

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, October 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. Chairman Lux called the Regular Town Board meeting to order at 6:10 PM.
2. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, Supervisors present included Martin Andersen, Margaret Foss, and Loren Roznai. Larry Kahlscheuer attended via GoTo Meeting.
 - b. Motion by Andersen seconded by Kahlscheuer to approve the agenda. Motion carried.
3. Chairman's Comments
 - a. Comprehensive Plan Update
 - i. Chairman Lux thanked WIZAP for taking on this very difficult but important task. Chairman Lux stressed that two things need more support in our community: maintaining our infrastructure and future planning. The question has been posed if this plan will be followed by future boards. Chairman Lux assured the public that he, and the current board, are very invested in this plan and its implementation. He urged the public to hold future boards accountable, and that the most important action they can take is to participate in the survey.
 - b. Community Suggestion Box – chairman@washingtonisland-wi.gov
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. General Permit to dredge in a previously dredged area in Lake Michigan located at 1423 South Shore Drive – Thomas Cooke
 - b. Free 5-week Technology & Independent Living Course – Mosling Room

- c. Keith Mann said that loves the island, but he feels sad that the community is dysfunctional.
 - d. Paula McDonald reminded the board of her request to seasonally lower the speed limit on high traffic areas of Townline Road and Main Road. Chairman Lux asked Police Chief Tyler McGrane to investigate this, as the town will have to work with the county because Main Road is a county road. McDonald also noted that the road markings and the shoulder need attention.
 - e. Ardis Hansen commented that she appreciated the work being done to update the committee ordinances, especially the consistency. She asked about the budgeting and fundraising responsibilities and why did the Airport Committee require more qualifications of some of its members. Chairman Lux explained that only some of the committees have been tasked with budget input, and that the Airport Committee is tasked with more technical issues that have to do with State and FAA regulations. More discussion to come later on the agenda.
 - f. Tom Taylor thanked Museums Director Nina Herbst for her incredible work and effort on organizing and caring for the museums this summer.
5. Motion by Kahlscheuer seconded by Andersen to approve of the following meeting minutes.
Motion carried.
- a. Regular Town Board – 09/20/2023
 - b. Special Town Board – 09/25/2023
 - c. Special Town Board – 10/02/2023
 - d. Special Town Board – 10/03/2023
 - e. Special Town Board – 10/05/2023
6. Communications and petitions by Town Clerk/Treasurer – No discussion or action.
- a. Town of Washington – Reconciliation Reports
 - i. General Checking Treasurer’s Report – September 2023
 - ii. General Checking Cash Accounts Balance Report – September 2023
 - iii. Tax Checking Treasurer’s Report – September 2023
 - iv. Tax Checking Cash Accounts Balance Report – September 2023
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. Balance Sheet Summary Report – September 2023
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. General Fund – September 2023
7. Acknowledgement of Receipt of Reports of specific standing departments and committees.
- a. Healthcare Committee
 - i. Agenda – 08/31/2023
 - b. WIZAP Committee
 - i. Minutes – 09/27/2023

- ii. Agenda – 10/11/23
 - c. Airport Committee
 - i. Minutes – 06/02/2023
 - d. Fire Department
 - i. Monthly Report September – 2023
- 8. Reports of Special Committees, Special Commissions, and Special Boards
 - a. Ordinance Review Committee
 - i. Member counts – discussion about how committees that currently have member counts over 7, would be allowed to keep those members but as members retire or leave, they would not be replaced until there are only 7 members.
 - ii. Budget and fundraising – discussion about removing the budget and fundraising responsibilities from the committees. The board agreed to remove that responsibility.
 - iii. Foss asked to strike the phrase “without cause” in the section about member removal but they board, and to use the term “meet with” instead of “interview” when the committees are soliciting new members.
 - iv. A sentence about committees being able to work with other committees will be added.
- 9. Reports by Town Supervisors
 - a. Martin Andersen
 - i. Fire Department
 - i. Andersen cautioned that the town needed to be prepared to budget for the potential of the new fire board that is currently being fundraised for by Fire, Inc. Additionally, the fire house needs updates or repair, and he asked the board to consider the possibility of a combined building.
 - ii. Infrastructure Committee
 - i. A plan needs to be made to look to the future of the town buildings.
 - iii. Harbors and Waterways
 - i. Detroit Harbor could be redesigned to make the launch more accessible and to add a fish cleaning station.
 - b. Larry Kahlscheuer
 - i. Law Enforcement
 - i. Squad computers are being replaced and training with the county is coming to an end for the year.
 - ii. Healthcare
 - i. Committee has not met.
 - iii. WIZAP

- i. Kahlscheuer thanks the committee for working so very hard on developing material for the comprehensive plan.
 - c. Loren Roznai
 - i. Economic Development
 - i. Committee has not met.
 - ii. Community Center
 - i. Committee has not met.
 - iii. Museums
 - i. End of Season Report – Nina Herbst
 - a. The museums are not closed, and now there is data being recorded to help Nina with planning for the museum’s future seasons.
- d. Margaret Foss
 - i. Parks
 - i. The committee needs members to create a new start.
 - ii. Motion by Foss seconded by Kahlscheuer to purchase 2 picnic tables and 2 grills, not to exceed \$4,000, to be reimbursed by the Door County Community Development Fund. Motion carried.
 - iii. Foss asked about the planning process for developing Mountain Tower Park, and Chairman Lux assured her that there would be ample time for a public hearing and public input on the direction of the development. There was also the intention to apply for grants to help fund the development.
 - ii. Red Barn
 - i. Discussed later in the agenda.
 - iii. Rec Center
 - i. Rec Center Manager Katie McGrane is working closely with the board with management. Foss thanked John Buxton for his many years of helping the committee develop budget and track financials.
 - ii. Foss asked Clerk/Treasurer Alexandria McDonald to give an update on the roof problem. McDonald informed the board that she had been in contact with Brander Engineering, who had been highly recommended to DPW Director Jonathan Mann, to schedule a roof assessment. Brander is not able to come to the island until early spring, and McDonald is awaiting a proposal from them to complete the assessment. The next step would be to request engineering documents to fix any problems found during the assessment, and then to use those documents to bid out the construction work. Katie is also working with

Access to set up an annual maintenance plan for the dectron and air compressors. The dectron is in year 10 of a 10–15-year life expectancy, so McDonald advised the board to think of this when considering capital planning.

- e. Hans Lux
 - i. Town Office
 - i. No update.
 - ii. DPW
 - i. Will be discussed later in the agenda.
 - iii. Airport
 - i. Will be discussed later in the agenda.

10. Specific matters for discussion and possible action by Town Board in open session:

- a. Motion by Kahlscheuer seconded by Roznai to approve payment of Utility District bills – September 1 to September 30, 2023. Motion carried.
- b. Motion by Andersen seconded by Kahlscheuer to approve payment of Town bills – September 1 to September 30, 2023. Motion carried.
- c. WIZAP Committee
 - i. Review/Approve survey questions for Comprehensive Planning
 - i. The goal is to mail the survey by November 1.
 - ii. Chairman Lux asked to add a line about accessing the online survey on the letter, and that if there was a concern about authentic responses, that a coding system could be put in place and to ask for some identifying information on the online survey. This information would not be shared.
 - iii. Suggestions by the board for the committee involved making sure the questions where forward thinking, that they separated some of the specific topics in the questions, and to group the questions based on the areas that the comprehensive plan is meant to address to lend more structure to the survey. Some questions were also deleted based on if they were possible or legal. There was also suggestion of using a ranking system on the options, instead of “agree to disagree”.
 - iv. The committee will review the changes and present a new survey to the board on Wednesday, the 25th.
 - ii. Review recommendations from committee
 - i. Motion by Andersen seconded by Foss to approve the quote from the observer to print the survey in the amount of \$1,695.00. Motion carried.

- ii. Motion by Kahlscheuer seconded by Foss to include a return stamp on the survey. Motion failed, by 2 to 3. Lux, Andersen, and Roznai voting nay.
- d. Airport Committee
 - i. Recommendation on additional hangars
 - i. Action postponed due to needing more information on how hanger approval and construction is done.
- e. Red Barn Committee
 - i. Red Barn improvements and repairs
 - i. Motion by Foss seconded by Andersen to accept the recommendation and to approve of priority list #1 items, the repair of the barn roof, and the painting, siding repair, and door repair of the barn and ice house, to be completed in the spring of 2024.
- f. Update on gravel crushing project – Ben Gersek
 - i. Gersek updated the board on his progress, recapping that he had previously asked the board to approve a change order that would involve payment for the sand that he is creating as a byproduct. The board had denied the request based upon legal counsel advising to not alter the original scope of work described in the bid documents. Gersek relayed that the moisture content in the material was very high, slowing his production greatly. He stated that he could not go on producing without being paid for the sand he was producing, and asked to be paid for the product he has produced so far. Chairman Lux asked for input from Utility District Manager Jeffrey Andersen, who suggested that Michels be used to fly the piles to determine the tonnage of product produced, and that there was a pile of product that needs to be moved to make space for the hot mix plant. Gersek agreed to move the pile and indicated that he is done producing product.
 - ii. Motion by Lux seconded by Roznai to hire Michels to assess the tonnage of product, pay Ben Gersek for the amount produced, and to direct Gersek to move the product to the agreed upon place in the worksite. Motion carried.
- g. Discussion on Dentist
 - i. Chairman Lux received a solicitation from a dentist that he will follow up on and will also reach out to Dr. Margaret Andersen to let her know if this action.
- h. Discussion of Landfill hours
 - i. Hours are continued to be shortened due to the staffing shortage.
- i. Workhorse Payroll Proposal

- i. Clerk/Treasurer McDonald proposed switching from ADP to Workhorse Payroll, which would be added to the current accounting and billing platforms from the company.
 - ii. Motion by Roznai seconded by Foss to approve of the purchase of Workhorse Payroll in the amount of \$6,500 set up, and \$1,350 annual support for 2024. Motion carried.
 - j. Archives Committee
 - i. Resignation of Dick Purinton from Archives Committee
 - ii. Motion by Kahlscheuer seconded by Foss Approve Rick Heinemann to Archives Committee. Motion carried.
 - k. Motion by Andersen seconded by Kahlscheuer to approve employment for Steven Ellefson, pending background check. Motion carried.
 - l. Motion by Foss seconded by Roznai to approve Rod Gordon as new Fire Department member. Motion carried.
 - m. Motion by Andersen seconded by Kahlscheuer to approve the Driveway Permit for Jeff Sevcik. Motion carried.
 - n. Motion by Roznai seconded by Andersen to accept the following donations:
 - i. Huehns Family Charitable Fund of Door County Community Foundation
 - ii. Island Adventure Company for Maritime Museum
- 11. 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. Motion by Andersen seconded by Kahlscheuer to move to closed session. Motion carried unanimously upon roll call vote, all ayes. Moved to closed session at 8:45 PM.
- 12. Specific matters intended for discussion and possible action by town board for reconvened open session.
 - a. Action from closed session
 - i. Motion by Roznai seconded by Kahlscheuer to move to open session. Motion carried unanimously upon roll call vote, all ayes. Moved to open session at 8:59 PM.
 - ii. Motion by Roznai seconded by Kahlscheuer to follow the recommendations made in closed session. Motion carried.
- 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. Town Board Meeting – Wednesday, November 15th, 2023

- b. Budget review – Thursday, October 19th, 2023
 - c. Town Electorate Budget Meeting – Monday, November 13th, 2023
14. Motion by Roznai seconded by Andersen to adjourn. Motion carried. Adjourned at 9:10 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman