

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, December 20<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 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 6:13 PM.
2. Roll Call/Quorum and Approval of Agenda
  - a. In addition to Chairman Lux, supervisors present include Martin Andersen, Margaret Foss, and Larry Kahlscheuer, with Loren Roznai attending via GoTo Meeting.
  - b. Motion by Kahlscheuer seconded by Andersen to approve of the agenda. Motion carried.
3. Chairman's Comments
  - a. Electorate Budget Hearings
    - i. Chairman Lux recapped that the people had expressed a desire for the board to update the fee schedule to generate additional revenue.
    - ii. The state has sent notice of withholding shared revenue due to the rejected levy limit increase in 2019.
  - b. Comprehensive Plan Update
    - i. The survey has been very successful with a response of about 40 to 50%.
  - 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 people present.
  - a. Supervisor Margaret Foss apologized to the WIZAP Committee saying that she felt herself and the board acted too quickly in approving the survey and wished that more time had been spent communicating with the committee. She also relayed that she has been made aware of criticisms made of the board, one being that there is not enough



- ii. Tax Checking – 11/30/2023
  - b. Town of Washington – Statement of Assets, Liab. & Equity
    - i. Balance Sheet Summary Report – November 2023
  - c. Town of Washington – Statement of Revenue & Expenditures
    - i. General Fund - November 2023
- 7. Acknowledge Receipt of Reports of specific standing departments and committees.
  - a. Community Center Committee
    - i. Agenda - 10/09/2023
  - b. WIZAP Committee
    - i. Minutes – 10/23/2023
    - ii. Minutes – 11/20/2023
    - iii. Agenda – 12/11/2023
  - c. Archives Committee
    - i. Minutes – 12/05/2023
  - d. Fire Department
    - i. Monthly Report – November 2023
- 8. Reports of special committees, special commissions, and special boards.
  - a. Ordinance Review Committee – (See Section 10)
    - i. Supervisor Kahlscheuer suggested that Keith Mann’s added input be considered by the committee.
    - ii. Supervisor Foss wanted to add the term “vision” that is mentioned in the Airport Committee be added to several other Committees. Supervisors Roznai and Kahlscheuer agreed.
    - iii. Supervisor Foss questioned whether items H & I should be included because some members of the community don’t want to see increased airport usage. Chairman Lux cautioned that this would prevent the Lions Club from advertising for their Fly-in Fish Boil event. The specific working of H & I will be considered by the committee.
    - iv. Supervisor Foss questioned the usage of the word “oversee” in the Parks Committee. The wording will be changed to “will review and make recommendations about”.
- 9. Reports by Town Supervisors
  - a. Martin Andersen
    - i. Fire Department
      - i. Engine 363 is experiencing some issues. More investigation is needed.
    - ii. Infrastructure Committee
      - i. Waiting for the survey results from the comprehensive plan.
    - iii. Harbors and Waterways



- iii. Rec Center
  - i. The committee did not meet.
  - ii. The fee structure was reviewed, and some potential changes were discussed between Rec Center Manager Katie McGrane, Supervisors Foss and Roznai, and Clerk/Treasurer Alexandria McDonald.
  - iii. The Washington Island Foundation discussed but did not yet vote on a contribution of \$10,000 to the roof repair at the Rec Center.
  - iv. The Rec met their goal of the \$35,000 matching funds campaign with the Washington Island Foundation.
- iv. Archives
  - i. The committee voted to keep their membership at 9, contrary to the proposed membership of 7 being suggested in the new ordinance changes.

e. Hans Lux

- i. Town Office
  - 1. Meeting with Destination Door County
    - a. Information about short-term rentals and permitting. There are 47 Airbnbs and 17 VBROs.
    - b. Discussion about grants for the rec center and the development of Mountain Park.
  - 2. Update on Employee Handbook
    - a. The first draft is being finalized and will be distributed soon for review.
  - 3. Credit Cards
    - a. Chairman Lux is in the process of researching potential companies to offer credit card services.
- ii. DPW
- iii. Airport
  - i. A potential meeting would be in the spring.

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

- a. Motion by Kahlscheuer seconded by Andersen to approve payment of Utility bills – November 1 to November 30, 2023. Motion carried.
- b. Motion by Andersen seconded by Kahlscheuer to approve payment of Town bills – November 1 to November 30, 2023.
- c. Ordinance Updates
  - i. Archives Committee
    - i. The committee currently has 8 members.

1. Motion by Foss seconded by Kahlscheuer to approve Kari Gordon to committee subject to Connie Sena's resignation. Motion carried.
2. Letter of intent – Douglas Foss
  - a. Board tabled item because Foss has since joined the Navy.
3. Motion by Roznai seconded by Kahlscheuer to approve request for salary increase for Archivist pending clarification from Clerk/Treasurer. Motion carried.
  - ii. Approval of Resolution #2023-11 – Reorganization of Chapter 12
    - i. Action postponed until next meeting.
- d. Motion by Kahlscheuer seconded by Andersen to approve of proposal with Brander Engineering for Rec Center evaluation. Motion carried.
- e. Approve amount for swim lessons & equipment.
  - i. The committee proposed to pay \$500 per session based on figures from 2019. Clerk/Treasurer Alexandria McDonald had brought up that currently the Rec charges \$50 per hour, so an amount closer to \$1,800 may be more reasonable based on the number of hours the pool will be used.
  - ii. Supervisor Roznai suggested an amount closer to \$1,500 because of the actual costs associated with the program, and lost revenue from closing the pool to the public.
  - iii. The committee has \$20k in fund balance, which had previously been intended to spend partly on an alarm system. However, there are funds that could be used for this swim lesson program.
    - i. Committee Chair Emily Small mentioned that this may be a misunderstanding and that they did not intend to spend donor funds on the alarm system, but that they do intend to spend the money on swim lessons.
  - iv. The discussion ended on the estimated amount of \$5,000 for instructor payment, and potentially \$4,500 for pool time to be paid to the Rec.
  - v. Motion by Andersen seconded by Foss to not exceed \$10,000 on funding swim lessons.
  - vi. Motion by Roznai seconded by Foss to approve funds to be spent on swim lesson materials as detailed in the recommendation. Motion carried.
- f. Motion by Kahlscheuer seconded by Foss to approve Bitta Gordon to Community Center Committee. Motion carried.
- g. Motion by Kahlscheuer seconded by Foss to approve of Alessandra Rolffs and Michelle Mann to Parks Committee. Motion carried.
- h. Motion by Lux seconded by Kahlscheuer to nominate election inspectors based on recommendation from Clerk/Treasurer. Motion carried.

- i. WEX card system
    - i. Chairman Lux gave the board an update on the program. Each vehicle would have a card, as well as cards assigned to people for miscellaneous gas use. WEX will also handle the tax exemption filing. The amount will be paid by invoice. A 1.77% rebate will also be applied.
  - j. Motion by Andersen seconded by Kahlscheuer to approve of 2024 Per Diem Rates. Motion carried.
  - k. Motion by Kahlscheuer seconded by Andersen to approve of Clerk/Treasurer and Supervisor Foss to attend Towns Assn. training in February in Green Bay. Motion carried.
  - l. Proposed Meeting Dates for 2024
  - m. Motion by Kahlscheuer seconded by Andersen to accept donation from Death's Door BBQ to Airport - \$1500. Motion carried.
11. 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, January 17<sup>th</sup>, 2024
12. Motion by Kahlscheuer seconded by Andersen to adjourn. Motion carried. Adjourned at 8:16 PM.

Respectfully Submitted,

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Alexandria McDonald, Clerk/Treasurer

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Hans Lux, Chairman