

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, June 21st, 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.

AGENDA

UTILITY DISTRICT MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll call/Quorum and approval of agenda
4. Public comments, communications, and suggestions from residents of the town and other persons present
5. Approval of Meeting Minutes – 05/17/2023
6. Communications and petitions by town clerk – No discussion or action
 - a. Town of Washington – Utility District Reconciliation Reports
 - i. Cash Account #5 – 05/31/2023
7. Wastewater Advisory Committee Report - Larry Kahlscheuer
8. Motion to send Utility District Bills – May 1st – May 31st, 2023 – to Town Board for final approval
9. Discussion on bids on hay crop from spreading fields
10. 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. Utility District Meeting – 07/19/2023
11. Adjourn

REGULAR TOWN BOARD MEETING

1. Call to Order
2. Roll Call/Quorum and approval of agenda
3. Chairman's Comments
 - a. Thank you Ham
 - b. Washington Island School Graduation
 - c. Award to Wash. Island Electric Co-op for Fiber project
 - d. Grant Award – Wisconsin Coastal Management
 - e. Rumors
 - f. Community suggestion box – chairman@washingtonisland-wi.gov
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. Destination Connection – Destination Door County
5. Approval of Meeting Minutes
 - a. Regular Town Board – 05/17/2023
 - b. Board of Review – 05/17/2023
 - c. Special Town Board – 05/31/2023
6. Communications and petitions by town clerk – No discussion or action
 - a. Town of Washington – Reconciliation Reports
 - i. Cash Account #1 – 05/31/2023
 - ii. Cash Account #11 – 05/31/2023
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. May 2023
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. May 2023
7. Acknowledge Receipt of Reports of specific standing departments and committees.
 - a. Fire Department
 - i. May 2023 Report
 - ii. Minutes – Board of Directors – 04/19/2023
 - iii. Minutes – Full Membership – 04/19/2023o
 - b. Economic Development
 - i. Minutes – 05/02/2023
 - ii. Agenda – 06/07/2023
 - iii. Minutes – 606/07/2023
 - c. WIZAP Committee
 - i. Minutes – 04/11/2023
 - ii. Recommendation – 04/11/2023

- iii. Agenda – 05/23/2023
 - d. Airport Committee
 - i. Minutes – 06/02/2023
 - ii. Recommendation – 06/05/2023
- 8. Reports of special committees, special commissions, and special boards
 - a. None
- 9. Reports by town officers.
 - a. Martin Andersen
 - i. Fire Department
 - ii. Infrastructure Committee
 - iii. Harbors and Waterways
 - b. Larry Kahlscheuer
 - i. Law Enforcement
 - ii. Healthcare
 - iii. WIZAP
 - c. Loren Roznai
 - i. Economic Development
 - ii. Community Center
 - iii. Museums
 - d. Margaret Foss
 - i. Recreational Center
 - ii. Parks and Natural Areas
 - iii. Red Barn
 - iv. Archives
 - e. Hans Lux
 - i. Town Office
 - ii. DPW
 - 1. Employment / Hiring Update
 - iii. Airport
- 10. Specific matters for discussion and possible action by town board in open session:
 - a. Approve payment of Utility bills – May 1st to May 31st 2023
 - b. Approve payment of town bills – May 1st to May 31st 2023
 - c. Approve Absentee Ballot Envelope Subgrant Reimbursement Submission
 - d. Approve contract with Bay-Lake Regional Planning for Comprehensive Plan
 - e. Approve Memorandum of Understanding with Bay-Lake Regional Planning for PASER rating of town roads
 - f. Update on chip sealing – Jon Mann

- g. Approval to cancel Inter-government agreement with Washington Island School for drainage project
- h. Request to review Nordheim project – Karen Yancey
- i. Review / Discuss lake access points on island- WIZAP / Supervisor Kahlscheuer
- j. Letter from Tom Cooke ref South Shore Dr speeding
- k. Approve request from Lions Club for use of property for Island Fair – August 8th – 12th
- l. Request for additional &/or email address for each committee
- m. Resignations –
 - 1. Airport Committee
 - a. Mike Berger
 - b. Joel Gunnlaugsson
 - 2. Fire Department
 - a. Michael Cornell
 - b. Jasmine Cornell
 - c. John Bird
 - d. Thomas Hokkanen
- n. Appointments –
 - 1. Peter Sownie (reaffirmed) – Airport Committee
 - 2. Paul Wehr – Airport Committee
 - 3. Philip VanReeth – Airport Committee
 - 4. Caitlin Stults – Fire Dept
- o. Request from Friends of Washington Island Airport
- p. Renewal of Alcohol Beverage Licenses
 - 1. Percy’s Pantry – Class A Beer & Class A Liquor
 - 2. Fiddlers Green – Class “B” Beer & Class C Wine
 - 3. Middle Bar – Class B Beer & Class B Liquor
 - 4. Mann’s Store – Class A Beer & Class A Liquor
 - 5. Karley’s Bar – Class B Beer & Class B Liquor
 - 6. Koyen Collection LLC – Class B Beer & Class B Liquor
 - 7. Nelson’s Hall – Class B Beer & Class B Liquor
 - 8. Harbor Inn Resort – Class B Beer & Class C Wine
 - 9. Sawosko Enterprise Inc – Class B Beer & Class C Wine
 - 10. Hotel Washington – Class A Liquor
 - 11. Hotel Washington – Class B Beer & Class C Wine
 - 12. Jackson Harbor Soup – Class B Beer, Class C Wine, & Class A (cider only)
 - 13. Red Cup – Class B Beer & Class C Wine
 - 14. Sailor’s Pub – Class B Beer & Class B Liquor
 - 15. Washington Island Golf & Adventure – Class B Beer & Class C Wine

13. Specific matters intended for discussion and possible action by town board for reconvened open session
 - a. Action from closed session
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. Town Board Meeting – Wednesday, July 19th, 2023
15. Adjourn



Hans Lux Jr

Instructions to attend via GoToMeeting

Utility District & Regular Town Board Meeting

Wed, June 21st, 2023 6:00 PM - 9:00 PM (CDT)

Utility District & Town Board - 06/21/2023
Jun 21, 2023, 6:00 – 9:00 PM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/603334245>

You can also dial in using your phone.

Access Code:

603-334-245

United States:

+1 (646) 749-3122

Per Wisconsin DOJ guidelines, the Town of Washington must make reasonable efforts to accommodate individuals with special needs and/or technological limitations (e.g., no telephone, internet/computer).

Therefore, if you are either physically or technologically unable to join via telephone or computer, the Township can accommodate up to fifty-five (55) individuals 'in-person'.

The Town Chairman will host the above meeting from the Rutledge Room, wherein remote participants may join by telephone or computer.

Admittance will be on a 'first-come' basis.

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, May 17th, 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

UTILITY DISTRICT MEETING

DRAFT

1. Chairman Hans Lux called the Utility Meeting to order at 6:01 PM.
2. Chairman Lux led the Pledge of Allegiance.
3. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, supervisors present included Martin Andersen, Margaret Foss, Lawrence Kahlscheuer, and Loren Roznai. Motion by Andersen seconded by Kahlscheuer to approve the agenda. Motion carried.
4. Public comments, communications, and suggestions from residents of the town and other people present.
5. Motion by Kahlscheuer seconded by Roznai to approve of Meeting Minutes – 04/19/2023. Motion carried.
6. Communications and petitions by Town Clerk – No discussion or action
 - a. Town of Washington – Utility District Reconciliation Reports
 - i. Cash Account #5 – 04/30/2023
7. Wastewater Advisory Committee Report - Larry Kahlscheuer
 - a. The committee has not met since the last meeting. However, prep work is beginning on charter.
8. Motion by Kahlscheuer seconded by Andersen to send Utility District Bills – April 1 – April 30, 2023 – to Town Board for final approval. Motion carried.
9. Discussion on Carmody Fees for Septic Inspections
 - a. Motion by Roznai seconded by Kahlscheuer to charge a fee of \$7.00 for data entry services for septic inspection reports. Motion carried.

10. 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. Utility District Meeting – 06/21/2023

11. Motion by Andersen seconded by Kahlscheuer to adjourn. Motion carried. Adjourned at 6:07 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

DRAFT

UTILITY DISTRICT

Reconciliation Report

~~Cash Account #5 [Nicolet Bank]~~, Sorted by Check Date
 Statement date: 05/31/23 Reconciliation date: 05/31/23

CHECKS

Check#	Date	Vendor	Name	Cleared	Outstanding
28221	05/03/23	DNR	Department of Natural Re	200.00	
28222	05/03/23	SANTANDER BK	Santander Bank, N.A.	1,672.81	
28223	05/08/23	NICOLET BANK	Nicolet National Bank	811.89	
28224	05/17/23	ADVANCE AUTO	Carquest Auto Parts Stor	45.60	
28225	05/19/23	FERRY	Wash. Island Ferry Line	79.00	
Total				2,809.30	0.00

DEPOSITS

Txn#	Date	Description	Cleared	Outstanding
10998	11/02/22	A/R cash receipts		288.22
10984	05/04/23	A/R cash receipts	5,823.06	
10981	05/18/23	Replacement-Ringsmuth	200.00	
10982	05/22/23	A/R cash receipts	1,681.64	
10983	05/30/23	Ellerbrock	400.00	
Total			8,104.70	288.22

WITHDRAWS

Txn#	Date	Description	Cleared	Outstanding
34	05/01/23	Porta Potties	6,265.92	
33	05/15/23	May Positive Pay	11.90	
Total			6,277.82	0.00

UTILITY DISTRICT

8:40 am

Reconciliation Report

Cash Account #5 [Nicolet Bank], Sorted by Check Date
 Statement date: 05/31/23 Reconciliation date: 05/31/23

Statement beginning balance	53,162.20
Cleared deposits	8,104.70
Cleared charges	0.00
Cleared credits	0.00
Cleared withdrawals	-6,277.82
Cleared checks	-2,809.30
Cleared EFTs	0.00
Calculated statement balance	52,179.78
Statement ending balance	52,179.78
Difference	0.00

If your bank statement is in balance, then the Calculated statement balance will equal the Statement ending balance.

Statement ending balance	52,179.78
Outstanding deposits	288.22
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	0.00
Outstanding EFTs	0.00
Adjusted statement balance	52,468.00
General Ledger account balance as of 05/31/23	52,468.00
Difference	0.00

If your bank statement is in balance with your General Ledger, then the Adjusted statement balance will equal the General Ledger account balance.

chairman@washingtonisland-wi.gov

From: Jeffrey Andersen <wisanitiation@gmail.com>
Sent: Friday, June 16, 2023 1:13 PM
To: chairman@washingtonisland-wi.gov; Janet Jessen; Town of Washington Office
Subject: Spreading Fields Hay

Afternoon all,

I mentioned to Jon this morning that we needed to see if there was any interest in the hay crop from the spreading fields. Unbeknownst to me, he had been approached by 3-4 people about it and never informed me of the inquiries. We need to add this to the Utility District agenda for next week. Also, if posted for bids, do the bids have to be opened at a Board meeting, or can we post the date and time the bids will be opened (perhaps just in the office) and awarded? The season is now and I'm afraid we can't wait until a July meeting to open the bids like we normally do. I am sure we aren't talking about a large amount of money, but the savings generated from us not burning the fuel and man/equipment hours on the task is HUGE. However you choose or have to proceed, please just keep me informed.

Thanks

Jeff

Destination Connection

Monthly News for Door County Municipalities
Washington Island Edition

MAY 2023

Destination Door County

Welcome to the New Destination Connection!

We are very excited to share with you the Destination Connection, our first newsletter exclusively for our Door County municipalities!

By Julie Gilbert
President/CEO
Destination Door County



We understand how busy you are and want to provide you with easy-to-read relevant content, just for you. We will include links where you can find additional information on our doorcounty.com/municipalities page along with the contact information for the DDC team member who manages it.

As this is our inaugural newsletter, we want to make sure it is providing the information you want, in the format you like. Please don't hesitate to send me any thoughts, comments, or suggestions that you feel would make this the best for you. My email address is julie@doorcounty.com. We anticipate sending you at least two of these newsletters during the course of the year, but it could be more depending on interest and relevant content we have to share.

As we implement our 2023 Strategic Plan, we are committed to focusing on three pillars. **Community Outreach and Destination Alignment** so that we are driven by the same core values of our community helping determine priorities that provide a roadmap leading to a more authentic promotion of Door County, along with a more engaged community. Second is **Sustainable Development** including environmental, sociocultural, and economic resilience. Third is **Values Based Marketing** where we know that our visitors want to experience the local culture as it aligns with their own identity and priorities. In communicating that subjective quality, it represents the next evolution of destination marketing. All of this is supported by a foundation of data analytics and insight.

As we continue to build out additional programming for our nineteen municipalities, we look forward to working with you and partnering to build our visitor economy so it aligns with your municipality.

Thank you!

Julie Gilbert, President/CEO
Destination Door County
julie@doorcounty.com
920-818-1131

YOUR OPINION REQUESTED: As part of our Destination Master Planning process, we're asking all civic leaders to complete an online survey by June 21, 2023. Your input is appreciated! Find it here: <https://bit.ly/ddc-survey-2023>

DDC Commits \$150,000 to Municipal Parks

Destination Door County (DDC) is excited to announce \$150,000 has been earmarked for making improvements to municipal parks throughout Door County, which includes \$4,246 for the Town of Washington. This special one-time funding allocation is made possible due to higher than anticipated room tax collections in 2022.

"Our parks provide our residents with incredible outdoor recreation opportunities and are key drivers of visitation to Door County as well," stated Julie Gilbert, President/CEO of Destination Door County. "We are very excited to be able to provide this special funding to enhance these important natural attractions," she said.

DDC staff will be reaching out to municipal clerks to provide details about this special opportunity, including when funds will be available, how to access them and permitted uses of the funds being provided.

FOR MORE INFORMATION

[DoorCounty.com/Municipalities](https://doorcounty.com/municipalities)

Visit the above web page to find pertinent municipal related information including DDC's Municipal Reimbursement Program, Community Investment Fund grant information and more.

DESTINATION
DOOR COUNTY

Serving Door County since 1891 • [DoorCounty.com](https://doorcounty.com) • 800-527-3529

Electric Vehicle Charging Station Mini-Grant Opportunity

Earlier this year Destination Door County announced the launch of a new Electric Vehicle Charger Mini-Grant program. Municipalities that are incorporating publicly available EV infrastructure upgrades into their 2023 work plans are eligible to apply for a \$1,000 grant to help offset costs. Grant cycles will re-open quarterly, with the next round of applications opening at 8 AM on July 1, 2023. Applications must be filled out online. For more information or questions, contact DDC's Morgan Rusnak at 920-818-1138 or morgan@doorcounty.com.

Learn more: DoorCounty.com/EV-Resources

KEY INDUSTRY CONTACTS

Julie Gilbert
President/CEO
Destination Door County
julie@doorcounty.com
920-818-1131

Juliana Behme
Administrator
Door County Tourism Zone
info@doorcountytourismzone.com
920-854-6200

Mariana Gibson
Washington Island Chamber of Commerce
info@washingtonisland.com
920-847-2179

Representing Washington Island

Hoyt Purinton
Washington Island Ferry Line
Destination Door County
Board of Directors

Mary Anderson
Washington Island
commissioner on the Door
County Tourism Zone

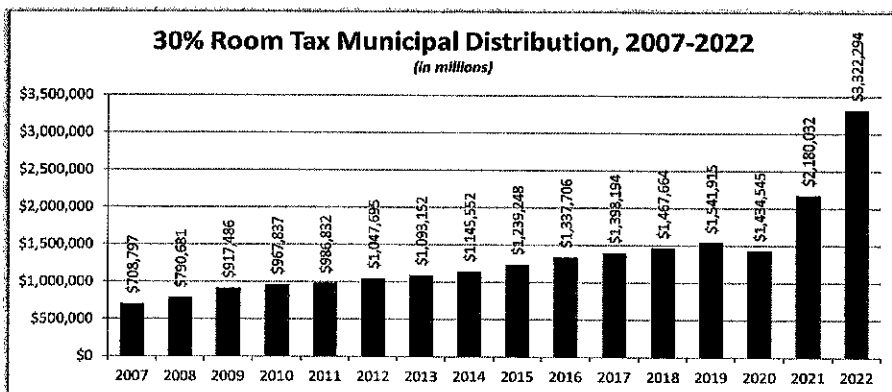
Newly Updated Site – DoorCountyTourismZone.com

The Door County Tourism Zone has recently updated its website to fit the changing needs of lodging providers and the community. The site has been updated with the user experience in mind, making it more easily readable and clearly organized to allow for easy navigation. In upcoming improvements, lodging provider profiles will be provided with increased security along with features to simplify tax filing and property management. Lodging providers will be able to file all forms online, receive notices from the Tourism Zone office directly to their profile, and access permit-related documents, all from their own secure individual sign-on.

The site makes a wealth of resources available to the public. Lodging providers and community members have access to review room tax revenues, municipal tax reports, permit records and meeting packets. It's a great way to see the positive impact of tourism on the economy and stay up to date with short-term rental regulation. The Tourism Zone will also be expanding available data and lodging provider education tools in the coming months to keep the public informed.

Questions may be directed to Juliana Behme, Door County Tourism Zone Administrator, at info@doorcountytourismzone.com.

30% of all room tax collected in Door County goes back to the municipality where the tax was generated. Since it was first implemented in 2007, room tax has collectively generated \$21.5 million in revenue for municipal governments across Door County.



UPCOMING EVENTS

June 8-10 - Destination Door County Leave No Trace Spotlight Program at Peninsula State Park
<https://www.doorcounty.com/partnership/spotlight>

June 15, 9 AM – Door County Tourism Zone Annual Meeting at the Baileys Harbor Town Hall

STATE OF WISCONSIN

Town of Washington

Door County

DRAFT

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MINUTES

REGULAR TOWN BOARD MEETING

1. Chairman Hans Lux called the meeting to order at 6:07 PM.
2. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, supervisors present included Martin Andersen, Margaret Foss, Lawrence Kahlscheuer, and Loren Roznai. Motion by Andersen seconded by Kahlscheuer to approve the agenda. Motion carried.
3. Chairman's Comments
 - a. Concerns
 - i. Chairman Lux expressed deep disappointment in the incident that occurred at the Washington Island Sportsmans Club where a Washington Island School graduation photo was found used as a target. Lux explained that the community needed to take serious action because events like this are often warning signs. He applauded the school for increasing security measures. Lux further explained that this was a deeply personal situation for him because two of the students in the photo were his own children.
 - ii. Martin Andersen commented that the situation could have been handled better initially, and that social media was not the best platform to address these concerns.
 - iii. Supervisor Foss asked the status of the investigation and Lux answered it is currently in progress.
 - b. Letter to Door County Land Use Ref Zoning Ordinance Amendments
 - c. Door County Public Health Vaccine Clinic – Thursday, June 1st Rutledge Room

- d. Members needed for committees: Parks, Economic Development, WIZAP, etc.
- e. Community suggestion box – chairman@washingtonisland-wi.gov
- 4. Public comments, communications, and suggestions from residents of the town and other people present.
 - a. Notice of Door County Board of Adjustment hearing
 - b. Letter from Carolyn Foss – WI Foundation
- 5. Motion by Kahlscheuer seconded by Andersen to approve of the following meeting minutes. Motion carried.
 - a. Regular Town Board – 04/19/2023
- 6. Communications and petitions by Town Clerk – No discussion or action.
 - a. Town of Washington – Reconciliation Reports
 - i. Cash Account #1 – 04/30/2023
 - ii. Cash Account #11 – 04/30/2023
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. April 2023
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. April 2023
- 7. Acknowledgement of Receipt of Reports of specific standing departments and committees.
 - a. Fire Department
 - i. April 2023 Report
 - b. Economic Development
 - i. Minutes – 04/05/2023
 - ii. Agenda – 05/02/2023
- 8. Reports of special committees, special commissions, and special boards
 - a. None
- 9. Reports by Town Officers.
 - a. Martin Andersen
 - i. Fire Department
 - ii. Recreational Center
 - 1. New lockers and doors are being installed.
 - iii. Infrastructure Committee
 - 1. Mountain Tower Repair
 - a. Currently in progress and going well.
 - 2. Community Center Building
 - a. Collaborating with an architect to develop potential remodel solutions.
 - iv. Harbors and Waterways

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1. Jackson Harbor has more inquiring about dock rentals with the closing of Kaps Marina.
- b. Larry Kahlscheuer
 - i. Law Enforcement
 1. Increased traffic with summer approaching.
 - ii. Healthcare
 - iii. Parks and Natural Areas
 1. Rock Concert – Schoolhouse Beach
 2. Street Dance – July 4th Weekend – (cancelled)
 - iv. WIZAP
 - c. Loren Roznai
 - i. Red Barn
 - ii. Archives
 - iii. Economic Development
 1. Working on questions to send to BayLake for the comprehensive plan.
 - iv. Community Center
 1. The Island Party was successful.
 - v. Museums
 1. The Maritime Museum will be opening this summer. Working on grant ideas for the improvement of the museums.
 - d. Hans Lux
 - i. Town Office
 1. Update on Kerber Rose Audit for 2022
 - a. Audit is completed.
 2. Update on HR meeting
 - a. Employee Handbook is in progress.
 3. Fiber Optic/Phone Update
 4. Working with Quantum to install the new system.
 - ii. DPW
 1. Employment / Hiring Update – later in agenda.
 - iii. Airport
 1. Supervisor Foss asked when it was appropriate to meet with residents about issues, and if certain members of the board were refusing to meet with residents concerning the airport. Clerk/Treasurer McDonald clarified that there is no policy of the board that restricts meetings, but that board members must be careful to follow open meetings laws.

