

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 17th, 2024, 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 Hans Lux called the Regular Town Board meeting to order at 6:03 PM.
2. Roll Call/Quorum and Approval of Agenda.
 - a. In addition to Chairman Lux, Supervisors present included Martin Andersen, Margaret Foss, Larry Kahlscheuer, and Loren Roznai.
 - b. Motion by Andersen seconded by Roznai to approve the agenda. Motion carried.
3. Chairman's Comments
 - a. Door County Vaccine Clinic will be help on February 1, 2024, in the Rutledge Room.
 - b. EMR Crew Chief Gary Schultz wrote a letter thanking the town crew for their quick action during the recent storm in helping plow the way for an EMS call.
 - c. Invitation to Governor's State of State Address
 - i. Chairman Lux was invited to attend the address, but unfortunately will be unable to attend. Governor Evers' office relayed that the Governor was thrilled with his last visit to the island and Chairman Lux invited him to return anytime.
 - d. Response to public input discussion
 - i. Chairman Lux read a statement that he prepared in response to Supervisors Foss's question of public involvement in Town Board meetings. Supervisor Foss had advocated for more involvement throughout the meeting, and Chairman Lux had held firm that the appropriate place for public comment was to be restricted to the public comment period as described in a meeting notice. He referenced the Open Meeting Law and several state statutes as justification. He encouraged the public to contact their representatives directly, as well as the

committees, and to attend Town Board meetings and utilize the public comments period.

- e. Community Suggestion Box – chairman@washingtontown-wi.gov
- 4. Public comments, communications, and suggestions from residents of the town and other people present.
 - a. Supervisor Foss responded to Chairman Lux’s statement and clarified that she did not mean to insinuate that the Board break the law to allow comments, but that she was just asking for clarification of Chairman Lux’s statements from the December meeting. She further said that she had accepted the Chairman’s response, and apologized for an offense that was felt.
 - b. Supervisors Roznai and Kahlscheuer stated that they shared Chairman Lux’s sentiment. The board then agreed to move on from this topic.
 - c. Suzanne Wilson-Davis – Access for Detroit Island Residents
 - i. With the recent sale of Kaps Marina, many Detroit Island residents are looking for places to dock their boats on Washington Island. With Kaps being a private marina, and the new owners being a private entity, the Town is not able to affect any change in this matter, but Chairman Lux wanted to bring attention to the issue in hopes that a positive outcome may be found. He recognized that Detroit Island residents are taxpayers, and that the Town has a commitment to help them when able.
 - d. Keith Mann wanted to move the content of 10 (e) be moved to agenda item 8.
 - i. Chairman Lux responded that item 10 is involving ordinances, and then 8 was a policy so they must be listed separately. Mann suggested that there was a conflict of interest of Chairman Lux writing policy for the Healthcare Committee because Chairman Lux’s wife is a doctor, but Chairman Lux clarified that she works for Door County Medical Center, not the Town of Washington.
- 5. Motion by Kahlscheuer seconded by Foss to approve of the following meeting minutes with the following correction. Motion carried.
 - a. Regular Town Board – 12/20/2023
 - i. Supervisor Foss asked for a change in item 8 (a) (ii), to strike “future planning and funding procurement” and replace with “the term vision”.
 - b. Corrected Public Hearing Minutes – 11/29/2023.
- 6. Communications and petitions by Town Clerk – No discussion or action.
 - a. Town of Washington – Reconciliation Reports
 - i. General Checking – December 2023
 - ii. Tax Checking – December 2023
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. Balance Sheet Summary Report – December 2023

- c. Town of Washington – Budget Comparison – December 2023
 - i. General Fund – December 2023
- 7. Acknowledge Receipt of Reports of specific standing departments and committees.
 - a. Community Center Committee
 - i. Minutes – 12/05/2023
 - ii. Recommendation – 01/14/2024
 - b. Fire Department
 - i. Monthly Report – December 2023
- 8. Reports of special committees, special commissions, and special boards.
 - a. Ordinance Review Committee – (See Section 10)
 - i. Supervisor Kahlschuer believed that it was time to approve the ordinances, and if adjustments were needed later to address those issues as they arose.
 - ii. There was a misunderstanding in Supervisor’s Foss intent last meeting when she asked to make a change in adding a statement concerning marketing strategy, she had meant vision, however, she was pleased with the additions that Supervisors Kahlscheuer and Roznai had made.
 - iii. Chairman Lux had added “(including mental health)” in 12-23 B of the Healthcare Committee ordinance. Supervisor Roznai suggested changing the wording to “Recognize the importance of medical care for the physical and mental health and well-being of all those who reside and visit Washington Island and the costs associated with that care.” The reason being that she did not feel mental health should be specifically called out, but rather included along with physical health in a broader sense.
 - iv.
- 9. Reports by Town Officers.
 - a. Martin Andersen
 - i. Fire Department
 - i. Engine 363 is undergoing repair.
 - ii. Infrastructure Committee
 - i. Any decisions are on hold until the comprehensive plan survey results are analyzed.
 - iii. Harbors and Waterways
 - i. No report.
 - b. Larry Kahlscheuer
 - i. Law Enforcement
 - i. No major events have occurred.
 - ii. Healthcare
 - i. No report.

- iii. WIZAP
 - i. The comprehensive plan survey results are being analyzed.
 - c. Loren Roznai
 - i. Economic Development
 - i. Now that the ordinances are clear she is hopeful that they will receive applications.
 - ii. Community Center
 - i. The recommendation from the CCC was to reimburse the Rec Center \$1,000 per session, and she feels that is a step in the right direction to cover costs.
 - iii. Museums
 - i. No report.
 - d. Margaret Foss
 - i. Parks
 - i. Alessandra Rolfs resigned from the Committee, due to other responsibilities.
 - ii. The Special Town Board meeting on January 15 involved a meeting with a representative from HONK which is a software company that is geared towards collecting parking fees. After further discussion, the board felt it would be better to explore a more inclusive platform to collect many kinds of fees for the town.
 - iii. She suggested that the planning of what kinds of fees the Town collects from tourists to support the parks, among other town projects, should fall to the board. Especially because of the large amount of work and research involved. She also suggested several listening sessions to involve the public.
 - ii. Red Barn
 - i. No report.
 - iii. Rec Center
 - i. No report.
 - iv. Archives
 - i. No report.
 - e. Hans Lux
 - i. Town Office
 - i. Melissa Olsen new POC with Kerber Rose HR
 - ii. Update on WEX system
 - a. Drivers and vehicles are being identified.
 - iii. Update on CC service provider

- a. The project will involve looking for a platform to support the collection of Town fees online.
 - ii. DPW
 - i. The crew did a great job responding to the last winter storm. They have also received news that the summer employees are interested in returning next summer.
 - iii. Airport
 - i. Chairman Lux indicated he had no report, then Supervisor Andersen asked if there was a deadline to begin work on the Airport Master Plan, and Chairman Lux indicated that he did not believe so.
10. Specific matters for discussion and possible action by Town Board in open session:
- a. Motion by Andersen seconded by Kahlscheuer to approve payment of Utility District bills – December 1 to December 31, 2023. Motion carried.
 - b. Motion by Foss seconded by Andersen to approve payment of Town bills – December 1 to December 31, 2023. Motion carried.
 - c. Ordinance Updates
 - i. Review potential changes to ordinances.
 - i. Motion by Kahlscheuer seconded by Roznai to approve the changes to the ordinances as previously described. Motion carried.
 - ii. Motion by Kahlscheuer seconded by Foss to approval of Resolution #2023-11 – Reorganization of Chapter 12. Motion carried upon roll call vote. All ayes.
 - d. Discussion/Recommendations on Fee Schedule for 2024
 - i. Chairman Lux opened the discussion stating that the public had made it clear that they expected the Board to try to recoup revenue from tourists and non-residents. The board raised many fees in accordance with that line of thinking.
 - ii. Motion by Kahlscheuer seconded by Foss to no longer accept commercial agreements for garbage disposal at the Island Exchange. Motion carried.
 - iii. Discussion about making the addition of sales tax clearer in the fee schedule.
 - iv. The Board directed the Clerk/Treasurer to make changes and present an updated schedule to the board at the next meeting for review.
 - e. Motion by Kahlscheuer seconded by Andersen to approve Conflict of Interest Policy and Statement. Motion carried.
 - f. Motion by Roznai seconded by Kahlscheuer to approve revised Police On-Call Policy & Stipend Increase. Motion carried.
 - g. Review/Approve update revisions to Employee Handbook
 - i. Chairman Lux encouraged all employees and Board members to review the handbook and make notes of concerns, questions, and clarifications to be discussed at a subsequent meeting.

