Motion by Kahlscheuer seconded by Andersen to approve of the following meeting minutes.  
Motion carried.

- a. Regular Town Board – 01/18/2023
  - b. Special Town Board – 01/31/2023
- 6. Communications and petitions by Town Clerk – No discussion or action.
  - a. Town of Washington – Reconciliation Reports
    - i. Cash Account #1 – 01/31/2023
    - ii. Cash Account #11 – 01/31/2023
  - b. Town of Washington – Statement of Assets, Liab. & Equity
    - i. January 2023
  - c. Town of Washington – Statement of Revenue & Expenditures
    - i. January 2023
- 7. Acknowledgement of Receipt of Reports of specific standing departments and committees.
  - a. Fire Department
    - i. January 2023 Report
  - b. Airport Advisory Committee
    - i. Minutes – 01/31/2023
  - c. Economic Development Committee
    - i. Minutes – 11/17/2022
- 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 instillation is almost complete; some electrical work still needs to be done. Insulation in the roof of the old part of the Fire House is lacking, and adding additional blown-in insulation should be considered. Engine 2 has been repaired and is back on the island, however the final cost for the pump replacement is still unknown.
      - 2. Chairman Lux added that the meeting between the Fire Department and the Town that took place on January 31, 2023, was very successful and he was thankful for the cooperation.
    - ii. Recreational Center
      - 1. The Washington Island Foundation met their goal for a matching donation drive to benefit the Rec Center. Priority A list is nearly, if not already, completed so advancement to Priority B projects will occur.
    - iii. Infrastructure Committee
      - 1. After meeting with Jim Young, several potential solutions to providing a better usage of space have been discussed. A potential problem will be meeting handicap bathroom requirements.

- iv. Harbors and Waterways
- b. Larry Kahlscheuer
  - i. Law Enforcement
    - 1. Glass partition has been installed in the Police Station. New body cameras have also been delivered and training is starting to take place on usage.
    - 2. Chief McGrane asked that the public be aware of increased phone and email fraud occurring this time of year.
  - ii. Healthcare, Parks and Natural Areas, and WIZAP
    - 1. All these committees have open seats to be filled and have not met since the last meeting.
- c. Loren Roznai
  - i. Red Barn
  - ii. Archives
  - iii. Economic Development, Community Center, and Museums
    - 1. These all have items that will be addressed later in the agenda.
- d. Hans Lux
  - i. Town Office
    - 1. Creation of new town website
      - a. Clerk/Treasurer Alexandria McDonald briefly walked through the new website. Some suggestions included adding a community events/programs page and making the public aware that archived minutes and agendas are available by request in the Town Office.
    - 2. Emails for all board members
      - a. Emily Small asked if committee members should be using town emails, and because of the substantial cost to pay for washingtonisland-wi.gov for every single committee member, McDonald suggested that committee members simply refrain from using a personal email address, and use a separate email account for all committee business. Communications as a committee member are subject to public records requests and if associated with a private account, that opens private email conversations to scrutiny as well.
  - ii. DPW
    - 1. Accident at DPW Shop

- a. While backing out of the garage the wing of the plow truck damaged the front wall of the Town Shop. An insurance claim was filed and plans to repair the wall have begun.

- iii. IT

- iv. Airport

10. Public hearings and advisory votes

- a. Discuss current COVID-19 situation – recommend any changes/actions.
  - i. The Federal Government will end the COVID-19 Public Health Emergency on May 11, 2023. Chairman Lux encouraged continued common sense after the emergency has ended.

11. Specific matters for discussion and possible action by town board in open session:

- a. Motion by Andersens seconded by Kahlscheuer to approve payment of town bills – January 1<sup>st</sup> to January 31<sup>st</sup>, 2023. Motion carried.
- b. Motion by Kahlscheuer seconded by Roznai to approve 2023 Economic Development Committee Charter. Motion carried.
  - i. Discussion about the intersection between the Economic Development Committee and the Chamber of Commerce ensued. Tobey stated that the Chamber functions more as an advertising agency than a chamber of commerce, and that several functions of typical chamber of commerce organizations are lacking on the island. Tobey posed the question, would the Economic Development Committee or another entity be able to offer some of these services.
- c. Approval of Fire Dept/DNR Memorandum of understanding for Mutual Aid and Fire Suppression Services.
  - i. Approval postponed. More clarification is needed on Section 8. Compensation, item a. Initial Attack.
- d. Motion by Roznai seconded by Kahlscheuer to approve sale of Fire Department computer and carrying case to Washington Island Fire and Rescue, Inc. Motion carried.
- e. Support letter for reciprocal agreement with Washington Island Electric Co-op project.
  - i. 3 electric vehicle charging locations are being planned.
- f. Discuss Intergovernmental agreement with Washington Island School
  - i. Agreement to be sent to Town Attorney for review. Purpose of agreement is to offset costs of shared interest projects.
- g. Review/Update and approval of town fee schedule
  - i. Airport Fees
    - 1. Motion by Tobey seconded by Kahlscheuer to approve the Airport Committee’s recommendation to raise tie down fees to \$15 overnight, and \$100 monthly, and to raise the hanger lease agreement to be \$0.20

per square foot and to include a progressive five year rate adjustment based on the percentage change of the PPI (producers price index).  
Motion carried.

- ii. Motion by Tobey seconded by Kahlscheuer to add \$100 security deposit requirement to facility rentals. Motion carried.
- iii. Community Center Committee Recommendations
  - 1. The Committee asked that the remodel be done in conjunction with the Comprehensive Plan, however the board made it clear that to wait that long would be detrimental to the remodel project. The plan would not be completed for over a year. Chairman Lux thanked the Committee for their effort in gathering more information and referred it to be taken into consideration by the Infrastructure Committee and Martin Andersen. The Board directed the Committee to reassess the usage fees for the Community Center, particularly the kitchen rental fees.
- iv. Library Information
  - 1. The current agreement with the Door County Library System is over 30 years old and put the weight of operation costs on the Town.
- v. False Alarm Fees
  - 1. An ordinance is being drafted to address this.
- h. Motion by Kahlscheuer seconded by Tobey to approve the planning of the following events requested by Julian Hagen, with subject to date changes. Motion carried.
  - i. Request for raft concert at Schoolhouse Beach – May 27<sup>th</sup>
  - ii. Street Dance – Main Rd – July 2<sup>nd</sup>
- i. Review/Approve Capital Spending Requests
  - i. Discussion on utilizing remaining capital funds in the 2022 budget. Majority of incomplete projects that are intended to still be completed will be moved to equity fund accounts. Clerk/Treasurer McDonald will prepare a budget amendment to be approved at a subsequent meeting.
  - ii. Discussion on prioritizing capital project requests from departments. After lengthy discussion the board was not able to balance the requests with the allocated available funds. Several necessary, but one time and unforeseen expenses have caused the imbalance, such as the fire engine repairs. Note was also taken that replacing the radios used by the Town is a major expense that will be forthcoming. Clerk/Treasurer McDonald will prepare a budget amendment to be approved at a subsequent meeting that will be an initial attempt to budget for capital expenses.
- j. Motion by Kahlscheuer seconded by Tobey to approve revised Police Department On-call policy. Motion carried.

- k. Motion by Andersen seconded by Roznai to appoint Nina Herbst as Museum Director. Motion carried.
- l. Motion to approve the following job descriptions for Rec Center, with change to remove the word "Material" from "Material Safety Data Sheets" and to move that requirement from Qualifications to Primary Duties and Responsibilities, as well as to change the weight lifting requirement to 50 pounds. Motion carried.
  - i. Custodian
  - ii. Maintenance Technician
- m. Motion by Tobey seconded by Kahlscheuer to authorize Jon Mann to bid out logs. Motion carried.
- n. Update on Mountain Park
  - i. Motion by Andersen seconded by Tobey to approve John Yoder to complete the second level of the Mountain Tower. Motion carried.
  - ii. Update on John Herschberger Easement
    - 1. Herschberger verbally accepted the Town's offer to purchase an easement.
- o. Short Term Rental information
  - i. Other municipalities in Door County implement additional short term rental permits. Information was made available if the Board decides to pursue the permit further.
- p. Associated Appraisal Consultants
  - i. Motion by Andersen seconded by Kahlscheuer to approve the Assessment Services Contract – 2023 to 2027. Motion carried.
  - ii. Full Inspection Revaluation vs Interim Market Update
    - 1. Board will likely commit to the Interim Market Update in 2025.
- q. Wisconsin Towns Association
  - i. Board of Review Training
    - 1. One board member must attend training. Will be revisited after the election.
  - ii. Town Officials Workshop
- r. Letter to KerberRose – Answer to financial review concerns
- s. Resignation from Parks & Economic Development Committees – Danette Garcia
- t. Resignations from Fire Department
  - i. Full Resignations
    - 1. Jerod Songstad
    - 2. Kenneth Berggren
    - 3. Matt Dusik
    - 4. Jake Farm

ii. Resignation but request for Associate Memberships

1. Miryam McGregor
2. Kimberly Toro
3. Mack Ellefson

12. Future Proposed Meeting Dates

13. 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 Meeting – Tuesday, February 21, 2023, at 2 PM in the Community Center Gym

b. Regular Town Board Meeting – Wednesday, April 5, 2023, at 6 PM in the Rutledge Room

14. Motion by Tobey seconded by Andersen to adjourn. Motion carried. Adjourned at 8:54 PM.

Respectfully Submitted,

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Alexandria McDonald, Clerk/Treasurer

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Hans Lux, Chairman