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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 bills – April 1st to April 30th 2023. Motion carried.
- b. Motion by Andersen seconded by Kahlscheuer to approve payment of town bills – April 1st to April 30th 2023. Motion carried.
- c. Motion by Kahlscheuer seconded by Roznai to approve Resolution #2023-01 – Revised Fee Schedule. Motion carried upon roll call vote; all ayes.
- d. Motion by Kahlscheuer seconded by Roznai to approve Resolution #2023-02 to Rescind Resolution #2019-04. Motion carried upon roll call vote; all ayes.
- e. Motion by Kahlscheuer seconded by Roznai to approve Resolution #2023-03 – Assigned Fund Balance Commitments. Motion carried upon roll call vote; all ayes.
- f. Discussion on Affordable Housing
 - i. Supervisor Foss stated that she believed the town has a responsibility to provide solutions for affordable housing and asked the board to consider an ad hoc affordable housing committee. Chairman Lux suggested the board wait until the comprehensive plan was completed so that more information could be gathered about what kinds of housing solutions were available and most helpful. Chairman Lux confirmed that BayLake was aware of the housing issue on the island and will be focusing on that issue.
- g. Motion by Andersen seconded by Roznai to remove the pit toilet/changing house at Schoolhouse Beach to be replaced with a char charging station, cell tower, and handicap parking.
- h. Motion by Foss seconded by Kahlscheuer to approve of hiring DPW seasonal employees Kevin Erickson and Keenan Krueger – subject to drug testing and background checks. Motion carried.
- i. The board established an oral panel for hiring of DPW employees to consist of Loren Roznai, Martin Andersen, Jonathan Mann, Jeffrey Andersen, and a citizen member to be named. Interviews tentatively set for June 7.
- j. Motion by Kahlscheuer seconded by Roznai to approve the following committee assignments for 2023 – 2024. Motion carried.
 - i. Chairman Lux
 - 1. Town Office
 - 2. Department of Public Works
 - 3. Airport
 - ii. Supervisor Andersen
 - 1. Fire Department
 - 2. Infrastructure
 - 3. Harbors and Waterways
 - iii. Supervisor Kahlscheuer

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1. Law Enforcement
 2. Healthcare
 3. WIZAP
- iv. Supervisor Roznai
1. Economic Development
 2. Community Center
 3. Museums
- v. Supervisor Foss
1. Parks
 2. Red Barn
 3. Archives
 4. Rec Center
- k. Motion by Roznai seconded by Andersen to approve of Gravel Crushing Contract. Motion carried.
- l. Motion by Roznai seconded by Foss to approve of Deaths Door BBQ Contract. Motion carried.
- m. Motion by Kahlscheuer seconded by Roznai to approve of Horton insurance quote for township. Motion carried.
- n. Detroit Island discussion on barge
- i. Detroit Island is left with limited support after the Fire Department sold the truck that was located on the island. Supervisor Andersen conveyed that the homeowners on the island are considering purchasing a barge to help transport equipment to the island in emergencies. Andersen suggested that the town could help those homeowners by storing the barge on town property during the winter. The board directed Andersen to follow up with a location for the next meeting.
- o. Island Compost Proposal – Danette Garcia
- i. Garcia was not present. No discussion.
- p. Motion by Kahlscheuer seconded by Roznai to accept donations listed in attached packet from WI Fire Inc. to WI Fire Department. Motion carried.
- q. Motion by Kahlscheuer seconded by Roznai to approve Rick Weilbaker for Maintenance position at Rec at \$17.00 per hour. Motion carried.
- r. Motion by Kahlscheuer seconded by Andersen to approve the following Operators License. Motion carried.
1. Brenda Cornell
 2. Jordan Pupols
- s. Motion by Andersen seconded by Foss to approve Class “B” Beer - Renewal Alcohol Beverage License – Washington Island Baseball Club. Motion carried.

DRAFT

- t. Motion by Kahlscheuer seconded by Foss to approve Class B Beer & Class C wine – Renewal Alcohol Beverage License – Andermeyer LLC (Le Café). 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, June 21st, 2023
- 12. Motion by Roznai seconded by Kahlscheuer to adjourn. Motion carried. Adjourned at 8:02 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

DRAFT

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 agenda of the public meeting of the Board of Review for the Town of Washington for Wednesday, May 17, 2023, beginning at 6:00 p.m. per Department of Justice guidelines. This meeting will be held in the Rutledge Room at the Community Center. The town chairperson, or a designee has provided communication of this public meeting to the requisite news media, if any.

MINUTES

BOARD OF REVIEW

1. Town Board Chairman Hans Lux called the Board of Review (BOR) to order at 6:01 PM.
2. Roll Call.
 - a. In addition to Lux, Town Board Supervisors present included Martin Andersen, Margaret Foss, Lawrence Kahlscheuer, and Loren Roznai.
3. Clerk/Treasurer Alexandria McDonald confirmed appropriate BOR and Open Meetings notices.
4. Motion by Roznai seconded by Kahlscheuer to Adjourn to Thursday, July 27, 2023, from 1 to 3 PM, with Open Book (by Call in appointment) set to Tuesday, July 11, 2023, from 1 to 3 PM.
Motion carried.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

DRAFT

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 Town Board of the Town of Washington for Wednesday, May 31, 2023, beginning at 4:00 p.m. per Department of Justice guidelines. The meetings will be held in the Rutledge Room at the Community Center. 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

SPECIAL TOWN BOARD MEETING

DRAFT

1. Chairman Hans Lux called the Special Town Board Meeting to order at 4 PM.
2. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, Supervisors present included Margaret Foss, Larry Kahlscheuer, and Loren Roznai. Martin Andersen was not present.
 - b. Motion by Kahlscheuer seconded by Roznai to approve the agenda. Motion carried.
3. 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 any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Motion by Roznai seconded by Kahlscheuer to move to closed session. Motion carried unanimously upon roll call vote; all ayes. Moved to closed session at 4:02 PM.
4. Specific matters intended for discussion and possible action by town board for reconvened open session.
 - a. Action from closed session.
 - i. Motion by Kahlscheuer seconded by Roznai to move to open session. Motion carried unanimously upon roll call vote; all ayes. Moved to open session at 4:58 PM.
 - ii. Motion by Roznai seconded by Kahlscheuer to rescind offer of employment of seasonal DPW work to Keenan Krueger and Kevin Erickson, and to approve offer of employment of seasonal DPW work to Blake and Zander Roberts, pending drug screening and background checks. Motion carried.

5. 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. Regular Town Board – June 21, 2023
6. Motion by Kahlscheuer seconded by Roznai to adjourn. Motion carried. Adjourned at 5:00 PM.

Respectfully Submitted,

DRAFT

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

TOWN OF WASHINGTON

2:28 pm

Reconciliation Report

Cash Account #1 [Nicolet Bank Reg Cking.], Sorted by Check Date

Statement date: 05/31/23 Reconciliation date: 05/31/23

CHECKS

Check#	Date	Vendor	Name	Cleared	Outstanding
27008	03/31/22	DC LAND USE	Door County Treasurer		51.64
27643	04/14/23	UTILITY DIST	Washington Island Utilit	209.68	
27648	04/24/23	ANDERSEN, JE	Jeffrey M. Andersen	248.04	
27649	04/24/23	ANTHEM BLUE	Anthem Blue Cross Blue S	13,923.51	
27650	04/24/23	CORNELL CHRI	Christopher Cornell	34.36	
27652	04/24/23	LUMEN	Century Link	4.41	
27654	04/24/23	MANN HEATING	Mann Heating & Air, LLC		1,416.28
27655	04/24/23	REA	Washington Island Electr	3,424.89	
27656	04/24/23	UTILITY DIST	Washington Island Utilit	2,530.44	
27658	04/26/23	AIRGAS USA,	Airgas USA, LLC	170.60	
27659	04/26/23	BAYCOM	Baycom, Inc.	477.00	
27661	04/26/23	KERBER	Kerber, Rose & Associate	80.00	
27662	04/26/23	OBSERVER	Washington Island Observ	27.63	
27663	04/26/23	REA	Washington Island Electr	3,697.67	
27664	04/26/23	RHYME BUSINE	Rhyme Business Products	332.26	
27665	04/26/23	VERMEER-WISC	Vermeer-Wisconsin, Inc.	118.01	
27666	04/27/23	SECURIAN FIN	Securian Financial Group	125.50	
27667	05/01/23	ASSC APPRAIS	Associated Appraisal Con	781.81	
27668	05/01/23	GFL SOLID WA	GFL Environmental	3,029.52	
27669	05/01/23	MANN'S STORE	Mann's Store, Inc.	101.24	
27670	05/01/23	OBSERVER	Washington Island Observ	27.63	
27671	05/02/23	DC HIGHWAY	Door County Treasurer	31.01	
27672	05/02/23	DIRECTV	DIRECTV	170.98	
27673	05/02/23	MANN'S MERC	Mann's Mercantile	132.91	
27675	05/02/23	QUANTUM	Quantum Technologies	30.00	
27676	05/02/23	QUILL	Quill Corporation	56.58	
27677	05/02/23	MANN'S MERC	Mann's Mercantile	9.99	
27679	05/08/23	MANN HEATING	Mann Heating & Air, LLC		5,369.71
27680	05/08/23	MES	Municipal Emergency Serv	519.50	
27681	05/08/23	NICOLET	Nicolet National Bank	5,394.87	
27682	05/08/23	NORSEC	Norsec Computer Recycler	1,945.00	
27683	05/08/23	PEN PULSE	Peninsula Pulse	24.24	
27684	05/08/23	SHIPYARD	Shipyards Island Marina	2,584.69	
27686	05/08/23	AMERICINN	AmericInn of Sturgeon Ba	90.00	
27687	05/08/23	ANTHEM BLUE	Anthem Blue Cross Blue S	15,244.04	
27688	05/08/23	CONWAY, OLEJ	Law Firm of	427.50	
27689	05/08/23	FRONTIER	Frontier	1,718.34	
27690	05/08/23	QUILL	Quill Corporation	173.78	
27691	05/08/23	SECURIAN FIN	Securian Financial Group	125.50	
27692	05/08/23	ZARNOTH BRUS	Zarnoth Brush Works, Inc	933.40	
27693	05/10/23	AXON ENTERPR	Taser International	1,631.20	
27694	05/10/23	LUMEN	Century Link	6.99	
27695	05/10/23	NELSENS HALL	Nelsen's Hall		1,800.00
27696	05/10/23	OBSERVER	Washington Island Observ	46.00	
27699	05/10/23	QUALITY WELD	Quality Welding Service,	2,936.00	

CHECKS

TOWN OF WASHINGTON**Reconciliation Report**

Cash Account #1 [Nicolet Bank Reg Cking.], Sorted by Check Date

Statement date: 05/31/23 Reconciliation date: 05/31/23

Check#	Date	Vendor	Name	Cleared	Outstanding
27700	05/15/23	DC MEM. HOSP	Door County Memorial Hos	33,750.00	
27701	05/15/23	GENERAL MAIN	General Maintenance of W	780.00	
27702	05/15/23	LAMPERTS	Lampert Lumber	34.02	
27703	05/16/23	CARRICO	Carrico Aquatic Resource	750.00	
27704	05/16/23	REC POOL REN	WDATCP-License Renewal	300.00	
27705	05/16/23	RHYME BUSINE	Rhyme Business Products	97.50	
27706	05/16/23	SAM'S CLUB	Sam's Club/GECRB	367.10	
27707	05/17/23	ADVANCED AUT	Advance Stores Company I	187.78	
27708	05/17/23	COCHART	T. R. Cochart Tire Cente	1,920.80	
27709	05/17/23	DEPT JUSTICE	WI.Dept of Justice	14.00	
27710	05/17/23	POSTMASTER	W. I. POSTMASTER	178.00	
27711	05/17/23	TOWNLINER MO	Townliner Motel LLC	348.00	
27712	05/19/23	FERRY	Washington Island Ferry	2,071.95	
27713	05/19/23	POSTMASTER	W. I. POSTMASTER	290.00	
27714	05/19/23	REGISTRATION	Registration Fee Trust	4.00	
27715	05/22/23	CELLCOM	Nsighttel Wireless LLC	529.39	
27716	05/22/23	DNR ENV.FEES	Wisconsin DNR	165.00	
27718	05/22/23	GFL SOLID WA	GFL Environmental		4,380.13
27719	05/22/23	KERBER	Kerber, Rose & Associate	16,000.00	
27720	05/22/23	UL LLC	UL LLC		5,048.00
27721	05/22/23	WISCTOWNS	Wisconsin Towns Assn.		935.65
27722	05/24/23	HANSEN PROPA	Hansen Propane Company o		10,500.90
27723	05/24/23	SUN VALLEY	Sun Valley Enterprises L	24,500.00	
27724	05/26/23	CPR RENTS	CPR Services Inc		3,123.23
27725	05/26/23	DC HIGHWAY	Door County Treasurer		209.88
27726	05/26/23	KERBER	Kerber, Rose & Associate		80.00
27727	05/26/23	REA	Washington Island Electr	6,969.19	
27728	05/26/23	RHYME BUSINE	Rhyme Business Products		332.26
Total				152,833.45	33,247.68

DEPOSITS

Txn#	Date	Description	Cleared	Outstanding
3887	04/30/23	April 24th-30th	1,215.00	
3943	05/01/23	Personal Prop Aid 2023	2,978.01	
3888	05/03/23	April 17th-30th	3.00	
3889	05/03/23	Pilt Land	4,150.86	
3890	05/03/23	Dunn-Agner	5,269.50	
3891	05/08/23	Feb 2023	378.38	
3892	05/10/23	Donations	798.50	
3893	05/10/23	Pavilion Rental	50.00	
3894	05/10/23	Island Party	1,670.00	
3895	05/10/23	May 1st -7th	3,382.00	

DEPOSITS

TOWN OF WASHINGTON**Reconciliation Report**

Cash Account #1 [Nicolet Bank Reg Cking.], Sorted by Check Date

Statement date: 05/31/23 Reconciliation date: 05/31/23

Txn#	Date	Description	Cleared	Outstanding
3896	05/15/23	22 Licenses	86.00	
3897	05/15/23	Transfer	50,000.00	
3897	05/16/23	Gierke	52.75	
3898	05/16/23	Bag Sales-Landfill	486.00	
3899	05/16/23	Wet-Recycling	95.00	
3900	05/16/23	Demo #5262-#5279	1,015.00	
3901	05/16/23	Isl Bldrs-Frag Isle-Demo	110.00	
3902	05/16/23	A/R cash receipts	164.35	
3902	05/16/23	Fingerprints	20.00	
3903	05/16/23	Pavilion Rental	100.00	
3903	05/16/23	A/R cash receipts	240.00	
3904	05/18/23	May 8th-14th	3,856.00	
3904	05/22/23	Plowing-Hwy work	3,032.16	
3905	05/22/23	Transfer	40,000.00	
3905	05/22/23	A/R cash receipts	25.00	
3906	05/23/23	May 15th to May 21st	2,168.00	
3907	05/24/23	Donations	150.00	
3908	05/24/23	Pratt-Pupols-Cornell	100.00	
3909	05/24/23	Transfer	50,000.00	
3909	05/24/23	Tie Downs	50.00	
3910	05/24/23	Bag Sales-Landfill	489.00	
3911	05/24/23	Wet-Recycling	106.00	
3912	05/24/23	Demo #5280-#5304	1,495.00	
3913	05/24/23	Roznai Heath Mcdaniel	6,351.10	
3914	05/25/23	Baseball Club-TPAC	70.00	
3915	05/30/23	Dewey	280.00	
3916	05/30/23	April Senior Lunch	96.00	
3917	05/31/23	March/April Plowing	92.00	
3918	05/31/23	Lisa Herschberger-boat	52.75	
3919	05/31/23	A/R cash receipts	75.00	
3925	05/31/23	May 22nd to 31st		3,052.00
Total			180,752.36	3,052.00

CREDITS

Txn#	Date	Description	Cleared	Outstanding
63158	05/17/23	Mays 2023 AllPaiids	2,724.00	
63159	05/31/23	June 2023 Interest	310.95	
Total			3,034.95	0.00

WITHDRAWS

Txn#	Date	Description	Cleared	Outstanding
61640	05/01/23	Delta Dental	813.17	
61649	05/01/23	Rec March Sams Club	434.95	

TOWN OF WASHINGTON

Reconciliation Report

Cash Account #1 [Nicolet Bank Reg Cking.], Sorted by Check Date

Statement date: 05/31/23 Reconciliation date: 05/31/23

61650	05/01/23	Fees TX0	124.75	
61626	05/03/23	May 2023 Hartford	371.19	
61625	05/04/23	May 2023 Jorgenson Loan	3,024.94	
61651	05/11/23	Tax TX0	5,204.11	
61652	05/11/23	WAGES TX0	16,198.96	
61646	05/15/23	June Positive Pay	50.00	
61647	05/15/23	Archives Safety Box	45.00	
61648	05/15/23	May CVR's	319.55	
61653	05/15/23	FEES TX0	378.40	
61641	05/19/23	April 2023 Sales Tax	180.85	
61654	05/25/23	TAX TX0	5,398.82	
61655	05/25/23	WAGES TX0	16,240.92	
61656	05/30/23	FEES 8RP	141.45	
61657	05/30/23	TAX 8RP	999.32	
61658	05/30/23	WAGES 8RP	5,679.74	
61642	05/31/23	WRS April 2023	5,955.08	
			Total	61,561.20
Statement beginning balance				83,526.54
Cleared deposits				180,752.36
Cleared charges				0.00
Cleared credits				3,034.95
Cleared withdrawals				-61,561.20
Cleared checks				-152,833.45
Cleared EFTs				0.00
Calculated statement balance				52,919.20
Statement ending balance				52,919.20
Difference				0.00

If your bank statement is in balance, then the Calculated statement balance will equal the Statement ending balance.

Statement ending balance	52,919.20
Outstanding deposits	3,052.00
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	-33,247.68
Outstanding EFTs	0.00
Adjusted statement balance	22,723.52
General Ledger account balance as of 05/31/23	22,901.53
Difference	-178.01

If your bank statement is in balance with your General Ledger, then the Adjusted statement balance will equal the General Ledger account balance.

TOWN OF WASHINGTON

Reconciliation-Report

Cash Account #11 [Nicolet Savings], Sorted by Check Date

Statement date: 05/31/23 Reconciliation date: 05/31/23

8:53 am

CHARGES

Txn#	Date	Description	Cleared	Outstanding
39	05/15/23	Transfer	50,000.00	
40	05/22/23	Transfer	40,000.00	
41	05/24/23	Transfer	50,000.00	
Total			140,000.00	0.00

CREDITS

Txn#	Date	Description	Cleared	Outstanding
52959	05/31/23	May 2023 Interest	6,370.11	
Total			6,370.11	0.00
Statement beginning balance				1,535,306.77
Cleared deposits				0.00
Cleared charges				-140,000.00
Cleared credits				6,370.11
Cleared withdrawals				0.00
Cleared checks				0.00
Cleared EFTs				0.00
Calculated statement balance				1,401,676.88
Statement ending balance				1,401,676.88
Difference				0.00

If your bank statement is in balance, then the Calculated statement balance will equal the Statement ending balance.

Statement ending balance	1,401,676.88
Outstanding deposits	0.00
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	0.00
Outstanding EFTs	0.00
Adjusted statement balance	1,401,676.88
General Ledger account balance as of 05/31/23	1,401,676.88
Difference	0.00

If your bank statement is in balance with your General Ledger, then the Adjusted statement balance will equal the General Ledger account balance.

TOWN OF WASHINGTON

Statement of Assets, Liab. & Equity

May 2023

ASSETS

Current Assets

PAYROLL POSTING	(0.02)
Nicolet Bank	22,901.53
Nicolet Savings	1,395,306.77
DNR Escrow Account	90,311.00
Law Enf. Petty Cash	50.00
Due from UD Town Crew Wages	75,080.46
Due from UD Town Crew Fringes	351.11
Due from UD Town Office Wages	719.10
Due from UD Town Office Fringes	85.30
Utility District Expenses	175.96
Advance from Utility	256,672.89
Arch inventory	4,488.43

TOTAL Current Assets	1,846,142.53	
TOTAL ASSETS	1,846,142.53	

LIABILITIES

Current Liabilities

Accounts Payable	23,492.00
Advanced Tax Collections	23,856.11
STD/LTD	723.42
WRS Regular	1,291.38
WRS Police Department	853.55
Life Insurance	(162.82)
Sales Taxes Payable	764.20
FICA Withholding Tax Payable	0.12
Accrued Wages	29,768.01

TOTAL Current Liabilities	80,585.97	
TOTAL LIABILITIES	80,585.97	

FUND EQUITY

CIP Unassigned	300,000.00
Archives Fund	28,948.00
Nonspendable Arch Inven	4,488.00
Community Center Committee Fund	23,191.65
Maritime Museum and Dock Fund	37,350.00
Red Barn Fund	113,360.00
Police Department Fund	24,046.00
Public Health Fund	3,000.00
General Government Fund	2,000.00
Fire Department Fund	4,000.00
Department of Public Works Fund	12,000.00
Committed Escrow	95,261.00
Unassigned Fund Balance	616,163.38
Excess of Revenues over Expenditures	501,748.53

TOTAL FUND EQUITY

1,765,556.56

TOTAL LIABILITIES & FUND EQUITY

1,846,142.53

TOWN OF WASHINGTON
Statement of Revenues & Expenditures
Year-to-Date Performance, May 2023 - current month

	<i>5 Months Ended May 31, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Revenue				
Community Center Committee Revenue	5,655.00	15,000.00	9,345.00	37.7 %
Red Barn Revenue	700.00	10,000.00	9,300.00	7.0 %
Archives Revenue	1,298.50	17,800.00	16,501.50	7.3 %
Maritime Museum/Jackson Harbor Dock	0.00	5,000.00	5,000.00	
General Property Taxes	1,169,262.35	1,645,885.56	476,623.21	71.0 %
Forest Crop/Managed Forest Land	0.00	120.00	120.00	
Sales Tax Rebate	50.00	120.00	70.00	41.7 %
Interest Delinquent Taxes	50.61	50.00	(0.61)	101.2 %
Police Department Grant - State	0.00	11,000.00	11,000.00	
State Shared Revenue	0.00	17,970.43	17,970.43	
Fire Insurance Dues	0.00	8,500.00	8,500.00	
Personal Property Aid	2,978.01	2,978.01	0.00	100.0 %
Police Department Training Aid	0.00	320.00	320.00	
Governmental Transportation Aid	78,616.16	157,232.34	78,616.18	50.0 %
Municipal Service and Rock Island Trash	1,583.55	1,476.60	(106.95)	107.2 %
PILT Land	20,128.08	13,000.00	(7,128.08)	154.8 %
PILT Computer	0.00	159.01	159.01	
Alcohol License	60.00	6,000.00	5,940.00	1.0 %
Dog Licenses	86.00	50.00	(36.00)	172.0 %
Building Permit Fees	39.00	500.00	461.00	7.8 %
Driveway Permits	160.00	200.00	40.00	80.0 %
Cigarette Licenses	0.00	50.00	50.00	
Operator Licenses	80.00	500.00	420.00	16.0 %
Fines Fees Forfeitures	(23.50)	600.00	623.50	-3.9 %
Airport Income	144.40	69,593.75	69,449.35	0.2 %
Utility District Reimbursements	0.00	22,000.00	22,000.00	
Refuse User Fees	15,532.00	110,000.00	94,468.00	14.1 %
Cemetery	2,050.00	12,000.00	9,950.00	17.1 %
Jacobsen Museum Receipts	50.00	8,200.00	8,150.00	0.6 %
Jackson Harbor Dock Lease	12,489.50	15,000.00	2,510.50	83.3 %
Rec Center Fees	26,811.01	54,828.00	28,016.99	48.9 %
Rec Center Donations	23,209.00	79,600.00	56,391.00	29.2 %
Rec Center Reimbursement - WI Foundation	10,743.14	28,000.00	17,256.86	38.4 %
Door County Police	0.00	107,000.00	107,000.00	
Door County Highway and Park	10,966.64	21,500.00	10,533.36	51.0 %
Door Conuty Room Tax	10,999.00	40,370.00	29,371.00	27.2 %
Door County Intergovernmental Reimbursen	0.00	3,750.00	3,750.00	
Door County Recycling Rebate	0.00	3,000.00	3,000.00	
Miscellaneous Income	17,189.51	1,000.00	(16,189.51)	1719.0 %

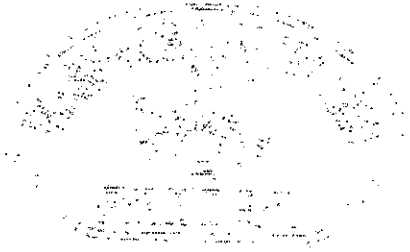
	<i>5 Months Ended May 31, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Parks Donations	1,358.90	14,000.00	12,641.10	9.7 %
Parks Sticker Sales	0.00	8,000.00	8,000.00	
Interest General Fund	30,278.57	4,500.00	(25,778.57)	672.9 %
Welcome Center Receipts Parking	200.00	650.00	450.00	30.8 %
Community Center and Gym Rentals	458.00	3,000.00	2,542.00	15.3 %
Medical Clinic Rent	10,000.00	20,000.00	10,000.00	50.0 %
School Snow Plowing	539.75	1,000.00	460.25	54.0 %
Van Income	686.50	900.00	213.50	76.3 %
Special Assessments	275.00	1,400.00	1,125.00	19.6 %
TOTAL Revenue	1,454,704.68	2,543,803.70	1,089,099.02	57.2 %
Net Revenue	1,454,704.68	2,543,803.70	1,089,099.02	57.2 %
GROSS PROFIT	1,454,704.68	2,543,803.70	1,089,099.02	57.2 %
Expenditures				
GENERAL GOVERNMENT				
Board Wages	5,808.95	14,401.56	8,592.61	40.3 %
Board Fringes	444.38	1,101.72	657.34	40.3 %
Contracted Services	6,800.00	32,667.00	25,867.00	20.8 %
Dues/Insurance/Licenses	3,323.65	6,000.00	2,676.35	55.4 %
Board Expenses	750.14	2,000.00	1,249.86	37.5 %
Board Travel/Training	90.00	1,500.00	1,410.00	6.0 %
Legal	1,935.00	5,000.00	3,065.00	38.7 %
Bank Charges/Fines	305.00	600.00	295.00	50.8 %
Town Office Wages	36,740.46	103,214.65	66,474.19	35.6 %
Town Office Fringes	26,749.91	42,560.11	15,810.20	62.9 %
Town Office Travel/Training	40.00	2,000.00	1,960.00	2.0 %
Town Office Equipment	2,111.70	19,970.00	17,858.30	10.6 %
Town Office Supplies/Postage	790.39	5,000.00	4,209.61	15.8 %
Town Website	326.10	3,000.00	2,673.90	10.9 %
Town Office Phone and Internet	1,165.71	2,660.00	1,494.29	43.8 %
Elections	2,122.83	4,000.00	1,877.17	53.1 %
Miscellaneous Expense	4,696.50	6,500.00	1,803.50	72.3 %
Auditor	16,391.00	12,000.00	(4,391.00)	136.6 %
Tax Collection	0.00	3,087.37	3,087.37	
Board of Review	24.24	200.00	175.76	12.1 %
Humane Society	0.00	500.00	500.00	
Assessor	3,909.01	9,000.00	5,090.99	43.4 %
Property Asset Appraisal	0.00	1,250.00	1,250.00	
Non-Department Insurance	283.36	3,000.00	2,716.64	9.4 %
TOTAL GENERAL GOVERNMENT	114,808.33	281,212.41	166,404.08	40.8 %
PUBLIC SAFETY				

**5 Months Ended
May 31, 2023**

		Annual Budget	Unused	% Used
Police Department Wages	56,519.75	154,221.15	97,701.40	36.6 %
Police Department Fringes	44,353.29	100,683.36	56,330.07	44.1 %
Police Dept On-Call Overnight Stipend	2,250.00	9,000.00	6,750.00	25.0 %
Police Department Supplies	386.84	1,200.00	813.16	32.2 %
Police Department Admin/Electricity	2,994.88	5,300.00	2,305.12	56.5 %
Police Department Equipment	507.08	2,000.00	1,492.92	25.4 %
Police Department Uniforms	45.00	3,000.00	2,955.00	1.5 %
Police Department Travel/Training	1,048.59	2,900.00	1,851.41	36.2 %
Police Department Equipment Maint/Fuel	3,634.55	7,000.00	3,365.45	51.9 %
Police Department Insurance	0.00	6,500.00	6,500.00	
Police Department Communications	2,639.28	5,700.00	3,060.72	46.3 %
Fire Department Equipment	5,012.12	10,500.00	5,487.88	47.7 %
Fire Department Rescue Boat	2,584.69	8,000.00	5,415.31	32.3 %
Fire Department Travel/Training	2,092.18	1,500.00	(592.18)	139.5 %
Fire Department Wages	21,558.00	41,950.00	20,392.00	51.4 %
Fire Department Stipends	0.00	14,000.00	14,000.00	
Fire Department Admin Stipend	0.00	5,000.00	5,000.00	
Fire Department Insurance	0.00	7,000.00	7,000.00	
Service Award Program	7,802.89	8,745.00	942.11	89.2 %
Fire Department Building Maintenance	10,045.40	30,000.00	19,954.60	33.5 %
Fire Department Fuel	1,275.33	3,000.00	1,724.67	42.5 %
Fire Department Inspections	5,048.00	5,000.00	(48.00)	101.0 %
Fire Department Fringes	3,503.89	6,930.02	3,426.13	50.6 %
Fire Department Maintenance of Equipment	3,867.10	30,000.00	26,132.90	12.9 %
EMR Department Wages	3,336.00	15,070.00	11,734.00	22.1 %
EMR Department Stipends	0.00	2,200.00	2,200.00	
EMR Department AEDs	2,754.00	1,500.00	(1,254.00)	183.6 %
EMR Department Fringes	255.08	1,713.46	1,458.38	14.9 %
EMR Department Building Maintenance	0.00	500.00	500.00	
EMR Department Travel/Training	0.00	500.00	500.00	
EMR Department SAP	0.00	2,385.00	2,385.00	
Emergency Communications/Phone	252.93	750.00	497.07	33.7 %
Emergency Communication Stipend	0.00	600.00	600.00	
Emergency Communications Maintenance	0.00	5,000.00	5,000.00	
TOTAL PUBLIC SAFETY	183,766.87	499,347.99	315,581.12	36.8 %
PUBLIC WORKS				
Town Shop Phone	680.13	1,710.00	1,029.87	39.8 %
Town Shop Electric	1,293.51	4,000.00	2,706.49	32.3 %
Town Shop Heating	7,488.90	12,000.00	4,511.10	62.4 %
DPW Supplies	1,337.37	5,000.00	3,662.63	26.7 %
DPW Safety Equipment/Uniforms	610.00	1,800.00	1,190.00	33.9 %
DPW Maintenance and Repairs	460.77	3,000.00	2,539.23	15.4 %
Town Crew Wages	79,480.20	232,367.79	152,887.59	34.2 %
Town Crew Fringes	45,742.44	132,588.34	86,845.90	34.5 %
DPW Fuel	10,933.23	30,000.00	19,066.77	36.4 %

	<i>5 Months Ended May 31, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
DPW Insurance	0.00	25,000.00	25,000.00	
DPW Equipment/Repairs	6,209.61	15,000.00	8,790.39	41.4 %
Annual Mine Safety Training/Travel	257.40	700.00	442.60	36.8 %
Salt	0.00	3,000.00	3,000.00	
DPW Construction/Repairs	242.41	2,000.00	1,757.59	12.1 %
Street Lights	1,012.82	2,800.00	1,787.18	36.2 %
Airport Wages	200.00	1,400.00	1,200.00	14.3 %
Airport Fringes	15.30	107.10	91.80	14.3 %
Airport Electricity	696.11	2,000.00	1,303.89	34.8 %
Airport Heating	1,049.13	3,000.00	1,950.87	35.0 %
Airport Supplies/Maintenance	3,070.32	5,200.00	2,129.68	59.0 %
Airport Insurance	2,095.00	5,700.00	3,605.00	36.8 %
Island Exchange Wages	9,191.72	25,358.60	16,166.88	36.2 %
Island Exchange Fringes	3,301.56	4,295.16	993.60	76.9 %
Island Exchange Maintenance	2,281.35	7,000.00	4,718.65	32.6 %
Island Exchange Recycling	8,921.40	20,000.00	11,078.60	44.6 %
Island Exchange Insurance	0.00	450.00	450.00	
Solid Waste MSW, Metal, and Paper	9,552.09	41,000.00	31,447.91	23.3 %
Solid Waste C&D	5,300.13	15,000.00	9,699.87	35.3 %
TOTAL PUBLIC WORKS	201,422.90	601,476.99	400,054.09	33.5 %
HEALTH & HUMAN SERVICES				
Doctor Subsidy	67,500.00	135,000.00	67,500.00	50.0 %
Van Expense	757.39	2,720.00	1,962.61	27.8 %
TOTAL HEALTH & HUMAN SERVICES	68,257.39	137,720.00	69,462.61	49.6 %
CULTURE, RECREATION, & EDUC				
Library Phone	138.15	400.00	261.85	34.5 %
Jacobsen Museum Expense	451.38	2,372.00	1,920.62	19.0 %
Jacobsen Museum Fringes	109.46	1,097.85	988.39	10.0 %
Jacobsen Museum Wages	1,430.75	14,351.00	12,920.25	10.0 %
Jacobsen Museum Insurance	0.00	200.00	200.00	
Community Center Building Expense	17,072.40	40,000.00	22,927.60	42.7 %
Community Center Committee Expense	3,247.92	15,000.00	11,752.08	21.7 %
Parks Including Electricity	1,934.60	11,680.00	9,745.40	16.6 %
Parks Insurance	0.00	1,000.00	1,000.00	
Ballfield Access Lease	1,100.00	1,260.00	160.00	87.3 %
Archivist Wages	5,067.00	13,104.00	8,037.00	38.7 %
Red Barn Expense	218.78	2,000.00	1,781.22	10.9 %
Archivist Fringes	387.63	1,002.46	614.83	38.7 %
Red Barn Director Wages	0.00	5,000.00	5,000.00	
Archives Expense	417.85	3,695.00	3,277.15	11.3 %
Red Barn Director Fringes	0.00	382.50	382.50	
School House Beach Expense	76.14	0.00	(76.14)	
Art and Nature Center Expense	207.67	500.00	292.33	41.5 %
Rec Center Manager Wages	22,143.62	53,067.25	30,923.63	41.7 %
Rec Center Manager Fringes	3,023.38	7,769.05	4,745.67	38.9 %

	<i>5 Months Ended May 31, 2023</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Rec Center Staff Wages	21,527.05	46,887.40	25,360.35	45.9 %
Rec Center Staff Fringes	2,175.11	4,352.26	2,177.15	50.0 %
Rec Center Maintenance	5,686.10	17,700.00	12,013.90	32.1 %
Rec Center Insurance	0.00	4,000.00	4,000.00	
Rec Center Administrative	2,338.65	16,800.00	14,461.35	13.9 %
Rec Center Utilities	43,463.54	71,640.00	28,176.46	60.7 %
Maritime Museum/Dock	820.79	3,500.00	2,679.21	23.5 %
Maritime Wages	0.00	4,420.00	4,420.00	
Maritime Fringes	0.00	338.13	338.13	
TOTAL CULTURE, RECREATION & EDUC	133,037.97	343,518.90	210,480.93	38.7 %
WELCOME CENTER				
Welcome Center/Chamber of Commerce	9,354.78	29,350.00	19,995.22	31.9 %
Capital Improvement Projects(Unassigned)	0.00	460,000.00	460,000.00	
Police Department Outlay	11,160.20	0.00	(11,160.20)	
Fire Department Outlay	60,641.38	0.00	(60,641.38)	
Parks Capital Outlay	33,408.30	0.00	(33,408.30)	
Department of Public Work Capital Outlay	3,147.80	0.00	(3,147.80)	
Airport Capital Outlay	4,457.51	0.00	(4,457.51)	
Landfill Capital Outlay	4,768.00	0.00	(4,768.00)	
Nicolet Loan Principal	12,995.88	25,350.00	12,354.12	51.3 %
Nicolet Loan Interest	2,128.82	10,950.00	8,821.18	19.4 %
Huntington Loan Principal	42,449.21	85,588.21	43,139.00	49.6 %
Huntington Loan Interest	2,827.18	4,964.57	2,137.39	56.9 %
BCPL Loan Principal	49,105.25	49,106.25	1.00	100.0 %
BCPL Loan Interest	15,218.38	15,218.38	0.00	100.0 %
TOTAL CAPITAL OUTLAY	251,662.69	680,527.41	428,864.72	37.0 %
TOTAL Expenditures	952,956.15	2,543,803.70	1,590,847.55	37.5 %
Excess of Revenues over Expenditures	501,748.53	0.00	(501,748.53)	03648.0 %
Excess of Revenues over Expenditures	501,748.53	0.00	(501,748.53)	03648.0 %
Excess of Revenues over Expenditures	501,748.53	0.00	(501,748.53)	03648.0 %



Washington Island Fire Department
P.O. Box 250
Washington Island Wi 54246

Washington Island Fire Department

WIFD May 2023 MONTHLY REPORT

Washington Island 911 calls

Wifd EMR calls – 5 WIFD EMR CALLS YTD - 26

FIRE AND RESCUE CALLS: May 14 – 1978 Town Line Rd. Smoke Alarm
May 28 Detroit Island – Med/PD boat transport

EMR Training was held May 4 – 13 Members present.

FIRE Training was held May 11 - 14 members present.

FIRE Board of Directors meeting – May 18 – 13 members present.

FIRE Business meeting and training was held May 18 - 25 members present.

Equipment Checks - 15 checks completed by 4 firefighters.

Regards:

A handwritten signature in black ink, appearing to read "Peter Nehlsen", written over a horizontal line.

Chief Peter Nehlsen

WIFD MINUTES
BOARD OF DIRECTORS
April 19th, 2023

Meeting was called to order by Jake Dahlke at 6:00pm.

Roll call was taken with board members present. Robb Carr and Lee Engstrom also present. Gary Schultz made a motion to approve the agenda. Adam Steffen seconded. Motion passed.

Gary Schultz made a motion to approve March minutes, Adam Steffen seconded. Motion passed.

Officer Reports:

Ropes trailer is current to NFPA standard. All equipment has been checked, inspected, and documented. NFPA searchable app has been signed up for.

The boat will be ready at the end of the week. Pete will call Johnny Mann to make sure there will be room in the airport building.

Discussion was had about forming a building and grounds committee. Adam Steffen volunteered to chair said committee.

Old Business:

Engine Co., Ropes Team, and EMR turned in their budget wish list.

New Business:

Becky Steffen is a potential new member. A vote will be taken at the full membership meeting to have her voted onto the department.

No training will be held in April due to the Entry Level Operator Class. If members that are not taking the class would like training hours, they are welcome to come and sit in the class.

Strategic and Future Planning:

Member Input and Items for next month agenda:

- a. Board of Directors May 18th at 6pm.

A motion was made by Jenny Nickell and seconded by Peter Nehlsen to adjourn. Motion passed. Meeting adjourned at 6:41pm.

Respectfully submitted
Secretary
Jenny Nickell

WIFD MINUTES
FULL MEMBERSHIP
April 19th, 2023

Meeting was called to order at 7:00 pm by Jake Dahlke.

The Pledge was recited.

Roll call was taken with 25 members present. Mike Nickell made a motion to approve the agenda. Adam Steffen seconded. Motion passed.

Peter Nehlsen made a motion to approve March minutes. Mike Nickell seconded. Motion passed.

Training Report:

Ropes training – set up at the EMS building for a vertical pick.

Chief's Report:

UL was here to test both the pumps and ladders. All passed.
363 is ready to go with some minor repairs.

Member Training:

Truck hose and nozzle inventory.

Equipment checks:

21-5 – Jake Dahlke & Tom Bloch
2 & 6 – Zach & Marlee Curry
363 & Tenders – Mike Nickell & Sarah Gordon
Boats – Adam Steffen
Utv & Ropes Trailer – Gary Schultz

Run Review:

N/A

Old business:

Engine Co., Ropes Team, and EMR turned in their budget wish list.

New Business:

Becky Steffen is a potential new member. Gary Schultz made a motion that the membership vote her in as a full member, pending town application and background check. Mike Nickell seconded. A discussion was had. Vote taken. Motion passed.

Volunteers were asked to join the Building and Grounds Committee. Sarah Gordon, Tom Bloch, and Chris Cornell have volunteered.

Ropes training will be March 23rd at 6pm at the firehouse.

Officers and members were asked to come up with a list of equipment that they would like added to the budget.

Member input and items for next month:

A motion was made by Mike Nickell and seconded by Gary Schultz to adjourn. Motion passed. Meeting adjourned at 8:00pm.

Respectfully submitted
Secretary
Jenny Nickell

Town of Washington Economic Development Committee

Regular Meeting Agenda

Wednesday June 7, 2023

4:30 PM in the

Rutledge Room, Community Center

Two or more Town Board members may be present. Discussion may prompt recommendation(s) to the Town Board. You may attend this meeting remotely, instructions below.

- 1) Call to order
- 2) Roll call
- 3) Approve agenda
- 4) Conversation with Tonya Buchner, Director of Risk and Compliance for WHEDA and former Island resident, regarding housing funding programs available through WHEDA
- 5) Approve meeting minutes from May 2, 2023 regular meeting
- 6) Consideration of "shovel ready" project to recommend to Town Board for Community Investment Fund Grant application to meet submission deadline of June 30
- 7) Housing survey questions follow up
- 8) Review of ZCTA 54246 data
- 9) Discussion about State Consolidated Annual Performance Report
- 10) Set next regular meeting date of Wednesday July 5, 2023
- 11) Adjourn

Economic Development Committee Meeting

Jun 7, 2023, 4:30 – 6:30 PM (America/Chicago)

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Town of Washington Economic Development Committee

Meeting Minutes for Regular Meeting of June 7, 2023

The Economic Development Committee convened at 4:35pm in the Rutledge Room. The meeting was accessible remotely.

Members present were John Jessen, Don Riewe, Jesse Hansen, and Bill Jorgensen. Board liaison Loren Roznai was present.

Motion by Jessen, second by Jorgensen to approve the agenda. Motion carried.

The Committee conversed via phone with Tonya Buchner, Director of Risk and Compliance for WHEDA and a former Island residence, regarding housing funding programs through WHEDA that may be applicable to creating affordable housing units on the Island. Much information was presented. The Committee determined that the next logical step was to ascertain the will of the community regarding housing through the comprehensive plan survey to be done by Bay Lakes Regional Planning Commission. The EDC compiled a list of pertinent questions regarding housing that should be addressed by the survey. Motion by Jessen, second by Jorgensen to submit to the Town Board and WIZAP the list of housing questions and recommended the list be shared with Bay Lakes Regional Planning Commission.

Motion by Jessen, second by Jorgensen to approve the regular meeting minutes from May 2, 2023.

No projects were recommended to the Town Board for Community Investment Grant Fund application.

A brief conversation about 54246 data received from Door County Economic Development Corporation occurred.

A brief conversation about the State Housing Programs Performance in 2022 occurred. Of note was the difficulty with acronyms and the variety of programs and funding sources available.

Citizen Walker Rugely expressed his desire to present ideas pertinent to the affordable, workforce housing issue at the next meeting. His presentation will be added to the agenda.

Motion by Jessen, second by Jorgensen to set the next regular meeting date of July 5, 2023. Motion carried.

Motion by Jessen, second by Jorgensen to adjourn. Motion carried. Meeting adjourned at 6:16pm.

Submitted by Don Riewe

Town of Washington Economic Development Committee

Meeting Minutes for Regular Meeting of May 2, 2023

The Economic Development Committee convened at 4:30pm in the Rutledge Room. The meeting was accessible remotely.

Members present were Rod Gordon, Don Riewe, Jesse Hansen, and Bill Jorgensen, John Jessen absent due to employment. Board liaison Loren Roznai was not present due to employment.

Motion by Hansen, second by Jorgensen to approve the agenda with amendment to move item 6 to 5, motion carried.

Motion by Hansen, second by Jorgensen to approve the regular meeting minutes from April 5, 2023.

Town of Washington Museum Director Nina Herbst presented several projects she is considering which may be suitable for application to the Community Fund Investment Grant program. Nina will speak with the Fund personnel to determine eligibility and suitability for submission. In the future the Committee may decide to recommend a project to the Town Board to apply for a grant.

Doug Hansen, Chair of Washington Island Zoning and Planning Committee, was introduced. He spoke of the role of WIZAP in the updating process of the Comprehensive Plan.

The Committee discussed relevant and pertinent questions regarding Island housing which should be asked by the comprehensive plan survey. Discussion to continue with the potential of a special meeting, date and time to be determined.

Motion by Hansen, second by Jorgensen to set the next regular meeting date of June 7, 2023. Motion carried.

Motion by Hansen, second by Gordon to adjourn. Motion carried. Meeting adjourned at 5:55pm.

Submitted by Don Riewe

**WASHINGTON ISLAND ZONING & PLANNING
COMMITTEE MEETING - Meeting Minutes
Tuesday April 11, 2023
Rutledge Room, Washington Island**

1. CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairman Doug Hansen

MEMBERS PRESENT: Michael Kickbush, Doug Hansen, Connie Smith, Larry Kahlscheuer, Susan Buchanan

MEMBERS ABSENT: None

OTHERS PRESENT: Hans Lux, Brandon Robinson, Izzy Fuller – All virtually

2. APPROVAL of AGENDA: The agenda was approved as written. Motion by Kickbush, 2nd by Smith. **Motion passed** unanimously.

3. APPROVAL OF MINUTES: The minutes March 21, 2023 meeting were approved as written. Motion by Smith, 2nd by Kickbush. **Motion passed** unanimously.

4. CORRESPONDENCE: None

ACTION ITEMS:

5. a. Elect WIZAP Chair – Motion by Kickbush, 2nd by Smith to recommend Doug Hansen by elected chair. Motion passed unanimously.

5. b. Elect WIZAP Secretary – Motion by Hansen, 2nd by Smith to recommend Mike Kickbush be elected secretary. Motion passed unanimously.

5. c. Opening for WIZAP Committee – No action taken.

5. d. Zoning Text Amendments – The Door Co. Zoning & Planning Department is recommending removal of utility-related regulations from the zoning ordinance which includes heat, light, water, power, sewer, solar, wind turbine and communication tower/support structures. Relative to the Utility Related Zoning Text Amendments, Motion by Kickbush, 2nd by Buchanan to **NOT RECOMMEND APPROVAL** of the proposed Zoning Text Amendments for the reasons listed below. Motion passed unanimously

1. No explanation of whom and what the other state agencies are that will have additional oversight & control if the utility related ordinances are removed.
2. Lack of transitional advice for townships (like Washington) that do not yet have a telecommunication ordinance.
3. Lack of staff is not a reason to remove relative and needed ordinances from being enforced. The County of Door needs to provide the required staff & resources to do the job at hand.
4. Loss of local control & deregulation can lead to unanticipated and undesired outcomes which can adversely affect property values.
5. The Door Co Land Use Services Department is responsible for Administration of the Door County Comprehensive Plan 2035 which is required by Wisconsin's Smart Growth Legislation. Smart growth is made up of a minimum of 9 sections of which utilities are one of them.

6. Any and/or all changes to the Door County Comprehensive Ordinance need to be consistent with the goals and objectives of the Door County Comprehensive Plan 2035 of which the proposed zoning text amendments are not entirely consistent with, see attached page 39. (see high level of service and standards and coordination of utilities and facilities)
7. The Town of Washington does not have the personal to take on administration & enforcement of ordinances that are currently the County of Door's responsibility.

5. e. Baylake Regional Planning Commission Introduction – Brandon Robinson & Izzy Fuller from Baylake RPC gave an introduction to the planning process that will begin on July 1, 2023 and last for a year. They have worked with many communities throughout northeast Wisconsin to develop surveys, recommendations and community plans based on a participatory public process. WIZAP will assist Baylake RPC in hosting public meetings and facilitating this process. A community wide questionnaire will be conducted first and was recommended to be separated into seasonal and year round residents. This grant process is being funded in part by a Wisconsin Coastal Management Grant. Previous plans, survey results and current Door Co. Comprehensive Plan 2035 will be sent to Baylake RPC for background information and presented at the next meeting.

6. REPORTS/ANNOUNCEMENTS: None.

7. COMMUNITY INPUT: None.

8. BOARD INPUT: Hansen repeated interest in resolving end of road right of way and public access issues. Item to be placed on a future agenda. Buchanan discussed Island's alliance and will report back.

9. NEXT MEETING: Sometime after May 10, 2023

10. ADJOURNMENT: Motion by Kickbush to adjourn, 2nd by Buchanan. Motion passed unanimously. Meeting was adjourned at 5:27 pm.

Respectfully submitted,

Michael G. Kickbush AIA
Secretary
Washington Island Zoning & Planning Committee

RECOMMENDATION

**WASHINGTON ISLAND PLANNING & ZONING
COMMITTEE**

April 11, 2023

At a meeting of the Washington Island Zoning and Planning meeting held on May 23, 2023 the following motion was considered.

Motion by Hansen, 2nd by Kickbush that the Town of Washington send copies, links and archived planning documents for the Town of Washington to Bay-Lake Regional Planning Commission. Motion passed unanimously.

Respectfully submitted,

Michael G. Kickbush AIA
Secretary
Washington Island Planning & Zoning Committee

**WASHINGTON ISLAND ZONING AND PLANNING
COMMITTEE MEETING
May 23, 2023 – 4:00pm
Washington Island Community Center Rutledge Room &
Virtual Option, Call in Instructions Below
AGENDA**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES of the April 11, 2023 meeting

4. CORRESPONDENCE:

5. ACTION ITEMS

- a. **Door County Comprehensive Plan - Housing Discussion Only**
Report from Doug Hansen on his attendance of a recent Washington Island Economic Development Committee meeting. Topics for discussion may include Short Term Rentals, Residential Zoning Districts, Commercial Zoning Districts & the Core Development Areas.

- b. **Baylake Regional Planning Commission Discussion/Motion**
Discussion of previous Door County Comprehensive Plans, Previous Washington Island Plans, informational surveys, maps and next steps.

- c. **Opening for WIZAP Committee Discussion/Motion**

6. REPORTS/ANNOUNCEMENTS

7. COMMUNITY INPUT

8. BOARD INPUT

9. NEXT MEETING: Suggestions?

10. ADJOURN

MORE THAN TWO TOWN BOARD MEMBERS MAY BE PRESENT
WISCONSIN'S OPEN MEETINGS LAW NOTICE (WIS.STAT. §19.84)
Posted May 16, 2023

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MINUTES WIAAC MEETING
JUNE 2nd 2023

Meeting called to order at 1:30 PM, Rutledge Room by Chairman Berger

Roll Call:

In attendance; Mike Berger, Mike Saxton, Ed Graf, Rod Gordon, Phil Martini. Missing; Joel Gunnlaugsson.

In attendance: Town Chairman, Hans Lux, Airport manager Dick Donnelly, Peter Sownie.

Observers: Terry Foster, John Larson, Martin Anderson. GoToMeeting observers: Paul Werh, Joel Asher (Quantum), Martha Nerenhausen.

Agenda items: In order of published meeting notice.

3. Berger requested that Saxton act as Secretary for purposes of this meeting.
Saxton agreed.

4. Minutes of WIAAC meeting of January 31, 2023 distributed. Motion to approve by Berger, seconded by Graf. No objections, approved.

5. Seating of Peter Sownie: Chairman Berger advised Sownie that in his opinion the Town Board acted improperly in appointing him to the Committee and would not recognize him as a member for purposes of this meeting. Sownie was asked by Berger to introduce himself and explain his interest in serving, which Sownie proceeded to do. A discussion of the Committee By Laws ensued. Chairman Lux explained that seven members were now allowed on all committees, by action of the Town Board, but not required. Berger stated that the Town Board acted improperly by not posting an opening for 30 days prior as required by Chapter 12, Article 9, Sub Section 12-58 of the Airport Committee By Laws. Further, Berger stated that the Town Board failed to communicate with the committee regarding the need or desire of Sownie to be on the committee as others more qualified have been looking to join. Berger states he is not questioning the Town Boards authority, rather the failure to the Town Board to communicate with their committees as a serious concern which leads to situations such as we now face in seating Sownie. Sownie was asked of his position regarding runway paving. He replied that he was against paving. His reasons being that paving wasn't necessary for safety. His further concerns involved cost and upkeep. Discussion ensued regarding paved surfaces vs. grass surface, ie., braking action, rolling resistance, aircraft insurance flying from grass surfaces and other related issues. Motion asked for by Berger not to accept Sownie as a committee member for lack of experience in matters of aircraft and airport

operations as stated in sub section 12-58 of the Committee By Laws. Motion made by Martini, seconded by Graf. No objections, approved by all committee members present.

Town Chairman Lux proceeded to address all present at length. He explained that too many comments and publications have been made with false information. Both sides of the airport issue should work together. The Friends of the Washington Island Airport website could provide a forum for further cooperation. He took exception to some of Sownie's comments and directed comments to him. He discussed the tree cutting issues and related town liabilities. The island cannot ignore the law. Chairman Lux discussed the money issue and delay in the State BOA regarding fund distribution and allocation. There is uncertainty in coordination and timing of the Town Master Plan and Airport Master Plan. Further discussion of this matter continued with Martha Nerenhausen. Chairman Lux claimed Nerenhausen's assumptions were not all correct. It was noted by Berger that the Great Lakes Airport Alliance has approximately Seven inhabited Islands in the Alliance. **All have paved runways except Washington island.**

6. Immediate need for tree trimming: Committee member Martini explained in detail the clear and present hazard of trees within the landing path of runway 02 landing north and runway 20 landing south. He emphasized the possibility of an accident happening if something is not done.

7. Town Board Action on Airport Petition items 1, 2 and 3: Discussion regarding the Town Board to take action with the State BOA on tree trimming (item 1), Conducting Airport Master Plan (item 2) and Replacing airport beacon (item 3). Chairman Lux explained that the Town Board had not forwarded the Petition as approved by earlier Board action to the State. This was a surprise to the Committee as there was an assumption that the Board could request action on approved petition items. The committee requests further clarification by the Board on why this was not done. There is an immediate need for the airport beacon to be replaced as is is inoperative. There should at least be a request for a bid on a new beacon and related crank down tower to replace the 50 year old tilt telephone pole system in place so as to be able to act quickly when funds are available.

8. Review of Member Saxton's flight with Board Member Foss: Saxton described his flight with Foss showing the concerns with trees in the approach path of landing aircraft. Foss appreciated the need for removing and/or trimming for safety reasons. The roughness of the runway and taxi approaches to the runway was noted by Foss. Saxton was thanked for his initiative in flying Foss in that he flew from the Chicago area to the island for the flight and then returned to home to continue in his work. This was all done at his personal expense.

9. Copy of public petition: This information was contained in an email from Peter

Sownie to the Committee.

10. Phone connection to AWOS: Advised by Joel Asher that the connection is being worked on and should be completed soon. This will allow phone dial up into the current automated weather reporting for the airport observed weather. The problem involved the interface with the fiber optic system now installed.

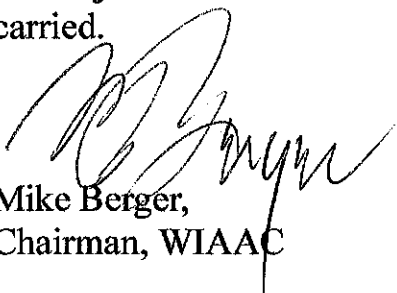
11. Runway and property damage from snow plowing: It was pointed out to the Airport manager that the gouge damage to the runways were fill with soil that was filled with rock and stone that is totally unacceptable because of damage that could be caused to propellers and airframes. The manager replied that the stones and rocks have removed. A committee member should inspect to see that the repairs are acceptable. Note too, no seed was applied. The airport manager should see to this. Further, gouges in and around other areas. The airport manager should see to the repairs to these areas.

12. Authorization from the Town Board for airport sign expenditure: In that the Town Airport budget is limited it was offered that the Friends of the Island Airport would explore funding a new sign if permitted by the Town Board. It's proposed that a sign nearly identical to the current Door County Medical Center sign at the Town Office be constructed at the entrance to the airport.

13. WIAAC Chairmanship: Chairman Berger advised that he is resigning from the WIAAC effective with the conclusion of the current meeting. He thanked the Town Board and Committee members for the privilege of serving and recommended that Mike Saxton serve as his replacement.

14. Next Committee meeting: To be determined.

15. Adjournment: 2:50 PM Motion by Graf, seconded by Saxton to adjourn. Motion carried.



Mike Berger,
Chairman, WIAAC

Attachments:

Motions to Town Board

Friends letter to Town Board

Berger Resignation Letter to Town Board.



Pursuant to the minutes of the WIAAC meeting of June 2nd 2023 the following motions and recommendations are presented;

1. The Committee voted 5 in favor, none opposed, **NOT** to accept Peter Sownie as a member of the airport advisory committee. Review minutes discussion. Peter Wehr and Tony Young are suggested as new committee members.
2. Immediate need for tree trimming. See agenda item 6. Review attachment letter from the Friends of Washington Island Airport.
3. Clarification requested on why the WI BOA Petition as approved by the Board was not advanced to the BOA allowing action on selected items. See agenda item 7.
4. Authorization for airport sign expenditure. Given the financial constraints of the Town the Friends of the Washington Island Airport is seeking permission to construct a new airport sign as represented by the Medical Center Sign at the Town Office building. Design will be submitted for approval with permission to proceed.



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: June 12, 2023

TO: Wisconsin Municipal Clerks
Wisconsin County Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Wisconsin Elections Commission

SUBJECT: 2023 Absentee Ballot Envelope Subgrant Reimbursement Program

1. **SUMMARY.** On March 3, 2023, the Wisconsin Elections Commission (WEC) approved the allocation of federal funds for an absentee ballot envelope subgrant program. This subgrant is provided to partially offset the costs jurisdictions incur purchasing the redesigned absentee ballot envelopes (EL-120 and EL-122) planned for approval on August 4, 2023.

2. **BACKGROUND.**

The bipartisan Commission unanimously directed the creation of new absentee ballot envelope designs in order to ensure compliance with the law. The old envelope designs do not conform with guidance from recent court orders and do not fully comply with all statutory requirements. Furthermore, the old envelope designs do not incorporate design features (adopted in other states) that make them easily identifiable to the U.S. Postal Service. For these reasons, the Commission, on April 28 and again on June 1, unanimously determined that the current EL-120 and EL-122 shall not be used in 2024.

To partially offset the cost of adopting new envelope designs, the WEC will disburse up to \$600,000 of Federal funds through the approved 2023 Absentee Ballot Envelope Subgrant Program. Each jurisdiction may receive an award calculated proportionally based on their estimated January 1, 2022, voting age population as determined by the Department of Administration Demographic Services Center.¹ The minimum award is \$20.00. A list of award amounts is attached as Appendix A.

3. **AUTHORIZED USES.** All funds received must be expended to purchase the redesigned absentee envelopes which includes both the EL-120 and EL-122.
4. **HOW DO JURISDICTIONS APPLY?** An authorized representative of each jurisdiction must complete and return a 2023 Absentee Ballot Envelope Subgrant Memorandum of Understanding (MOU)

¹ https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

Wisconsin Elections Commissioners
Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

to the WEC at elections.finance@wi.gov. This subgrant is available to municipalities, or to counties purchasing equipment on behalf of a municipality, but only one award will be granted per municipality.

5. **QUESTIONS?** Call the WEC Help Desk at 608-261-2028 or e-mail elections.finance@wi.gov.

HINDI	Jurisdiction	County	Percentage	Subgrant
14038	TOWN OF RUBICON	DODGE COUNTY	0.04%	\$ 221.20
14040	TOWN OF SHIELDS	DODGE COUNTY	0.01%	\$ 53.87
14042	TOWN OF THERESA	DODGE COUNTY	0.02%	\$ 112.94
14044	TOWN OF TRENTON	DODGE COUNTY	0.02%	\$ 121.27
14046	TOWN OF WESTFORD	DODGE COUNTY	0.02%	\$ 139.88
14106	VILLAGE OF BROWNSVILLE	DODGE COUNTY	0.01%	\$ 59.07
14111	VILLAGE OF CLYMAN	DODGE COUNTY	0.01%	\$ 40.08
14136	VILLAGE OF HUSTISFORD	DODGE COUNTY	0.02%	\$ 111.38
14141	VILLAGE OF IRON RIDGE	DODGE COUNTY	0.02%	\$ 90.82
14143	VILLAGE OF KEKOSKEE	DODGE COUNTY	0.02%	\$ 95.12
14146	VILLAGE OF LOMIRA	DODGE COUNTY	0.04%	\$ 267.01
14147	VILLAGE OF LOWELL	DODGE COUNTY	0.01%	\$ 34.09
14161	VILLAGE OF NEOSHO	DODGE COUNTY	0.01%	\$ 61.16
14176	VILLAGE OF RANDOLPH	MULTIPLE COUNTIES	0.03%	\$ 177.35
14177	VILLAGE OF REESEVILLE	DODGE COUNTY	0.01%	\$ 75.99
14186	VILLAGE OF THERESA	DODGE COUNTY	0.02%	\$ 129.60
14206	CITY OF BEAVER DAM	DODGE COUNTY	0.28%	\$ 1,686.87
14226	CITY OF FOX LAKE	DODGE COUNTY	0.03%	\$ 166.03
14236	CITY OF HORICON	DODGE COUNTY	0.06%	\$ 382.42
14241	CITY OF JUNEAU	DODGE COUNTY	0.05%	\$ 286.52
14251	CITY OF MAYVILLE	DODGE COUNTY	0.09%	\$ 532.84
14292	CITY OF WAUPUN	MULTIPLE COUNTIES	0.21%	\$ 1,247.46
15002	TOWN OF BAILEYS HARBOR	DOOR COUNTY	0.02%	\$ 138.32
15004	TOWN OF BRUSSELS	DOOR COUNTY	0.02%	\$ 110.34
15006	TOWN OF CLAY BANKS	DOOR COUNTY	0.01%	\$ 41.51
15008	TOWN OF EGG HARBOR	DOOR COUNTY	0.03%	\$ 165.90
15010	TOWN OF FORESTVILLE	DOOR COUNTY	0.02%	\$ 107.87
15012	TOWN OF GARDNER	DOOR COUNTY	0.02%	\$ 136.50
15014	TOWN OF GIBRALTAR	DOOR COUNTY	0.02%	\$ 144.30
15016	TOWN OF JACKSONPORT	DOOR COUNTY	0.02%	\$ 98.50
15018	TOWN OF LIBERTY GROVE	DOOR COUNTY	0.04%	\$ 238.25
15020	TOWN OF NASEWAUPEE	DOOR COUNTY	0.04%	\$ 215.09
15022	TOWN OF SEVASTOPOL	DOOR COUNTY	0.05%	\$ 314.24
15024	TOWN OF STURGEON BAY	DOOR COUNTY	0.01%	\$ 87.83
15026	TOWN OF UNION	DOOR COUNTY	0.02%	\$ 105.66
15028	TOWN OF WASHINGTON	DOOR COUNTY	0.01%	\$ 88.74
15118	VILLAGE OF EGG HARBOR	DOOR COUNTY	0.01%	\$ 43.07
15121	VILLAGE OF EPHRAIM	DOOR COUNTY	0.01%	\$ 41.38
15127	VILLAGE OF FORESTVILLE	DOOR COUNTY	0.01%	\$ 49.97
15181	VILLAGE OF SISTER BAY	DOOR COUNTY	0.02%	\$ 133.76
15281	CITY OF STURGEON BAY	DOOR COUNTY	0.17%	\$ 1,031.46
16002	TOWN OF AMNICON	DOUGLAS COUNTY	0.02%	\$ 120.75
16004	TOWN OF BENNETT	DOUGLAS COUNTY	0.01%	\$ 63.37
16006	TOWN OF BRULE	DOUGLAS COUNTY	0.01%	\$ 64.15
16008	TOWN OF CLOVERLAND	DOUGLAS COUNTY	0.00%	\$ 24.20
16010	TOWN OF DAIRYLAND	DOUGLAS COUNTY	0.00%	\$ 24.59
16012	TOWN OF GORDON	DOUGLAS COUNTY	0.01%	\$ 84.84
16014	TOWN OF HAWTHORNE	DOUGLAS COUNTY	0.02%	\$ 110.60
16016	TOWN OF HIGHLAND	DOUGLAS COUNTY	0.01%	\$ 38.52



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2023 ABSENTEE BALLOT ENVELOPE **SUBGRANT PROGRAM**

REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING

BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

Town of Washington, Door County

(NAME OF MUNICIPALITY, COUNTY)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (City) (Village) (Town) of Washington in Door County, Wisconsin. The Commission is the state agency providing an election security subgrant of federal funds to the city, village, or town. The City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that cities, villages and towns must meet to be eligible to receive an absentee ballot envelope subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by the federal HAVA Election Security Grant which was authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252) (HAVA) and provided for in the Consolidated Appropriations Act of 2023 (Public Law 117-328) and issued by the federal Election Assistance Commission. The purpose of the federal grant is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements to the systems, equipment and processes used in federal elections” (CFDA Number 90.404; Federal Award Identification Number (FAIN) EAC-ELSEC18WI).

The purpose of the subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to safeguard and secure the integrity of the absentee voting process in federal elections.

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Joseph J. Czarnetzki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission's Election Security Subgrant Program ("subgrant") is intended to fund jurisdictions purchasing redesigned absentee ballot envelopes. Each jurisdiction may receive an amount determined based on their estimated January 1, 2022, voting age population as determined by the Department of Administration Demographic Services Center.¹ All funds received must be expended to purchase the redesigned absentee ballot envelopes or returned to the Commission.

B. Envelope Redesign.

At the Commission's February 2, 2023, meeting, WEC staff were directed to develop a timeline to implement a new absentee ballot envelope package that would allow for the Commission to approve the design no later than its September 20, 2023, meeting. The absentee ballot envelope package for voters includes two envelopes:

- EL-120: Absentee Ballot Mailer Envelope (outside envelope going to voter)
- EL-122: Official Absentee Ballot Application/Certification (inside envelope returning to clerk)

These envelopes were redesigned to ensure compliance with recent court decisions and the Wisconsin statutes. Old envelopes are not compliant with the law, and the Wisconsin Elections Commission unanimously voted not to permit their continued use, starting in 2024.

At the Commission's March 3, 2023, meeting, the Commission directed staff to allocate \$600,000 of federal funds towards an Absentee Ballot Envelope subgrant program, to partially offset the cost of transitioning to new absentee ballot envelopes now under development. The absentee ballot envelope performs several functions – each essential to the security of the voter's choice, and the integrity of the wider electoral process. A successful transition to the new design is therefore in the interest of all participants.

IV. FUNDING

- A. Commission staff will award subgrants based on receipt of a signed Memorandum of Understanding (MOU). Jurisdictions may receive a proportional amount of available subgrant funds based on their 2022 estimated voting age population as outlined in Appendix A. The minimum award is \$20.00.
- B. **All funds received must be expended to purchase the redesigned absentee ballot envelopes.** A county purchasing envelopes on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality. Any unused funds must be returned to the Commission by December 31, 2024.
- C. Subgrant period: **March 3, 2023 – December 31, 2024.** All costs must be incurred, including goods received, during this project period. Bids, proposals, or purchase orders are not adequate for this subgrant.

¹ https://doa.wi.gov/Pages/LocalGovtsGrants/Population_Estimates.aspx

- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be retained by requesting jurisdictions for a minimum of **eight years**. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit.
- E. Request Processing: Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction's shared revenues account (if available), or via a physical check sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission's financial team via the WEC Help Desk at 608-261-2028 or elections.finance@wi.gov.

V. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the state, the election subgrant program has established the following deadlines:

New Envelope Design Available: August/September, 2023

Application (MOU) Deadline: June 30, 2024

Return Unused Funds Deadline: December 31, 2024

VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds will be used to meet the terms of the subgrant, including to increase the accessibility of federal elections; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

B. Documentation.

The receiving jurisdiction shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of eight years from the date of the expenditure or until the WEC authorizes destruction of said records. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes the destruction of said records. Submission of copies of all purchasing documentation may be required by the WEC or federal auditors at any time.

C. Audit.

All subgrant funds received are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

D. Regulations.

As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2022/>).

VII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction agrees to the terms of this MOU and certifies that the information provided in this MOU is true and correct.

Receiving Jurisdiction

Signature _____ **Date:** _____
(Authorized Representative of Jurisdiction)

Printed Name Hans Lux, Chairman
(Authorized Representative of Jurisdiction)

Jurisdiction Name: Town of Washington

County: Door County

Jurisdiction Treasurer Name: Alexandria McDonald

Jurisdiction Treasurer Mailing Address: PO Box 220, Washington Island, WI 54246

Jurisdiction Clerk E-mail: townoffice@washingtonisland-wi.gov

Submit completed form by June 30, 2024, to:

Wisconsin Elections Commission
201 West Washington Avenue, Second Floor
P.O. Box 7984
Madison, WI 53707-7984
elections.finance@wi.gov
Fax: 608-267-0500

**CONTRACT FOR PROFESSIONAL SERVICES BETWEEN THE
BAY-LAKE REGIONAL PLANNING COMMISSION AND
TOWN OF WASHINGTON, WISCONSIN
(Comprehensive Plan)**

This Agreement entered this ____ day of _____ 2023, by and between the Town of Washington, (herein called the "Town") and the Bay-Lake Regional Planning Commission (herein called the "Commission").

WITNESSETH: The Town of Washington is a participating member of the Commission; and

WHEREAS, the Town has requested the Commission to provide services for the update of the Comprehensive Plan for the Town of Washington; and

WHEREAS, The Commission has a professional staff qualified to undertake such work; and

WHEREAS, the project and the character of the services to be performed by the Commission hereunder are consonant with the powers it possesses and the duties and functions it is created to perform under Wisconsin Statutes Section 66.0309;

NOW, THEREFORE, in consideration of these premises and of their mutual and dependent promises and agreements, the parties hereto contract and agree as follows:

- I. Engagement of Commission. The Town hereby agrees to engage the Commission and the Commission hereby agrees to perform the services hereinafter set forth.
- II. Scope of Work to be Undertaken by the Commission.
 - A. The Commission will provide consultant services as detailed in the *Comprehensive Plan: Scope of Services and Budget, Town of Washington*, dated May 18, 2023 (Attachment A), and the *2023-2024 Wisconsin Coastal Management Grant Application*, dated October 2022 (Attachment B).
 - B. The Commission shall coordinate all of its work with the Town Plan Commission or other assigned personnel, to guide the process of preparing the Town comprehensive plan update.
- III. Assistance from the Town.
 - A. The Town agrees to supply all such data and assistance reasonably available to the Town upon the request of the Commission.
 - B. The Town agrees to notice all public meetings associated with this project in accordance with state law and provide a site for all meetings.
- IV. Personnel
 - A. The Commission represents that it has, or will secure at its own expense, all personnel and equipment required to perform the services under this agreement. It is understood that its personnel shall in no manner be considered employees of the Town nor shall they have any contractual relationships with the Town.
 - B. All of the services required hereunder will be performed by the Commission or under supervision of its personnel.
 - C. None of the work or services covered by this agreement shall be subcontracted without the expressed formal concurrence of the Town.

- V. Time of Performance. This contract will be in effect as of the date first above written through June 30, 2024 and may be extended upon the mutual agreement of the Commission and the Town. The project's official start date will be July 1, 2023.
- VI. Total Fee for Services. Total fee for services will be **\$25,000** as detailed on **page 5** of the *Comprehensive Plan: Scope of Services and Budget, Town of Washington*, dated May 18, 2023 (Attachment A).
- VII. Reimbursement and Method of Payment. Subject to the limits set forth in Section VI, the Town will reimburse the Commission monthly, after receiving an invoice from the Commission.
- VIII. Termination for Convenience of the Town. If through any cause, barring an act of God, the Commission fails to fulfill the obligations under this contract, or if the Commission violates any of the covenants, agreements, or stipulations of this contract, the Town has the right to terminate this contract giving 30-day written notice to the Commission. If the agreement is terminated by the Town as provided herein, the Commission will be paid for the actual costs of the services performed under this agreement. In such an event, all finished or unfinished documents, data, studies, surveys, drawings, maps, and reports pertaining to the project prepared by the Commission will, at the option of the Town, be made available to it.
- IX. Changes. The Town or the Commission may, from time to time, request changes in the scope of work of the Commission to be performed hereunder. Such changes, including any increase or decrease in the amount of the Commission's compensation, which are mutually agreed upon by and between the Town and the Commission, will be incorporated in written amendments to this agreement.
- X. Equal Opportunity Compliance.
- A. In accordance with s. 16.765, Wis. Stats., the Commission agrees to the provisions below:
- In connection with the performance of work under this Contract, the Commission agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation, or national origin.
- This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Commission further agrees to take affirmative action to ensure equal employment opportunities. The Commission agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of the nondiscrimination clause.
- B. The Commission shall provide a copy of its Affirmative Action Plan to the Town, if requested.
- C. Section 109 of the Housing and Community Development Act of 1974, Title 1, as amended, prohibits discrimination on the basis of race, color, national origin, handicap, age, religion, and sex, within Community Development Block Grant programs or activities.
- D. Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual, shall, solely, by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- E. Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination, on the basis of age, under any program or activity receiving federal funds.

- F. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.
- XI. Interest of Municipal Officials and Others. No officer, member or employee of the Town or public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested; nor shall any such officer, member or employee of the Town or other public official of the governmental unit within the Town have any interest, direct or indirect, in this agreement or the proceeds thereof.
- XII. Assignability. The Commission will not assign or transfer any interest in this agreement without the prior written consent of the Town thereto; provided, however, that claims for money due the Commission from the Town under this agreement may be assigned to a bank, trust company or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Town.
- XIII. Interest of the Commission. No employee of the Commission presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of any services he/she may be required to perform herein.

IN WITNESS WHEREOF, the Town and the Commission have executed this Agreement as of the date first above written.

Attesting Witness:

Town of Washington, Door County, Wisconsin

Hans Lux, Town Chairperson

Alexandria McDonald, Town Clerk/Treasurer

Bay-Lake Regional Planning Commission

Brandon G. Robinson, Assistant Director



Providing cooperative planning and funding solutions to foster healthy and thriving communities within the region.

- **Community Assistance**
- **Economic Development**
- **Geographic Information Systems**
- **Environmental**
- **Transportation**

Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115
920.448.2820

www.baylakerpc.org

COMPREHENSIVE PLAN:

SCOPE OF SERVICES AND BUDGET

Town of Washington

Door County, Wisconsin

May 18, 2023



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Project Understanding

Twenty years have passed since the adoption of Wisconsin's Comprehensive Planning Law (Wis. Stats. 66.1001) requiring every governmental jurisdiction (that regulates the use of land through a land division ordinance, shoreland zoning ordinance, general purpose zoning ordinance, or official map) to have an adopted comprehensive plan. As part of the State Statute requirements, a comprehensive plan must be updated at a minimum of every 10 years.

The Town of Washington ("Town") does not have a previous Comprehensive Plan. The Bay-Lake Regional Planning Commission ("Commission") prepared this scope of services as a response to the Town's request for a plan to be developed that complies with relevant State requirements and will align future land use planning with the Town's goals and vision for growth/preservation.

Objectives

The Commission has specified the following objectives in developing the Town of Washington's Comprehensive Plan:

- To work with the Town Board (or other assigned entity) to prepare the Town of Washington Comprehensive Plan which will comply with the requirements of Wis. Stats. 66.1001
- To encourage citizen participation and to coordinate planning efforts between the Town and Door County during the plan development process
- To outline the existing conditions and background data within the Plan
- To consider existing Town planning studies, as well as plans adopted by Door County
- To create a vision statement, recommendations, goals, and strategies designed to guide future growth and development of the Town for the next 20 years
- To assist the Town in the adoption of the Plan by preparing the resolution and ordinance for adoption of the comprehensive plan by the Town Board
- To prepare a plan that can be updated, cost-effectively, on a five-to-10-year cycle
- The Commission will be available at the request of the Town to provide additional planning assistance to implement the comprehensive plan
- Educate the Town about the plan to ensure they understand how to use it in their future planning processes

Bay-Lake Regional Planning Commission

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service planning agency in northeast Wisconsin that delivers a variety of federal, state, and local programs. It provides planning and technical assistance to member local units of government in northeast Wisconsin and is accountable to its members. The Commission also serves as an effective partner for state and federal governments.

Commission Contact:

Brandon Robinson, Assistant Director

Email: brobinson@baylakerpc.org

Phone: 920-448-2820, ext. 105

Website: www.baylakerpc.org

Address: 1861 Nimitz Drive
De Pere, WI 54115

Scope of Services

Through a contract agreement between the Commission and the Town and because of a successful 2023-2024 Wisconsin Coastal Management Program (WCMP) grant prepared for the Town by the Commission, the Commission will develop the Town's Comprehensive Plan by coordinating and drafting the plan document, along with assisting with meeting facilitation.

The following work plan is intended to describe the high-level process to develop the plan. The Commission is flexible in refining the details to best suit the Town's desired outcomes.

Task 1: Project Kickoff

The Commission proposes to facilitate one (1) kickoff meeting at the outset of the project to provide an opportunity to discuss the project, clarify project objectives and schedule, and begin discussing key technical issues with the Town's core project team (Town staff, Plan Commission, Town Board representatives, etc.).

Prior to this meeting, the Commission will review relevant and existing plans and studies, as provided by the Town, to better understand recent planning efforts and existing conditions. The Commission will additionally prepare a draft public participation plan, to be discussed at the kickoff meeting and subsequently refined.

TASK 1: COMMISSION'S PROPOSED DELIVERABLES

- Draft and Final Public Participation Plan
- Develop a project web page to distribute information/content during the planning process

Task 2: Develop Required Comprehensive Plan Elements

The Commission will prepare the *Town of Washington Comprehensive Plan*. The Comprehensive Plan will meet the requirements of Wis. Stats. 66.1001. Commission staff will use model comprehensive plans, used by other communities, to organize, simplify, or add new topics/chapters to the plan (as needed) while addressing the required elements per Wis. Stats. 66.1001. The Commission, with Town input, will generate the following components:

- Background information, including data from the U.S. Census, American Community Survey, and/or other public available data
- Vision statement, policies, and recommendations
- Comprehensive Plan elements and maps, including development of the future land use plan
- Goals and objectives, housing, transportation, utilities and community facilities, agricultural, natural, and cultural resources, economic development, intergovernmental cooperation, land use, and implementation.

To facilitate the development of the plan and to ensure that the plan is a statement of Town policy, the Commission will meet with the Town core team, or other assigned entity or committee, to review and discuss comments related to the text and mapping in up to five (5) total meetings. In addition, the Commission will seek comments and feedback from the Town (or assigned entity/committee) as elements are drafted. Further, the Commission will seek feedback from the community via an open house and public survey or workshop.

TASK 2: COMMISSION’S PROPOSED DELIVERABLES

- Draft Comprehensive Plan elements
- A community survey or workshop, including summary of results
- Open House materials/displays

Task 3: Final Products

Upon review of the draft plan by the Town, the Commission will refine and prepare a hearings-ready Comprehensive Plan. Commission staff will format the plan document into a digital file to facilitate future revisions and amendments. The Commission will attend one (1) public hearing of the Town to present the plan in anticipation of adoption. Prior to the hearing, the Commission can help prepare the resolution and ordinance for adoption of the comprehensive plan. Once the plan is adopted, the Commission may facilitate one (1) meeting with the Town core team to discuss how to use the Comprehensive Plan in practice.

TASK 3: COMMISSION’S PROPOSED DELIVERABLES

- Develop a Public Hearing notice
- Up to ten (10) printed documents, along with one (1) digital version (PDF format) of the Town’s Comprehensive Plan. (The Commission will provide this deliverable after the Comprehensive Plan has been adopted by the Town Board.)

Planning Process and Timeline

A 12-month time period is needed to develop the Town's Comprehensive Plan. The proposed timeline provides ample time and opportunity for citizen involvement and thorough review by the Town. The project's official start date will be July 1, 2023; official contract end date is June 30, 2024. These dates coincide with the Town’s 2023-2024 WCMP grant award. With Town approval, the time period may be amended if there are unforeseen issues or delays in the planning process.

For the Commission to complete a quality plan in a timely manner, the Town will be required to review and make comments on the Comprehensive Plan as it is written. The Commission will revise the materials as directed by the Town.

Major Milestones	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Public Participation Plan Review/Initiate Project/Comp Plan Review												
Nominal Group and/or Survey												
Intergovernmental Cooperation												
Development of Natural, Agricultural, and Cultural Resources and Land Use Elements												
Development of Housing and Economic Elements												
Development of Future Land Use and Implementation Elements												
Development of Report												
Town Plan Commission or Planning Committee Review												
Open House												
Adoption by Washington Town Board												
Document Production/Complete Project												

Division of Work

Commission staff will be responsible for:

- Developing the Town's Comprehensive Plan as outlined in the awarded 2023-2024 WCMP grant as prepared by the Commission
- Attending one (1) project kickoff meeting, up to three (3) project meetings, and one (1) public hearing.
- Preparing/facilitating public participation efforts as detailed in the WCMP grant
- Developing relevant data, maps, and content
- Formatting the Comprehensive Plan document (including text, maps, and other exhibits), as requested following Town staff review of the plan
- Assisting the Town with preparation of a Resolution, Ordinance, and Public Hearing materials
- Prepare and submit quarterly progress reports to WCMP, as required by WCMP's grant agreement with the Town

Town staff will be responsible for:

- Reviewing and revising, as necessary, the Town's Public Participation Plan prior to beginning the comprehensive plan process
- Posting and sending out meeting notices and survey notices to citizens and other interested and required parties
- Providing a meeting space for all in-person meetings and the open house
- Taking minutes for all meetings with the Commission
- Prepare WCMP reimbursement requests, as needed
- Reviewing and revising, as needed, the Comprehensive Plan, including, but not limited to:
 - 20-Year Vision Statement and Goals & Objectives
 - 20-Year development strategy and corresponding mapping
 - Implementation Element
- Lastly, Town officials are encouraged to attend meetings and provide input, as requested

Project Cost

Fee for services is **\$25,000**. The Commission prepared this budget based on recent, relevant experience preparing other Comprehensive Plans in the region.

Additional meetings, document copies, and other work activities requested by the Town, beyond those listed in this scope of services, will be at an additional cost to the Town. That cost would be at a mutually agreed upon fee.

Budget for the Comprehensive Plan

BAY-LAKE RPC BUDGET with WCMP award

Washington Comprehensive Plan	28,000
Membership savings: Transportation Element updated through the Commission's Rural Transportation Work Program	(\$1,500)
Membership savings: Economic Element updated through the Commission's EDA Work Program	(\$1,500)

BLRPC/Town Contract **\$ 25,000.00**

- **2023-2024 Wisconsin Coastal Management Program Grant Award**

The Town of Washington was awarded \$9,500 through a WCMP grant and has committed a \$9,500 non-federal match for this comprehensive plan. The Town's grant is to be used exclusively for the Natural, Agricultural, and Cultural Resources, Housing and Economic Development, Land Use/Future Land Use, and Implementation planning components. The purpose of the WCMP grant is to help offset the overall cost of finalizing the Town's entire comprehensive plan. Ultimately, following WCMP grant reimbursement, the Town's final cost for the comprehensive plan will equate to \$15,500.

Project Team and Qualifications

The Commission uses a team approach for its planning projects under the guidance of an experienced and qualified team leader who acts as the project coordinator.

The Commission's core team for the Town Comprehensive Plan is:

- **Mr. Brandon Robinson** serves as the Commission's Assistant Director. Mr. Robinson will be the project coordinator and will be the Commission's point of contact. Mr. Robinson has over 20 years of planning experience. He has served as project leader on development of numerous planning documents including comprehensive plans, farmland preservation plans, and outdoor recreation plans. In addition, Mr. Robinson is experienced in the development of zoning ordinances, transportation studies (e.g., corridor planning, bicycle plans, and pedestrian plans, etc.), economic analysis through EMSI, public facilities analysis, housing grant writing, and grant administration. Mr. Robinson has numerous years of experience in mapping and GIS with the Commission. Mr. Robinson holds a B.S. in Urban and Regional Studies from the University of Wisconsin - Oshkosh.
- **Izzy Fuller** is an Environmental Planner with the Commission. Izzy will assist with facilitating meetings as needed. She works on coastal management grants, comprehensive plans, hazard mitigation plans, and other related projects. She also coordinates with many diverse environmental organizations on projects and plans within the region. Izzy received a bachelor's degree in Environmental and Sustainability Studies and Urban Ecology from the University of Utah, where she worked on planning and managing several environmental projects and facilitating community engagement related to sustainability and social justice.
- **Ms. Nicole Barbiaux** serves as the Commission's GIS Coordinator/Planner. Ms. Barbiaux will provide mapping and other visualization for this project under the direction of the project manager. Ms. Barbiaux has a working background in GIS and graphical representation in multiple industries including Forestry, Utility, Local Government, and Real Estate. Projects completed include interactive online story maps, plat books, public outreach products, imagery analysis results, and data management plans. Ms. Barbiaux holds a B.S. in GIS/Cartography and Human Geography from the University of Wisconsin – Stevens Point.

Work Experience

The Commission staff has prepared over 100 Comprehensive Plans along with other land use plans throughout the eight county Bay-Lake Region. In addition, the Commission is familiar with the issues in the Town and throughout Door County given its past and present experiences conducting project work throughout the region.

The Commission's planning experience includes development of:

- Comprehensive Plans and Plan Elements for Towns, Villages, Cities, and Counties
- Land Use Plans
- Farmland Preservation Plans
- Zoning Ordinances and Codes
- Area Development Plans
- Park and Recreation Plans
- Hazard Mitigation Plans
- Tax Incremental Financing Plans
- Natural Resource Plans
- Sewer Service Plans
- Transportation Corridor Studies and Plans
- Pavement Management Surveys

In addition, the Commission has experience writing and administering:

- Public Facility Grants
- Economic Development Grants
- CDBG Planning Grants
- Housing Grants

Capability Statement

The Commission, a public and official area-wide planning agency for northeastern Wisconsin, has provided professional experience in community planning since 1972. Combined, Commission staff has over 50 years of planning experience.

1. Type of Project (check one): <input type="checkbox"/> Coastal Wetland Protection and Habitat Restoration <input type="checkbox"/> Nonpoint Source Pollution Control <input checked="" type="checkbox"/> Coastal Resources and Community Planning <input type="checkbox"/> Great Lakes Education <input type="checkbox"/> Public Access and Historic Preservation	
2. Project Title (max. 15 words): Town of Washington: Planning for the Island Community	
3. Organization applying: Town of Washington	5. Unique Entity Identifier: URYZK6KY6J56
4. Contact Person and Organization's Address: Hans Lux, Town Chairperson 910 Main Road - PO Box 220 Washington Island, WI 54246-0220 Phone: 920-847-2522 Email: chairman@washingtonisland-wi.gov	6. Primary County where project is located: Door
	7. Other Counties where project is located: N/A
	8. Congressional District #: 8
	9. State Senate District #: 1
10. State Assembly District #: 1	
11. Total Project Cost: \$ 19,000	
12. WCMP Share: \$ 9,500	14. WCMP Percent of Total Project Cost: 50%
13. Applicant Share: \$ 9,500	15. Applicant Percent of Total Project Cost: 50 %

16. Brief Summary of the Project (300 word maximum) Consider completing this portion of the application last, to summarize your proposal.

a. Project Description (1-2 paragraphs)

The Town of Washington is a unique island community in Door County that seeks to address numerous existing and emerging environmental and development concerns impacting this town surrounded by the waters of Lake Michigan/Green Bay. Fluctuating water levels, water quality, coastal hazards, resiliency, invasive species, mass tourism, and emerging housing and economic trends all have impacts on the town's population and visitors, valuable landscape, vital environmental assets, and overall quality of life on the island. Moreover, as an island township, common issues municipalities face are more difficult for Washington to address as supplies need to be transported by ferry boat and if need be, stockpiled.

Establishing efforts to remedy these concerns requires a planning effort detailing a long-term vision for the Town. To achieve this, the Town proposes to prepare four crucial elements of a comprehensive planning process. This project focuses on the Natural, Agricultural, and Cultural Resources; Housing and Economic Development; Land Use/Future Land Use; and Implementation planning elements. This effort will provide the Town with foundational elements to complete its first self-led municipal comprehensive plan. Updating these elements with coastal management practices in mind can help ensure the Town's comprehensive plan supports and protects important land uses and critical resources into the foreseeable future.

This project is essential in achieving the Town's future development/preservation strategies and ensuring consistency with various local planning studies. The development of the Town's long-range plan also sets the groundwork for addressing land use ordinances and regulations.

b. Project Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable) The project should have at least one task. If there are more than five tasks, please combine tasks if possible and/or provide additional detail in the Methodology section.

Task	Description
1. Report	The Town will develop its first self-directed comprehensive plan with assistance from the Bay-Lake Regional Planning Commission (BLRPC) that will create an effective and concise guidance tool containing important data and recommendations. The plan will be distributed to the Town Board and Plan Commission members. Digital versions of the plan will be distributed to Door County and the other required entities under Wis. Stats.
2. Public Participation Plan	Establish procedures that will foster public participation, which may include open houses, surveys, project webpage, etc.
3. E-Newsletter articles	Using electronic newsletters and social media (e.g., Facebook and Twitter) to provide updates on the Town planning process.

Example

Task	Description
1. Report	1. A final report containing the findings and recommendations of the project will be completed and distributed to participants and local decision-makers.
2. Public Outreach	2. The organization will host at least five public meetings.
3. Website	3. A website will include information about public meetings. Any plans and reports will be published on the website.
4.	4.
5.	5.

1. Background/context: Concisely state the problem or issue that this proposal addresses. Include important background information.

The island Town of Washington continues to thrive as a major tourist destination in Door County. The Town's wealth of natural and cultural resources brings in a considerably high number of tourists each year. Tourism is the Town's largest economic driver as well as one of the main sources of its natural resource degradation. The Town is looking to strike a balance between tourism and preservation of the natural resources, so that future generations can enjoy the same magnificent resources of the island.

As an island municipality, the Town faces several challenges to preserving and protecting its natural resources while promoting resilience against coastal and climate hazards. The Town of Washington includes six islands including Washington Island (Door County's only year-round island community), Plum Island, Detroit Island, Hog Island, Pilot Island, and Rock Island (a 900-acre island and Wisconsin's only State Park on an island). The Town contains significant Lake Michigan/Green Bay shorelines, the Niagara Escarpment, over ten natural areas and preserves including several of the islands that are a part of the Green Bay National Wildlife Refuge, and several properties that are a part of the Door County Land Trust. The Town has increasingly been impacted by coastal hazards such as a Lake Michigan/Green Bay water level fluctuation, ice heaves, and wave action, to name a few. To limit property damage and degradation of natural resources the Town has enforced both the shoreline and floodplain ordinance, and Door County's natural features ordinance. Growing issues/concerns such as invasive species, best management practices, economic trends (e.g., mass tourism, ecotourism, and geotourism) and housing needs and trends have all had increased impacts in the Town over many years.

This proposed WCMP project will develop several long-range planning elements of the Town's comprehensive plan (i.e., Natural, Agricultural, and Cultural Resources; Housing and Economic Development; Land Use/Future Land Use; and Implementation elements). These plan elements will help establish the foundation for implementing future strategies that balance the interests of tourism and visitation growth, with the

protection of coastal resources that draw visitors to the Town of Washington.

2. Project Description:

- a. Describe the project for which funding is requested. Describe how the project will address the issue(s) outlined in the Background/Context section, above. Do NOT include information about tasks that are not part of the funding request.
- b. Describe how this project is part of an integrated effort or approach.

a.

The Town of Washington's first self-led long-range planning effort will address the following components:

- Develop select comprehensive plan elements including:
 - Natural, Agricultural, and Cultural Resources
 - Housing and Economic Development
 - Land Use/Future Land Use
 - Implementation
- Create the Town's plan by considering additional topics/elements. Some topics to consider include, technology, energy, sustainability, health, etc.
- Establish public involvement as part of the plan development.
- Develop a user-friendly plan that is easily accessible to the public.
- Provide printed and/or digital versions of the Town's comprehensive plan to Door County and the other required entities under Wis. Stats. 66.1001(4)(b).

This project will include the following activities:

- Develop the Town's Public Participation Plan.
- Identify and highlight achievements/successful coastal and environmentally conscience projects.
- Develop E-Newsletter articles along with Facebook, Twitter, and other social media postings relating to the Town plan development.
- Develop up-to-date comprehensive plan elements that address present-day concerns and anticipated future issues.
- Facilitate up to five Town Plan Commission/Committee meetings.
- Facilitate an open house to present the Town's long-range plan elements to the public.
- Develop a plan that will be user friendly.
- The Town Plan Commission/Committee, with assistance from BLRPC, will present the long-range plan elements to the members of the Washington Town Board for review.

b.

While this grant project focuses on the Natural, Agricultural, and Cultural Resources; Housing and Economic Development; Land Use/Future Land Use; and Implementation plan elements, these components will assist in establishing the framework for the Town's comprehensive plan. The Town has

budgeted additional funds beyond this grant proposal to complete its first self-led Comprehensive Planning document. This planning effort will involve direct interaction with local officials, as well as Door County officials, and the public giving locals an opportunity to provide input during the planning process.

This project will also tie-in, and build upon, restoration and improvement projects in the Town's coastal areas including beach improvements and shoreline protection. The plan process will integrate relevant local and regional planning strategies detailed in the *Washington Comprehensive Outdoor Recreation Plan (2011)*, *Door County Comprehensive & Farmland Preservation Plan 2035*, the *Door County Invasive Species Strategic Plan*, and the *Regional Environmental Corridors GIS Database Update* developed by BLRPC.

The Town contains several significant natural areas, preserves, national wildlife refuges, and parks that are all owned and operated by several diverse organizations that include the Fish and Wildlife Service, the WDNR, Door County Land Trust, and Door County. This project will set goals and objectives that will assist these organizations in the management and enhancement of these natural resources while also considering future land uses and coastal assets adjacent to these natural resources.

3. Impact on Coastal Resources: Address all of the issues listed below as they relate to your project.

- a. Describe the coastal impacts of the project. How will the project address a coastal problem, need or priority?
- b. Describe the extent to which the project permanently addresses the problem or need. How will results of the project be sustained after the funding period ends? What will the long-term impacts of the project be?
- c. Describe how this project addresses priorities identified in local, state, regional, or national plans (such as remedial action plans, basin plans, Lakewide Area Management Plans, State of Wisconsin Hazard Mitigation Plan, county Land and Water Conservation Plans, et cetera), the priorities of the Conference of Great Lakes and St. Lawrence Governors and Premiers, or the Great Lakes Regional Collaboration Strategy.
- d. Describe the measurable results (give estimated benefits for all that apply) that you will be able to report. Use the suggested indicators listed below, or others that are appropriate to your project.

Type of Project	Suggested Indicators
Wetland Protection and Habitat Restoration	<ul style="list-style-type: none"> • Acres of habitat restored or protected
Nonpoint Source Pollution Control	<ul style="list-style-type: none"> • Reduction in tons of soil erosion/sedimentation
Great Lakes Education	<ul style="list-style-type: none"> • Number of people trained • Projected audience
Coastal Resources and Community Planning	<ul style="list-style-type: none"> • Number of municipalities included in a plan • Land area/coastline covered by the plan • Type of coastal resource (e.g., habitat) protected • Ordinances developed
Public Access and Historic Preservation	<ul style="list-style-type: none"> • Linear feet of coastline made accessible or acquired • Acres Acquired

- a. The Town of Washington seeks to establish strategies for managing long-term growth and progress and to protect its precious natural resources and coastal assets that make the Town so attractive to visitors. By developing several key planning elements, the Town wishes to establish future goals and objectives that will further enhance and protect natural areas, continue to attract numerous visitors, and promote favorable economic opportunities in the Town.

This project will develop several long-range planning elements for the Town of Washington and provide a valuable land use tool that will assist with addressing the changing environment, land use types, development patterns, etc. The project will provide the Town with the development of several crucial comprehensive planning components by gathering data for the Natural, Agricultural, and Cultural Resources; Housing and Economic Development; Land Use/Future Land Use; and Implementation elements, while establishing a framework for implementing strategies that balance growth and

development with coastal management and resource preservation.

The Town will focus its attention on a variety of evolving issues directly impacting the Town and its coastline such as fluctuating Lake Michigan/Green Bay water levels, coastal hazards, invasive species, resiliency, mass tourism, economic trends, water quality, and varied housing trends. To address more regional issues that could impact the Town during the proposed planning effort, the Town will work with the BLRPC and gather expertise and recommendations from Door County, WDNR, EPA, WisDOT, Wisconsin Coastal Management, Wisconsin Sea Grant, EDA, etc. that can be incorporated into the Town's plan. The Town intends to use its completed plan to implement projects that reduce the impact people have on natural resources, increase the island's resilience, plan for the island's capacity to manage tourists, and initiate a housing study.

- b. The creation of the Town's proposed long-range planning elements will serve as a local resource by detailing coastal issues, along with other land use, natural resource, agricultural, economic, and housing issues. The planning project will help maintain and improve community health and safety, aesthetics, and economic viability (tourism, clean parks and beaches, boating/kayaking, fishing, and other recreation) by establishing long-range planning strategies for potential impacts on the Town's numerous environmental resources and ensuring that the Town's open spaces, water quality, and shoreline integrity are properly managed. Through cooperative efforts with Town representatives and stakeholders, as well as expertise from various organizations and agencies (e.g., WDNR, WCMP, Door County Economic Development Corp, etc.), the Town can be confident that the planning elements will more than adequately address its long-term vision.
- c. The Town's long-range planning effort can also help meet objectives and recommendations identified in the following plans/projects:
- *Town of Washington Comprehensive Outdoor Recreation Plan, 2011.*
 - *Door County Comprehensive & Farmland Preservation Plan 2035, Town of Washington Future Land Use Map.*
 - *Wisconsin Coastal Management Needs and Assessment Strategy 2021-2025 (WCMP).* The planning project will address WCMP's priority need for "decision support tools" to help communities make "informed decisions when developing and implementing land use plans".
 - *Upper Green Bay Basin Integrated Management Plan (WDNR, 2001)* addresses planning concerns including the lack of planning and mechanisms to guide implementation as "a present and future threat to the natural resources of the region."
 - *The State of the Lakeshore Basin (WDNR, 2001)* identified the "need for better land-use planning" as one of the top ten issues impacting natural resources within the basin.
 - *Wisconsin Coastal Management's Collaborative Action for Lake Michigan Coastal Resilience (CALM)* project will assist agencies and communities in developing and revising coastal hazard policies through outreach and data development and management.
 - *The Great Lakes and St. Lawrence Cities Initiative* aims at building capacity among Great Lakes cities to strengthen coastal resilience and respond to challenges and threats to critical infrastructure and assets along their shorelines.
 - *Door County Hazard Mitigation Plan.*

- *Door County Invasive Species Strategic Plan.*
- *Door County Land and Water Resource Management Plan.*

d. The measurable results for this project include:

- Number of municipalities included in a plan: The Town of Washington is the sole municipality for this planning project.
- Population affected by the plan: The 2020 Decennial Census for the Town of Washington is 777 persons. In addition, nearly 70 percent of the housing in the Town is used as seasonal/vacation homes, therefore a larger population base is affected by this plan project. Additionally, visitors are drawn to the Town's recreational opportunities, beaches, and scenery making the plan's future land use recommendations very impactful on the significant number of visitors to the Town.
- Land area covered by the plan: The project area encompasses approximately 30 square miles.
- Type of coastal resource protected: There is 55 miles of Lake Michigan/Green Bay coastline surrounding the six islands that make up the Town of Washington. Features around the islands include Jackson Harbor, Washington Harbor, West Harbor, Detroit Harbor, Pedersen's Bay, and Figenschau Bay.
Little Lake, smaller inland ponds, creeks, wetlands, multiple beaches, parks and public boat ramps, three State Natural Areas, the Niagara Escarpment, along with numerous public lands, would also be protected through this planning project.
- Ordinances developed: The project will develop long-range planning components for the Town. This project will likely foster updates to other local plans and ordinances (e.g., waterfront plans, outdoor recreation plans, etc.) and possibly several Door County regulations such as shoreland/floodplain ordinances, general zoning, land division, etc. The ordinances will aid with local decision making and further protect natural resources and the quality of life for citizens and visitors now and into the future.

4. Methodology and Timetable

- a. Provide a timeline (list, table, or chart) with grant and match-funded tasks and major milestones.
Your timeline may begin no earlier than July 1 (this includes activities that are to be counted as match funding).
- b. Provide a list of tasks or deliverables. Describe how you will develop the work products and/or achieve tasks. "Measurable results" from Section 3d should be incorporated into this section.
- c. Describe how the project will encourage public participation and how the final product(s) will be distributed (as appropriate). If the project requires public participation (by state or other regulations), does the project exceed minimum standards?
- d. For Public Access projects, please describe how the project incorporates planning for changing lake levels.

- a. The project would begin on July 1, 2023, and would be completed by the end of June 2024. The Town of Washington's long-range planning elements will be created utilizing the following task and milestones timeline that will engage the public and stakeholders at each step.

Major Milestones	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Public Participation Plan Review/Initiate Project/Comp Plan Review	█	█										
Nominal Group and/or Survey	█	█	█	█	█							
Intergovernmental Cooperation	█	█	█	█	█	█	█	█	█	█	█	█
Development of Natural, Agricultural, and Cultural Resources and Land Use Elements		█	█	█	█	█	█	█	█	█		
Development of Housing and Economic Elements		█	█	█	█	█	█	█				
Development of Future Land Use and Implementation Elements		█	█	█	█	█	█	█	█			
Development of Report		█	█	█	█	█	█	█	█	█	█	
Town Plan Commission or Planning Committee Review	█	█	█	█	█	█	█	█	█	█	█	
Open House										█		
Review by Washington Town Board											█	█
Document Production/Complete Project											█	█

b. Tasks/Work Products:

The project will cover the Town's affected population/visitors, approximately 30 square miles of land, and roughly 55 miles of Lake Michigan/Green Bay coastline. The following are tasks that will be utilized to best gather public feedback, conduct a thorough inventory of existing conditions, and establish strategies that provides the Town with a guidance tool for its various land uses and coastal assets for years to come.

- To increase public participation, develop a survey, such as an interactive ESRI survey, to which anyone can contribute input for the Town's planning project online; conduct a nominal group meeting; or perform some other community engagement event.
- Develop the following elements of the Town's long-range plan per Wis. Stats. including any related resource inventories and strategies. These elements would be developed during this process.
 - Natural, Agricultural, and Cultural Resources
 - Housing and Economic Development
 - Land Use/Future Land Use
 - Implementation
- Develop the Town's planning components by considering additional topics/elements. Some topics to consider include technology, energy, sustainability, health, etc.
- Development of public information and outreach materials.
- Development of a formatted plan that will be user friendly, while meeting the requirements of Wis. Stats.
- Facilitation of up to five Plan Commission/Committee meetings and one community Open House.

Deliverables:

- Development of a Public Participation Plan during the initial phase of the Town's planning effort.
 - E-Newsletter article(s) along with Facebook and Twitter postings relating to the Town's planning process.
 - A user-friendly plan format for the Town's long-range plan elements.
 - Digital versions of the Town of Washington comprehensive plan elements to Door County and the other required entities under Wis. Stats.
- c. Because a planning project is most effective with public participation and cooperative efforts, the Town will create a Public Participation Plan to ensure there are effective public involvement opportunities. This project will also involve interaction between the Town of Washington Town Board, Town Plan Commission/Committee, various stakeholders including year-round and seasonal residents, Washington School District, Washington Island Chamber of Commerce, etc. In addition, BLRPC, various Door County departments, the WDNR, and other environmental stakeholders will be involved given the island Town's natural environment that consists of town, county, and state recreation areas, the Niagara Escarpment, and extensive Lake Michigan/Green Bay shoreline. Town planning meetings will be open to the public, and an open house will be held to give property owners an opportunity to review and comment on the long-range plan. The Town will work to provide updates through social media including E-Newsletter articles, Facebook and Twitter posts, and maintain its website to inform the public about the Town planning project progress and upcoming meetings.

While the Town will receive a printed document for its Town Board and Plan Commission members, additional final plan documents may be distributed to surrounding municipalities and Door County. A digital copy of the Town's plan will also be distributed to Door County and the other required entities under Wis. Stats. The final product will be made available for digital download on the BLRPC website.

- d. N/A

5. Project Budget

- a. Provide a breakdown of the proposed project budget using **Table 1**. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.
- b. Provide the rate and list items included in Fringe Benefits.
- c. Contractual costs must be itemized (if known) using **Table 2**. Applicant may also provide further budget details using additional categories/sub-categories in the **Table 3** or in another format, if necessary.
- d. Each table must show proposed *total* cost in each category rounded to the nearest dollar.

Table 1: Budget (Required)

Activity (do not change categories)	WCMP Request	Match	Total
Personnel (<i>Environmental Planner/GIS Coordinator</i>)	\$4,773	\$3,820	\$8,593
Fringe Benefits (<i>58.9%, includes health, dental, life, and disability insurance; paid holidays, vacation, sick leave, and two personal days</i>)	\$2,812	\$2,249	\$5,061
Equipment	0	0	0
Travel	\$340	\$340	\$680
Supplies	\$150	\$150	\$300
Contractual (complete Table 2)	0	0	0
Construction (<i>provide name of company consultant, if known</i>)	0	0	0
Other	0	0	0
Indirect Charges (<i>requested indirect should not exceed 15% of total requested amount</i>)	\$1,425	\$2,941	\$4,366
Totals	\$9,500	\$9,500	\$19,000

Table 2: Contractual (Required if there is "Contractual" funding in Table 1) **NA**

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel	\$	\$	\$
Fringe Benefits (<i>provide rate and included benefits</i>)			
Equipment			
Travel			
Supplies			
Contractual			
Construction			
Other			
Indirect Charges (<i>requested indirect should not exceed 15% of total requested amount</i>)			
Totals			

Table 3: Additional budget items (optional) **NA**

Activity	WCMP Request	Match	Total
	\$	\$	\$
Totals			

Additional Budget details, if applicable. Please include names of personnel, fringe rate and benefits, consultant name(s), etc.

Personnel names	
Fringe rate(s) and included benefits	
Consultant name(s)	
Indirect rate	
Travel details	
Supplies/equipment details	
Other details	

6. Match Budget Description and Leveraged Funds

- a. Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed. Are all funding and activities counted as match in direct support of the project?
- b. Describe efforts to fully explore other grant funding sources, to establish the project's need for WCMP funding.
- c. Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- d. Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

a. A \$9,500 non-federal match has been committed for the proposed project (50 percent of the total project cost) by the Town of Washington. All matching funds and activities are in direct support of the project.

b. Other sources of funding that could support the Town's long range planning efforts include the BLRPC's Regional Transportation Work Program, which is funded through Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT). The BLRPC's transportation program would partially assist with development of the 'Land Use/Future Land Use' element of the project. Also, the project's 'Economic Development/Housing' element would be partially created through BLRPC's Economic Development Administration (EDA) funding.

c. No additional funding has been leveraged. The Town of Washington has committed the matching funds for the project.

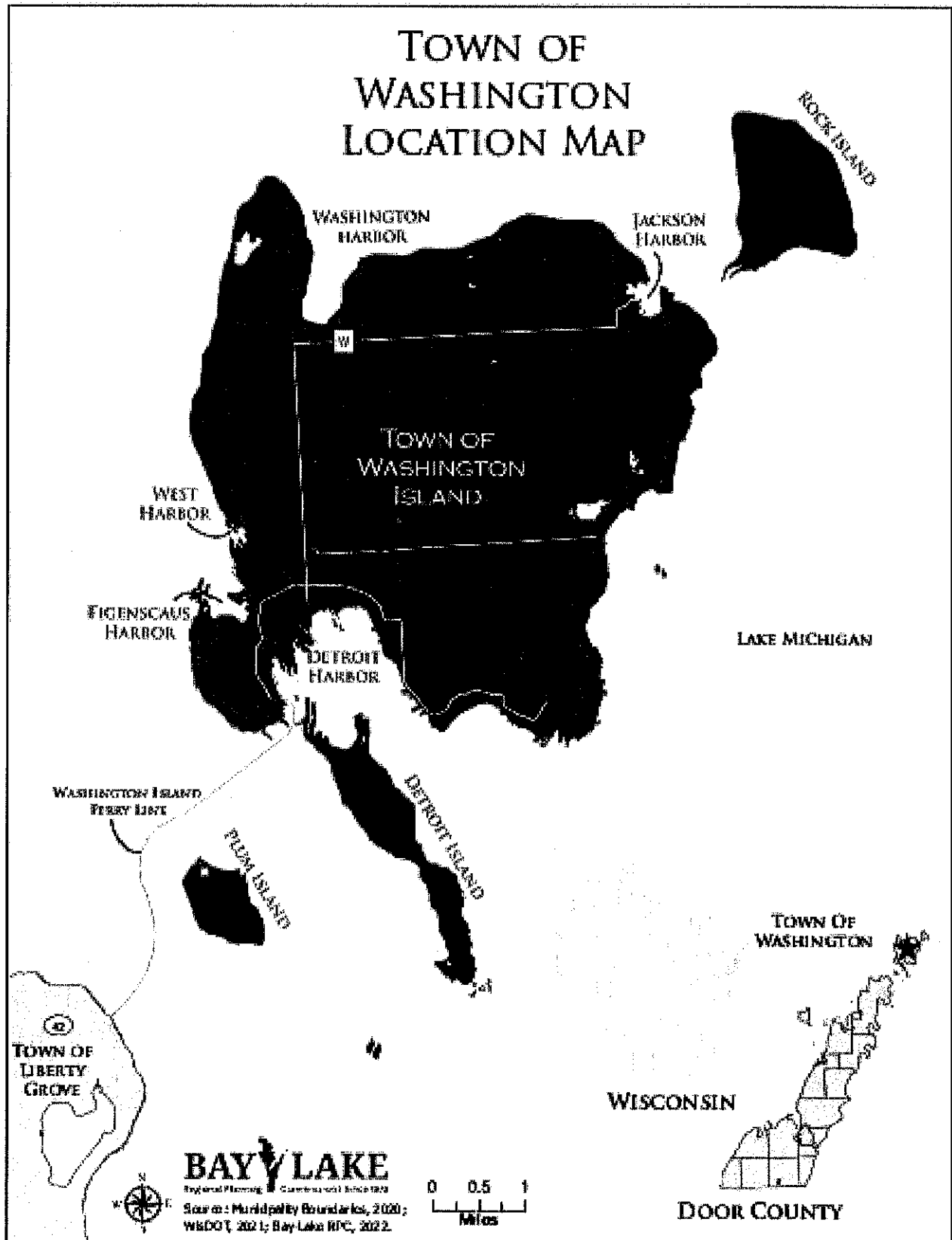
d. N/A

7. Bonus objectives. Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles and contributions).
- b. Develop exceptional marketing, outreach, or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

a. The Town will continue to build upon its partnership alliances with the public, community service providers (e.g., fire and police protection), the Washington School District, etc., as the BLRPC assists the Town with the development of the Town's long-range planning effort. Partnership alliances will be further built upon with local officials of surrounding communities, various Door County departments, Door County Economic Development Corporation, Destination Door County, Wisconsin Department of Natural Resources, Wisconsin Coastal Management, recreation/tourism, and agricultural stakeholders, by working with them to develop the plan project. Additional partnerships during the project may include Door County Land Trust, Greater Escarpment Organization of Door County (GEO-DC), Door County Invasive Species Team, the Nature Conservancy, and possible others.

- b. This project will entail several informational meetings with the Town's Plan Commission/Committee, as well as a survey and an open house to allow for public input. The Town, with assistance from BLRPC, will provide E-Newsletter articles, Facebook and Twitter posts, and maintain its website to inform local government entities and the public about the Town planning project and upcoming meetings. Additionally, outcomes of the project will not only include implementation strategies that will guide the Town with its development/preservation over a 20-year planning period, but also serve as a promotional tool identifying the Town's vision for the future.
- c. This project will provide local officials with recommendations to protect and preserve the Town of Washington coastal areas through a variety of planning goals, objectives, and recommended actions, including fostering additional local ordinances and other land use regulations that protect community character and the overall quality of life on the island.
- d. Every effort will be made to ensure that our outreach efforts, especially participation at the public informational meetings, reaches a diverse audience, including underrepresented communities. Information about the project and meetings will be provided on social media, postings at the Washington Town Office, and through partnerships/stakeholders.





October 26, 2022

Hans Lux
Town Chairperson
Town of Washington
910 Main Road
PO Box 220
Washington Island, WI 54246-0220

Re: Letter of support for the Town of Washington's FY 2023-24 WCMP Grant Application –
Town of Washington: Planning for the Island Community.

Dear Mr. Lux:

Please accept this letter in support of the Town of Washington's application to the Wisconsin Coastal Management Program for FY 2023-24 grant assistance to fund the town's long-range planning project.

Bay-Lake Regional Planning Commission supports the efforts of the Town of Washington to update various key elements of its long-range land use plan. This update will help to effectively strategize for key issues such as changing Lake Michigan/Green Bay water levels, groundwater quality and quantity, karst topography, coastal hazards and resiliency, invasive species, housing trends, and economic factors. It will aid the town in planning for its changing landscape while identifying and addressing local and regional opportunities, trends, and needs.

The Bay-Lake Regional Planning Commission stands ready to provide assistance during Washington's planning effort.

Sincerely,

A handwritten signature in cursive script that reads "Cindy J. Wojtczak".

Cindy Wojtczak
Executive Director
Bay-Lake Regional Planning Commission

Memorandum of Understanding
(Town of Washington, Door County, WI Pavement Management Survey)

This Memorandum of Understanding entered into this _____ day of _____ 2023, by and between the Town of Washington, Door County, WI (herein referred to as "Town") and the Bay-Lake Regional Planning Commission (herein referred to as "Commission") for the purpose of evaluating and conducting the Town's 2023 road pavement ratings through PASER and WISLR.

WHEREAS, every two years, municipalities and counties are required to submit pavement ratings to the Wisconsin Department of Transportation (WisDOT) that represent the physical condition of roadways under their jurisdiction; and

WHEREAS, the Town and Commission desire to enter into an agreement in which the Commission will work to complete the Town's pavement ratings; and

WHEREAS, the Town and Commission would like to enter into a Memorandum of Understanding between themselves, setting out the working arrangements that each of the partners agree are necessary to complete the pavement ratings.

Obligations of the Partners

The Town and Commission acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsible leadership of completing the Town's pavement ratings and demonstrate commitment to the effort by means of the following individual services.

Cooperation

The functions of the pavement ratings, shall include, but are not limited to:

- Services rendered by the Town include:
Provide in-kind Town staff time and feedback with respect to the road pavement ratings review.
- Services rendered by the Commission include:
The Commission will provide consultant services and conduct an on-site evaluation of the roadways under jurisdiction of the Town and rate the conditions, provide draft pavement ratings for review by the Town, and submit final road condition ratings to WisDOT following Town approval.

Resources

The Town and Commission will fulfill their individual contributions at the start of the road pavement survey process.

- The Town has supplied all such data and assistance reasonably available upon the request of the Commission.
- The financial obligation by the Town for this pavement rating project **shall not exceed \$1,100.**
- The Commission agrees to conduct an on-site evaluation of the Town's roadways using the PASER rating system, developed by the UW-TIC, provide draft pavement ratings for review by the Town and submit final road condition ratings to WisDOT through the WISLR software program prior to December 15, 2023.

Equal Opportunity Compliance.

- a) In accordance with s. 16.765, Wis. Stats., the Commission agrees to the provisions below:

In connection with the performance of work under this agreement, the Commission agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation, or national origin.

This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Commission further agrees to take affirmative action to ensure equal employment opportunities. The Commission agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Town setting forth the provisions of the nondiscrimination clause.

- b) The Commission shall provide a copy of its Affirmative Action Plan to the Town, if requested.
- c) Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- d) Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Town of Washington, Door County, Wisconsin

Hans Lux, Town Chairperson

Alexandria McDonald, Town Clerk/Treasurer

Bay-Lake Regional Planning Commission

Brandon Robinson, Executive Director



Town of Washington Office <townoffice@washingtonisland-wi.gov>

Inter Government Agreement

Sue Cornell <sue.cornell@island.k12.wi.us>

Thu, May 25, 2023 at 8:38 AM

To: Valerie Carpenter <townoffice1@washingtonisland-wi.gov>

Cc: Richard Tobey <chairman@washingtonisland-wi.gov>

Hello Alex,

At our board meeting on Monday, May 22, 2023, the board voted to cancel the inter-government agreement that the district had with the Town of Washington for our drainage project. I am asking if the town would also be willing to cancel the agreement at their next meeting. The board went with a bid that would do the whole project which also included the gravel. We appreciate the Town willing to work with us and do hope to do some more projects in the future. Thank you if you have any questions, please let me know.

--

Sue Cornell
Administrator of Business Services
Washington Island School
920-847-2508

This email, and any document attached hereby, may contain confidential and/or privileged information. If you are not the intended recipient (or have received this email in error) please notify the sender immediately and destroy this email. Any unauthorized, direct or indirect, copying, disclosure, distribution or other use of the material or parts thereof is strictly forbidden.

chairman@washingtontsland-wi.gov

From: Karen Yancey <kyancey@genevalakeconservancy.org>
Sent: Thursday, June 1, 2023 7:20 PM
To: chairman@washingtontsland-wi.gov
Subject: Re: Long range plan

Hi Hans: Good to hear from you. I will make sure that someone from the Observer covers the long range plan. Great news and initiative on the part of the Town Board!

On Nordheim, we have another chance at the grant. If I revisit the old contract and have the attorney update it, I can give it to Kate to work with her brother and neither of us will have to get directly involved. Mike Friis was impressed with the fact that we received the Knowles Nelson grant and I think the only reason we did not get the \$1 million dollar grant was because we did not have a signed contract. I think it is worth a second try and the family must be getting anxious by now. Perhaps bring up at the board meeting and set a condition that Kate will be our liaison. It would be an amazing new park and beach for the island and there is another much easier grant to get to develop the park through the Fund for Lake Michigan.

Thank you for all you continue to do for the island. Karen

Sent from my iPhone

On May 31, 2023, at 2:56 PM, chairman@washingtontsland-wi.gov wrote:

Hello Karen,

Sorry for the late response but I have been traveling quite a bit lately and have just returned from a stay in Arizona.

The town board has agreed to hire Bay Lake Planning to create a comprehensive community plan over the course of the next year. The final contract will be voted upon at the June meeting. Their work begins July 1st and they will have the project completed by June 30th, 2024. A survey, (I believe several actually) will be completed by everyone who wants to electronically over the course of their planning. Numerous groups, especially WIZAP, will be very involved in the process. We did obtain a grant to offset \$9500 of the cost, so that helps as well.

As to Nord Heim, I believe that plan is dead in the water, and I am sorry for how it worked out with all the effort you put into it. It was very difficult dealing with Dan, and he really is the one who made the decision of the board very easy. I do not know just how that will turn out, but I see it staying in that shape for a long time to come.

Hans

From: Karen Yancey <kyancey@genevalakeconservancy.org>
Sent: Monday, May 22, 2023 5:29 PM
To: Hans Lux <chairman@washingtontsland-wi.gov>
Subject: Long range plan

chairman@washingtonisland-wi.gov

From: Larry Kahlscheuer <lkahlscheuer@washingtonisland-wi.gov>
Sent: Tuesday, May 30, 2023 9:20 AM
To: Town of Washington Office; Hans Lux
Subject: Lake access points
Attachments: LAKE ACCESSES.pdf

At the last meeting of Zoning and Planning there was discussion about the lake access points around the Island. They further pointed out that 12 December 2008 the town board at that time voted to mark these access points. Their concern is that there seems to have been little or no action taken by succeeding boards.

My suggestion is that we take up this issue, hire a surveyor, probably inform our attorney and move forward to reclaim these points. This issue will cause some strong opposition but these points cannot and should not be allowed to be absorbed by neighboring land owners. After the boundaries have been determined a quick followup to stake with signage informing all where the access points are.....

I would like to have this matter placed on the June agenda. Attached are minutes from the zoning meeting of 27 January 2009 meeting.

Larry

**WASHINGTON ISLAND ZONING & PLANNING
COMMITTEE MEETING
Tuesday, January 27, 2009**

CALL TO ORDER: The meeting was called to order at 7 PM by chairman Mary Lee Benson.

MEMBERS PRESENT: Mary Lee Benson, Kirby Foss, Doug Huffman, Mike Kickbush, Chari Rutledge. **ABSENT:** Bill Norris, Ron Overdahl.

OTHERS PRESENT: Jim Goodwin, Dewey & Mildred Jacobsen, Barry McNulty, Jerry Rupiper

APPROVAL OF MINUTES: The minutes of the November 25, 2008 minutes were approved as read.

COMMUNICATIONS RECEIVED: Letters from Jim Young and Jim Smith were received but not read or discussed. Committee members were given the letters to read before the meeting. Motion by Doug, 2nd by Mike that the correspondence be accepted as received. Motion passed unanimously.

ACTION ITEMS: Town Access Lanes. The Town Board, at their December 12, 2008 meeting, voted to mark the access lanes to the water which they knew were town property. The board has asked us to go through the list we have of access lanes to see which ones are valid. The committee went through the list which was divided into categories based on how easy the accesses were to identify. A discussion, which included Dewey Jacobsen, verified the first fifteen on the list. The Tom Cook listed in number 15 is deceased. Item number 4 is on Lake View Road, not Michigan Road. These fifteen are probably the easiest to prove. Land that was donated to the town should have deeds on file somewhere. The road ends that go to the water ("gaps") are town property.

Numbers 16 through 19 will be harder to prove. Number 17 will definitely require a title search. Number 18 was not known to anyone. It could be between Jim Morris and Bill or Chuck Olson. These are probably not worth pursuing unless they are surveyed.

Numbers 20 through 22 are "lost" lanes.

The end of Old Camp Road is also an access not on the list. It should be listed with the first fifteen. Mary Lee will add it to the list and renumber the list accordingly. There is also an east side access off of Sunrise Road, near Michael O'Hara's, that is marked on the map but not on our list.

Mary Lee will give the list back to the town with our comments. It will be up to the Town Board to decide which and how many accesses should be opened and marked.

MOTION: Doug Huffman moved that we send the revised Access Lane report to the Town Board. Second by Mike Kickbush. Passed unanimously.

**TOWN OF WASHINGTON
TOWN BOARD MEETING
MINUTES**

January 14, 2009 Wednesday
7:00 p.m.
Rutledge Room at the Community Center

- A. ROLL CALL:** Present by Roll Call Vote was Chairman Timothy Jessen and Supervisors Ron Overdahl, Liz Holmes, Randy Sorensen and Doug Huffman. All Present.
- B. PLEDGE OF ALLEGIANCE**
- C. PUBLIC COMMENTS** – No public comments for agenda items were submitted.
- D. APPROVAL OF MINUTES:** Sorensen motioned, Holmes seconded to approve the following minutes: Town Board Meeting December 10, 2008; Special Town Board Meeting December 29, 2008 and Utility District Board Meeting December 10, 2008. Motion carried.
- E. APPROVAL OF BILLS** (Including all Town Committee Bills). Huffman motioned, Holmes seconded to approve the bills except for the Red Barn Bill for \$918.00 to McDonald Builders. A further explanation will be obtained by Jessen. Motion carried.
- F. DEPARTMENT ACTIVITY REPORTS:** Sorensen made a motion, seconded by Huffman to accept the following Activity Reports. Motion carried.
1. Public Works
 2. Police
 3. Rescue Squad
 4. Fire Dept.
 5. Landfill
 6. Airport
 7. Financial
- G. COMMUNICATIONS:** Holmes made a motion, seconded by Huffman to approve the following communications. Motion carried. Holmes addressed the communication from Sharon Koyen re; Excess Speeds of off Road Vehicles. Jessen will contact the Police Department.
1. Building Permits
 2. Excess Speeds of Off Road Vehicles on Roads
 3. December 2008 Community Van Report
 4. Resignation letter from Hoyt Purinton from the Washington Island Economic Development Advisory Committee
 5. 2009 IRS Mileage Rates
 6. Washington Island Historical Archives Committee Meeting Minutes
- H. OLD BUSINESS**
1. WIZAP – Modification of Washington Island overlay to 4.08(8) of the Door County Zoning Ordinance, October 28, 2008. Discussion – Motion made by Huffman, seconded by Sorensen to not modify the stated Ordinance. Motion carried.
 2. Approval of lease for Ballpark Property for \$2,500.00. – Discussion/Informational with Leasers / Lessees being directed to address leases in a timely fashion.
 3. Washington Island Chamber of Commerce 2009 payment – Motion made by Holmes, seconded by Overdahl to approve the 2009 payment to the Chamber. Motion carried.

I. NEW BUSINESS

1. Providing Public Access to Water Using Designated Lanes – Motion made by Sorensen, seconded by Huffman to provide and mark public access to those properties that are on the Plat map and have known title. Motion carried. Jessen stated it would cost too much to have each access point surveyed and documented. Jessen felt that the Town should mark the known lanes for public use. Jessen stated he would contact Greg Jensen.
2. Cost of providing information Kiosk name-boards for various businesses around the Island – Motion made by Holmes, seconded by Huffman to have the businesses provide their own signs. Business owners can have anyone create the sign as long as it matches existing signs.
3. Wisconsin Retirement 2009 Loan Payoff – Motion made by Holmes, seconded by Overdahl to pay \$40,000 towards the principal and instructed the Clerk to start the loan application process with the Board of Commissioners of Public Lands for the remaining \$79,200. Motion carried unanimously.

J. BOARD MEMBER COMMENTS: Overdahl requested to schedule a closed session to discuss evaluation of land offers to the Town. Jessen stated that a closed session could be scheduled for February.

Overdahl stated he contacted Tony Peterson to attend the Utility District Meeting to discuss options and new developments for the FAST systems.

Overdahl stated there was a Phragmite Grant session in Madison in January for underwriting grants to address beaches.

K. PUBLIC COMMENTS, ITEMS NOT ON AGENDA – No public comments were offered.

L. Closed Session – Motion made by Huffman, seconded by Holmes to go in closed session as authorized under Section 19.85(1) (c) of State of Wisconsin Statutes for the purpose of considering employment, compensation and performance of public employees. Motion carried with roll call vote showing all Board members present at 8:03p.m.

M. Return to Open Session – Motion made by Huffman, seconded by Holmes to return to open session at 8:45p.m. Roll call vote shows all Board members present.

N. Action Taken based on Closed Session- Motion made by Jessen, seconded by Holmes to change the Town Employee Manual to reflect compensation time taken by hourly employees will be compensated at time and one-half according to state law and the department supervisor will account for those hours. Motion carried.

O. UPCOMING MEETINGS – Regular Town Board Meeting February 11, 2009; Utility District Board Meeting February 11, 2009.

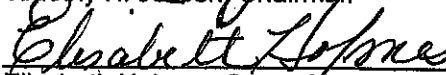
P. ADJOURNMENT – Motion made by Sorensen, seconded by Holmes to adjourn the meeting. Motion carried at 8:50p.m.

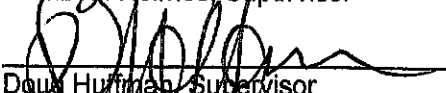

Valerie Carpenter, Clerk


Ronald Overdahl, Supervisor


Randal Sorensen, Supervisor


Timothy H. Jessen, Chairman


Elizabeth Holmes, Supervisor


Doug Huffman, Supervisor

chairman@washingtonisland-wi.gov

From: tcooke@fast-fwd.net
Sent: Monday, June 5, 2023 4:25 PM
To: chairman@washingtonisland-wi.gov
Subject: South Shore Dr speeding

Hans;

Currently, there is a 25 mph speed zone on Rangeline as you enter Jensenville to just past the shipyard. I'm wondering whether the town or county would consider extending the 25 mph speed limit to the sand dunes beach parking area?

There r several reason I think this should be an appropriate change:

1. When southbound cars pass the shipyard and Rangeline turns in South Shore they typically speed up to 40 mph or more and then encounter a hairpin turn to the east just past our house (1423). We hear the braking and tire squealing often late into the night.
2. When the County resurfaced the road last year they really screwed up the elevation of the road surface as compared to the prior road. As an example of the severe changes in elevation, I had to raise my mailbox 12" so the mailman could access it from his vehicle. The elevation change also had a detrimental effect on the gravel shoulders. They are very narrow and graded so that you cannot walk on them as a pedestrian. Even our dog has a difficult time walking on them. Therefore, we and everyone else who walks that road runs up against cars - sometimes late at night - that are going very fast and presenting a safety issue. I believe if the speed limit were less, it would mitigate some of the risk pedestrians take when walking on South Shore Dr.

I would appreciate it if you and the board could either take action or recommend a speed limit change to the County before someone is seriously injured.

Thank you,

Tom and Wendy Cooke
(314) 378-7800

To: Hans Lux, chairman Town of Washington

May 24, 2023

From: Caroline Reiter, chairperson Island Fair, Washington Island Lions Club

The Washington Island Lions Club is requesting the use of the grass field in front of the school, Community Center gym and Rutledge Room to hold the annual Island Fair and flea market on Saturday August 12th from 12:00PM-4:00PM. The tent set up on the field is to be completed on Tuesday, August 8th. The table set up in the gym and Rutledge Room for the fair exhibits and flea market is to be completed on Friday, August 11th. The tent will be removed from the school grounds no later than Wednesday, August 16th. The town will advise if any of these dates conflict with other scheduled events.

Thank you,

A handwritten signature in black ink, appearing to read 'CR', is positioned above the printed name.

Caroline Reiter



Town of Washington Office <townoffice@washingtonisland-wi.gov>

Email Address for Committees

1 message

Town of Washington Office <townoffice@washingtonisland-wi.gov>

Wed, May 31, 2023 at 11:00 AM

To: Hans Lux <chairman@washingtonisland-wi.gov>

Cc: Michael Kickbush <mkickbush@hotmail.com>

Hans,

I recently spoke with Mike Kickbush, secretary for WIZAP, and he has requested an email from the town ending with @washingtonisland-wi.gov for him to use to archive WIZAP committee communications and work. Currently, only board members and town employees have these emails. Each additional email will cost \$5 a month. I believe the town needs to have a policy for how to distribute these emails if extended to committee members. The town has 8 committees, if we allocate 2 per committee that's a cost of \$960/year. The email accounts could be restricted to the committee chair and secretary.

I'd like to add the possibility of allocating an email address, or two, for each committee to the June agenda for discussion and possible action by the board.

Sincerely,
Alexandria McDonald
Town Clerk/Treasurer

Town of Washington, Door County
(920) 847-2522
910 Main Road
P.O. Box 220
Washington Island, WI 54246
Population Estimate 783

Paul Wehr

1849 Airport Rd
Washington Island, WI
(734) 905-3600
sf_wiwi@paulwehr.com
Piper Seneca III - N77KP

07 June 2023

Town of Washington Board

c/o Town Office
910 Main Rd
Washington Island WI, 54246


Members of the board,

Please consider this my application to the Washington Island Airport Advisory Committee.

I have been a seasonal resident of the island for 9 years, and have used the airport extensively for nearly 20 years. I have also attended several of the Airport Advisory Committee meetings in an unofficial capacity.

With respect to the current issues with the Airport Plan, I see an opportunity to identify, enumerate, and address both the concerns expressed by some residents as well as the extent of the vision and plan of others to arrive at a consensus that best serves the largest number of residents in our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Wehr', with a long horizontal flourish extending to the right.

Paul Wehr

STATE OF WISCONSIN

Town of Washington

Door County

Washington Island Airport Advisory Committee

Applicant Questionnaire

1. What is your opinion of the value of an airport on Washington Island?

The airport is critical transportation infrastructure. There are only two ways on or off the island: Air and sea. While there are many boat ramps and docks around the island, there is only one airport. The airport's primary value is in its offering island residents a highly time-efficient and schedule-flexible alternative to water travel.

2. What particular personal experience of yours would bring added value to the committee?

Licensed pilot, aircraft owner, Washington Island airport user, property owner and taxpayer. Also an information systems professional, which may have some utility in improving communication between the committee and the community.

3. Have you ever served on a committee or board in any capacity that required your contribution of time and working with others to perceive and solve problems?

I was president of my condominium association board, and also run my own information systems consulting business.

4. Do you have any familiarity with aeronautical terms and acronyms?

Yes, to the extent expected of a 2400+ hour private, instrument and multi-engine pilot with 30+ years experience.

5. Why do you wish to serve on the Airport Advisory Committee?

I'd like to be an active participant in supporting the island community. This is the area where it seems I could provide some specific utility.

STATE OF WISCONSIN
Town of Washington
Door County

APPLICANT Philip VanReeth
1025 MAIN Rd.
WASHINGTON ISLAND
847-702-6333

Washington Island Airport Advisory Committee

Applicant Questionnaire

1. What is your opinion of the value of an airport on Washington Island?

AIRPORTS ARE AN IMPORTANT PART OF OUR NATIONAL TRANSPORTATION SYSTEM. SINCE THERE ARE NO ROADS TO THE ISLAND, THE AIRPORT OFFERS AN ALTERNATE MODE OF ACCESS TO THE ISLAND.

2. What particular personal experience of yours would bring added value to the committee?

MY FAMILY HAS BEEN VISITING THE ISLAND SINCE 1969, I HAVE BEEN USING THE AIRPORT SINCE OBTAINING MY PILOTS LICENCE IN 1982, I AM FAMILIAR WITH ISLAND CULTURE, I AM FAMILIAR WITH THE BENEFITS THE AIRPORT BRINGS TO THE ISLAND AND ALSO THE BALANCE THAT NEEDS TO BE MAINTAINED

3. Have you ever served on a committee or board in any capacity that required your contribution of time and working with others to perceive and solve problems?

YES.

MEMBER OF THE LANNINGS AIRPORT CONDOMINIUM (CONDOMINIUM) HANGARS OWNERS ASSOCIATION BOARD. SERVED ON THE BOARD FOR 4 YRS AND 18 MONTHS AS TREASURER, (MUNTLEY, ILLINOIS)

4. Do you have any familiarity with aeronautical terms and acronyms?

YES PILOT FOR 42 YRS, AIRLINE PILOT, EXTENSIVE AERONAUTICAL TRAINING.

5. Why do you wish to serve on the Airport Advisory Committee?

MY WIFE IS A FULLTIME SUMMER RESIDENT. I AM A PART TIME SUMMER RESIDENT. WE PLAN TO RETIRE TO THE ISLAND FULLTIME WITHIN SEVERAL YEARS. MY MANY YEARS OF AVIATION EXPERIENCE, HAVING SERVED ON OTHER AIRPORT BOARDS, AND MY PASSION FOR THE ISLAND, WILL BRING ~~WELL ROUNDED~~ WELL ROUNDED KNOWLEDGE AND EXPERIENCE TO THE COMMITTEE!

Washington Island Town Board
Hans Lux, Chairman

June 5th 2023

We, The Friends of Washington Island Airport, A 501c3 charitable corporation propose an offer to the Town of Washington; We herein offer to cut or trim and remove, the offending trees to the south of runway 02 and the north of runway20. We recognize these trees present a clear and present danger to arriving and departing aircraft. This will be done at our expense at no cost to the town. We only ask that the Town notify the affected property owners of the pending action and distinctly mark the trees for removal.

Signed,
Phil Martini
Mike Berger
Martin Anderson
Ed Graf
Paul Wehr

TOWN OF WASHINGTON

DRIVEWAY/ROAD PERMIT

For access to town highway

Permit Number: _____

Issued to: KEN BORDEAU Parcel Number: 028-01-02332 931 ER

Address: 1061 OLD WEST HARBOR Date Property Last Surveyed: 2016

Road(s) driveway will adjoin: OLD WEST HARBOR ROAD

No of driveways: _____ Installation Contractor SON MANN

Type of road surface: GRAVEL Land use(private/business): _____

Length of driveway: _____ Distance from lot line: _____

Located on what side of road? EAST Completion Date: _____

Attach drawing of proposed work(include special restrictions, clearances and other details).

Applicant's Signature [Signature] Date: 5/25/2023

For Office Use Only

Date Inspected by Town: _____ Culvert Required? _____

By: _____

Approved by: _____ Date: _____

Chairman

Fee: \$40.00 Make check payable to: **TOWN OF WASHINGTON**

All driveways/roads shall be constructed in accordance with all requirements printed in the Town Ordinances 298-14(a,b) & 298-13 and any special conditions stated therein. The maintenance of the driveway(s) shall be the responsibility of the applicant.

POST ON PREMISE IN PLAIN VIEW FROM ROAD

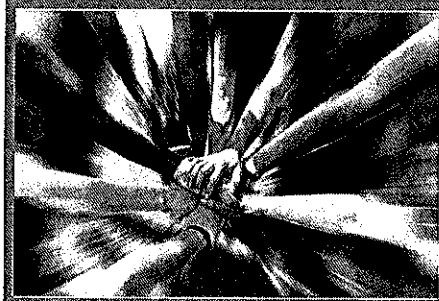
Invitation to the 2023 WMCA Annual Conference

Courtney Harris <info@wisclerks.org>

Wed, Jun 14, 2023 at 10:50 AM

Reply-To: info@wisclerks.org

To: Alexandria McDonald <townoffice@washingtontisland-wi.gov>



2023 WMCA Annual Conference

Hilton Appleton Paper Valley

When

August 22, 2023 - August 25, 2023

Where

Hilton Appleton Paper Valley
333 W College Ave, Appleton, Wisconsin, 54911, USA

Dress Code

Business Casual

Fees

View Event Fees

Agenda

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*\$ 120 or \$ 210
THURS ONLY WED + THURS*

Early Bird Registration Deadline - July 22nd

Registration Final Deadline

August 14, 2023

Click Yes to go to the Conference Website to check out the details and Register on-line
Click No if you are definitely not coming to conference and do not want more emails
regarding the 2023 Conference.

Sincerely,
Courtney Harris
WMCA Executive Director
info@wisclerks.org