- h. Personnel & Finance Matters
 - i. Motion by Roznai seconded by Foss to approve additional PTO carryover for DPW employee. Motion carried.
 - ii. Motion by Kahlscheuer seconded by Andersen to approve FD & EMR stipends for 2024. Motion carried.
 - iii. Motion by Roznai seconded by Foss to approve recommendation from Clerk/Treasurer for SAP 2023 payment for FD employees. Motion carried.
 - iv. Motion by Andersen seconded by Foss to approve salary increase for Archivist – (see memo from Clerk). Motion carried.
 - v. Motion by Kahlschuerer seconded by Roznai to request all department invoices be sent to Clerk/Treasurer. Motion carried.
 - vi. Motion by Foss seconded by Roznai to rescind any permission for outside credit cards. Motion carried.
- i. Request for additional hangars at Airport.
 - i. There have been several requests to build new hangars at the airport, and Chairman Lux is currently consulting with other airport operators about what process to follow for approving new hangars. Consultation with an engineer may be needed to be sure there won't be drainage problems with new construction.
- j. Response to request for speed limit decrease for Townline Road.
 - i. Police Chief Tyler McGrane investigated the matter and the area by the hill by Range Line does not meet the qualifications to be 35 mph. A possible solution would be to create a four way stop at Airport and Townline, but this may not be the most favorable solution. More discussion is needed.
- k. Motion to approve Jeffrey Andersen to attend WOWRA/WLWCA Conference – Feb 1 – 2. Motion carried.
- l. Resignation of Alessandra Rolffs from Parks Committee.
- m. Motion by Kahlscheuer seconded by Roznai to approve Connie Smith to Parks Committee. Motion carried.
- n. Approval of Susan Kochanowski to WIZAP Committee
- o. Motion by Roznai seconded by Kahlscheuer to approve driveway permit 2024-01 for Julian Hagen. Motion carried.
- p. Motion by Foss seconded by Roznai to accept the following donations. Motion carried.
 - i. Pam Young – \$250 – Maritime Museum
 - ii. Wash Town Mutual Ins – \$200 – Comm Center Community
 - iii. Manns Store – \$390.00
 - i. \$130.00 – Maritime Museum
 - ii. \$130.00 – Jacobsen Museum

iii. \$130.00 – Red Barn

iv. Eleanor & Wayne Boyer – \$100.00 – EMR account

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 responsibilities.

i. Motion by Andersen seconded by Roznai to move to closed session. Motion carried upon roll call vote. All ayes. Moved to closed session at 9:09 PM.

ii. Motion by Roznai seconded by Kahlscheuer to move to open session. Motion carried upon roll call vote. All ayes. Moved to open session at 9:59 PM.

12. 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, February 21, 2024

2. Motion by Roznai seconded by Kahlscheuer to adjourn. Motion carried. Adjourned at 9:59 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman