

STATE OF WISCONSIN

Town of Washington

Door County

The Town Board of the Town of Washington, Door County, Wisconsin, hereby provides its written notice and agendas of the public meetings of the Utility District & Town Board of the Town of Washington for Wednesday, January 18th, 2023, beginning at 6:00 p.m. per Department of Justice guidelines. The meetings will be held in the Rutledge Room at the Community Center and will also be available through via GoToMeeting (details below). The town chairperson, or a designee has provided communication of this public meeting to the requisite news media, if any. The public may provide comments to the town board if a period for public comment is noted on the agenda and upon recognition by the presiding officer.

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. Communications and petitions by town clerk – No discussion or action
 - a. Town of Washington – Utility District Reconciliation Reports
 - i. Cash Account #5 – 12/31/2022
6. Approval of Meeting Minutes – 12/21/2022
7. Wastewater Advisory Committee Report - Larry Kahlscheuer
8. Approve Wastewater Advisory Committee Charter for 2023
9. Approval of Utility District Bills – December 1st – December 31st, 2022
10. Issues at FAST System holding area
11. Update approval for computer for Utility District
12. Future meeting(s) agenda(s) discussion(s) and/or possible action(s) on future town board meeting(s), including specific items for inclusion on or exclusion from future agenda(s)
 - a. Utility District Meeting – 02/15/2023
13. Adjourn

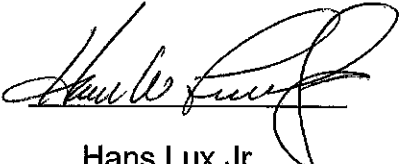
REGULAR TOWN BOARD MEETING

1. Call to order
2. Roll call/Quorum and approval of agenda
3. Chairman's Comments
 - a. New Year – new chances to move forward
 - b. Community suggestion box – chairman@washingtonisland-wi.gov
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. Red Barn – Dan Hansen
 - b. Environmental Monitoring Data – Becher Hoppe
 - c. Repeal of Door Co. Wind Energy Ordinance – Door Co. Clerk
5. Approval of Meeting Minutes
 - a. Regular Town Board – 12/21/2022
6. Communications and petitions by town clerk – No discussion or action
 - a. Town of Washington – Reconciliation Reports
 - i. Cash Account #1 – 12/30/2022
 - ii. Cash Account #11 – 12/30/2022
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. December 2022
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. December 2022
7. Acknowledge Receipt of Reports of specific standing departments and committees.
 - a. Fire Department
 - i. December 2022 Report
 - b. Community Center Committee
 - i. Minutes – 12/07/2022
 - c. Healthcare Services Committee
 - i. Minutes – 09/15/2022
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
 - iii. Infrastructure Committee
 - iv. Harbors and Waterways

- b. Larry Kahlscheuer
 - i. Law Enforcement
 - ii. Healthcare
 - iii. Parks and Natural Areas
 - iv. WIZAP
 - c. Loren Roznai
 - i. Red Barn
 - ii. Archives
 - iii. Economic Development
 - iv. Community Center
 - v. Museums
 - d. Hans Lux
 - i. Town Office
 - 1. Creation of new town website
 - 2. Emails for all board members
 - 3. Researching CC payments
 - ii. DPW
 - 1. Update of landfill costs – Richard Tobey
 - iii. IT
 - iv. Airport
10. Public hearings and advisory votes
- a. Discuss current COVID-19 situation – recommend any changes/actions
11. Specific matters for discussion and possible action by town board in open session:
- a. Approve payment of town bills – December 1st to December 31st, 2022
 - b. Review and approval of town fee schedule
 - c. Pump replacement at Community Center
 - d. Approve Community Van policy
 - e. Fire Department –
 - i. Approve Service Rewards
 - ii. Administrative Assistant Job Description
 - iii. Treasurer Job Description
 - iv. Fire Chief Job description
 - v. Appointment of Administrative Assistant & Treasurer
 - vi. Credit Card cancellation & issue request
 - vii. Schedule meeting with FD administration for further discussion
 - f. DPW requests –

- i. Put out bids for gravel crushing
 - ii. Grapple Bucket
 - iii. Skid Steer tires
 - iv. Building costs for landfill kiosk
 - g. Hiring of Architect/Engineer for Community Center project
 - h. Police Officer On-Call Policy
 - i. Museum Director Job Description
 - j. Associated Appraisal Consultants –
 - i. Assessment Services Contract – 2023 to 2027
 - ii. Full Inspection Revaluation vs Interim Market Update
 - k. Resolution to join Wisconsin Retirement System Deferred Compensation Program
 - l. How to use towns credit card points
 - m. Approval of Josh Mann to Rec Center Committee
 - n. Accept donations –
 - i. Defibs 4 Door County & Door Co. Fire Chiefs Association
 - ii. Huehns Funeral Home
 - iii. Jackson Harbor Soup
 - o. Driveway Permits –
 - i. Charles Gordon
 - ii. Jeff Hartman
 - iii. Mike Jorgenson for Arik Johnson
12. Specific matters intended for discussion and possible action by town board for closed session under one or more of the below-noted closed-session exemptions and reasons that allow for closed session:
- a. Closed Session as authorized under section 19.85(1):
 - (c) Considering employment, promotion, compensation or performance evaluation data of Town employees over which the governmental body has jurisdiction or exercises responsibility
 - b. Closed Session as authorized under section 19.85(1):
 - (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
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. Special Town Board & Fire Dept Administration - TBD
 - b. Regular Town Board – February 15th, 2023
15. Adjourn



Hans Lux Jr

Instructions to attend via GoToMeeting

Utility District & Regular Town Board Meeting

Wed, January 18th, 2023 6:00 PM - 8:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/663539933>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (571) 317-3122

- One-touch: <tel:+15713173122,,663539933#>

Access Code: 663-539-933

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.

12:04 pm

Reconciliation Report

Cash Account #5 [Nicolet Bank], Sorted by Check Date

Statement date: 12/30/22 Reconciliation date: 12/30/22

CHECKS

Check#	Date	Vendor	Name	Cleared	Outstanding
28205	12/07/22	TOW	Town of Washington	22,179.00	
28206	12/09/22	ADVANCE AUTO	Carquest Auto Parts Stor	45.80	
28207	12/09/22	SANTANDER BK	Santander Bank, N.A.	1,672.81	
Total				23,897.61	0.00

DEPOSITS

Txn#	Date	Description	Cleared	Outstanding
10998	11/02/22	A/R cash receipts		288.22
10989	11/29/22	A/R cash receipts	540.00	
10990	12/01/22	A/R cash receipts	2,034.93	
10991	12/01/22	A/R cash receipts	766.40	
10992	12/01/22	A/R cash receipts	1,692.42	
10999	12/22/22	A/R cash receipts	1,929.78	
11000	12/22/22	A/R cash receipts	4,606.93	
Total			11,570.46	288.22

WITHDRAWS

Txn#	Date	Description	Cleared	Outstanding
21	12/02/22	Nov 2022 CC	446.75	
22	12/02/22	Nov CC 2022-1 (towns cc)	210.06	
25	12/15/22	Nov 2022 Positive Pay	11.90	
Total			668.71	0.00

Statement beginning balance	113,894.71
Cleared deposits	11,570.46
Cleared charges	0.00
Cleared credits	0.00
Cleared withdrawals	-668.71
Cleared checks	-23,897.61
Cleared EFTs	0.00
Calculated statement balance	100,898.85
Statement ending balance	100,898.85
Difference	0.00

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

12:04 pm

UTILITY DISTRICT

Reconciliation Report

Cash Account #5 [Nicolet Bank], Sorted by Check Date

Statement date: 12/30/22 Reconciliation date: 12/30/22

Statement ending balance	100,898.85
Outstanding deposits	288.22
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	0.00
Outstanding EFTs	0.00
<hr/>	
Adjusted statement balance	101,187.07
General Ledger account balance as of 12/30/22	101,187.07
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.

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MINUTES

DRAFT

UTILITY DISTRICT MEETING

1. Call to Order – Chairman Hans Lux called the Utility District Meeting to order at 6:00 PM.
2. Pledge of Allegiance – Chairman Lux led the Pledge of Allegiance.
3. Roll Call/Quorum and Approval of Agenda – In addition to Chairman Lux, Supervisors present were Larry Kahlscheuer and Martin Andersen. Loren Rozani attended virtually. Richard Tobey was excused. Motion by Kahlscheuer seconded by Andersen to approve the agenda. Motion carried.
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. None
5. Communications and Petitions by Town Clerk – No discussion or action.
 - a. Town of Washington – Utility District Reconciliation Reports
 - i. Cash Account #5 – 11/30/2022
6. Motion by Kahlscheuer seconded by Andersen to approve of Meeting Minutes – 11/16/2022. Motion carried.
7. Wastewater Advisory Committee Report
 - a. Utility District Manager Jeffrey Andersen had made a very informative presentation to the committee and was asked to present to the Town Board.
8. Report of Utility District Liaison – Larry Kahlscheuer
9. Presentation by Jeffrey Andersen
 - a. Andersen highlighted that the total gallons pumped this year, currently at 885,381 gallons, is on track to match what was pumped last year. The current amount is also slightly under the 5-year average. Andersen identified the top twenty gallon producers

which make up about 30% of the total gallons pumped. Currently, the spreading fields are not being used to capacity, and are only being utilized at about half capacity, however Andersen indicated that the board watch this carefully to protect the town's spreading fields. Andersen closed by providing a list of 20 potential candidates for a mound system. Kahlscheuer added that the Wastewater Committee was pursuing funding to assist the property owners by decreasing the cost of such systems, which currently run about \$25k to \$30k. This on average is a 25.5-year payback to the owner. Kahlscheuer also added that this was a situation that needed to be thought about and handled carefully as to keep the town and its resident's best interests as a priority.

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 – January 18, 2023.
11. Motion by Andersen seconded by Kahlscheuer to adjourn. Motion carried. Adjourned at 6:13 PM.

Respectfully Submitted,

DRAFT

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

Washington Island Utility District

Wastewater Advisory Committee Charter for 2023

MISSION:

Assist the Utility District in the overall solution to wastewater treatment and proper management of wastewater disposal.

SCOPE OF OPERATION:

Collaborate to provide input for the development of both current and future wastewater management plans and facility plans.

OBJECTIVES:

- I. Environmental Safety
- II. Drinking water supply remains safe and untainted
- III. Long term wastewater treatment and disposal planning done with consideration for economic impact on the community.
- IV. Operational Objectives

TIME FRAME:

- I. Yearly review

PURPOSE STATEMENT:

Assist the Wash. Is. Utility District in both short term and long term wastewater treatment and management solutions. To include the "Art of the possible".

OBJECTIVES for 2023:

- I. Develop a plan to reduce holding tanks
 - A. Identify holding tank systems that may be eligible for conversion to a code compliant wastewater treatment system
 - B. General cost estimates
 - C. Funding sources
 - D. "Collective system" solutions
 - II. Future wastewater treatment solutions
 - A. Additional land application sites
 - B. Evaluate alternatives to land application
-

- III. Continuing education for and input from system owners
 - A. Observer articles
 - B. Guest speakers
 - C. Round table discussion
- IV. Monitoring possible upcoming statewide legislative efforts intent on outlawing all "field spreading" as a means of wastewater treatment and disposal.
- V. The Wastewater Advisory Committee will conduct itself in accordance with Town Board Resolution 2019-12.
- VI. Current Committee membership terms will begin with the Town Board's endorsement of this Charter.
- VII. The Committee will undertake additional objectives if requested by the Town Board or Utility District Board.
- VIII. The Committee function is advisory. All binding decisions are ultimately to be made by the Town Board or the Washington Island Utility District Board.
- IX. The Committee will plan to meet monthly (tentatively the third Tuesday of the month, at 6:00 p. m.), with additional meetings as necessary to accomplish our goals.
- X. The Committee will provide regular progress reports to the Board. The Committee requests that those reports be acknowledged and that feedback be provided.
- XI. The Committee requests prompt notification of all actions taken by the Utility District Board, especially if those actions might have an impact on the fulfillment of the Committee's stated objectives.
- XII. The Committee requests that there be monthly updates from the Utility District Board regarding progress in previously determined wastewater related initiatives.
- XIII. In addition, for the sake of efficiency of effort, the Committee requests that there also be a tertiary effort on the part of the Utility District Board to consult with the Wastewater Advisory Committee before taking significant action in the Washington Island Wastewater Management program.

Charter approved by Washington Island Town Board: Date: _____

Excavating
Old Camp Road
Washington Island, WI 54246

INVOICE

BILL TO

Town Of Washington
PO Box 220
Washington Island, WI 54246

INVOICE #

DATE 01/01/2023

DESCRIPTION	AMOUNT
Labor(plumbing)	400.00
Misc. plumbing:Lock	14.00
Annual ATU inspection 10/20/22 & 10/26/22 system found overfilled to top and shut down for winter which will cause everything to freeze up. Contacted Town Crew and had power turned back on. System pumped down to correct level. Filter cleaned, pump and controls inspected. Observation tubes dry. Power to control panel must be left on so that heater in control panel can keep control box dry. Gate and power panel were not locked and someone must have entered area and shut main power off before crew shut system down for winter. (2) locks were added to secure the gate and electrical/control panel. Annual inspection was filed with Door County as required.	

Thank you for your business!
Dave Small
920-535-0151
davesmall12345@gmail.com

BALANCE DUE

\$414.00

December 21, 2022

Dear Chairman Hans
(and Town of Washington Board Members),

Hans,

Thank you for our brief conversation at the Ferry Terminal the other day when I was picking up a package and for telling me about the \$5,000 check that you have received from Craig Braun and Mammoth Endurance earmarked for flush toilets at the Red Barn.

Thank you for saying that you'd like to get together and talk further about the long-time goal that the Red Barn Committee has had in getting flush toilets out at Red Barn Park. Through the years we have done some leg work on this including a very nice drawing by Architect, Scott Sonoc. It includes a pavilion type structure with a roof over the open East and West ends with bathrooms in the center of the rectangular shaped building. The proposed location for this structure would be on the North end of the Park with visibility from the road, close proximity to Gislason Beach, the play area and the Red Barn.

I'll get a copy of this drawing to you soon.

There was a soil study or perc test done at one time with the outcome being that we could have a traditional septic system.

Two remarks and opinions that people have had are:

1. Just put the bathrooms in the Icehouse (the building near the Red Barn and closer to the road).
2. Use the concrete block building/pit toilets that are there now and refit them to flush toilets.

There are many reasons that the bathrooms in either of these location are not as good an idea as the North end option.

We can discuss those at a meeting that you said you would be willing to have in the future.

We (the Red Barn Committee), are very interested in being a part of any discussions and planning in regards to bathrooms and other Red Barn projects, proposals and plans.

Thank you,

Dan Hansen

Red Barn Director (in season)

Committee member (when not being paid as the Director)



330 N. 4th Street, Wausau, WI 54403-5417
715-845-8000 | becherhoppe.com

December 23, 2022

GEMS Data Submittal Contact - WA/5
Wisconsin Department of Natural Resources
Bureau of Waste and Materials Management
PO Box 7921
Madison, Wisconsin 53707-7921

Subject: Environmental Monitoring Data Submittal – July through October 2022
Closed Washington Island Landfill (Lic. No. 2837), FID No. 415010530

Dear GEMS Contact:

Please find the enclosed monitoring results for the closed Washington Island Landfill for the second half of 2022. The Data Certification Form and a diskette with the electronic data file are included. Wells B-16 and B-21 were both dry at the time of sampling. The only exceedance was hardness on Well B-21. This result seems to be an outlier compared recent sampling events. Since no other exceedances were observed, we recommend continuing the planned monitoring the wells in the spring of 2023. No VOC PALs from NR140 were exceeded in the sampling. The two groundwater samples collected October 25, 2022, had analytical results within the typical range measured.

We continue to consider many factors: this very small landfill site is properly capped and closed, and it has no indications of health concerns in water or air samples. We note that water quality testing continues to vary within a range of historical data values for this facility. The Town has a very good long-term care plan and environmental monitoring program.



Please enter this information into the Washington Island Landfill monitoring data file.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matt Patterson".

Matthew Patterson, PE

Enclosures: Disk, Monitoring Data Certification Form, and Gas Monitoring table

cc: Mr. Cody W, Heinze, Hydrogeologist, WDNR Green Bay Service Center,
2984 Shawano Avenue, Green Bay, WI 54313-6727 (letter only, *Email*)

Hans Lux, Chairman, Town of Washington Island (letter only)

Jon Mann, Public Works Director, Town of Washington Island (letter with attachments)

Valerie Carpenter, Town of Washington Island (letter with analytical reports for Town file)
PO Box 220, Washington Island, WI 54246



**County of Door
COUNTY CLERK'S OFFICE**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Jill M. Lau
County Clerk
(920) 746-2200
jlau@co.door.wi.us

December 28, 2022

Clerks of All Towns
Door County, WI
(Sent via email)

Re: Repeal of Chapter 17, Door County Code – Wind Energy Facility Ordinance

Dear Town Clerks:

Enclosed is a copy of the Door County Ordinance No. 2022-15 which is an amendatory zoning ordinance affecting your town. This ordinance became effective December 20, 2022.

This notice is issued pursuant to Section 59.69(5)(e)6., Wis. Stats. and is informational only. There is no need for action at this time.

Sincerely,

Jill M. Lau
County Clerk

Enc: Ordinance No. 2022-15

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MINUTES

DRAFT

REGULAR TOWN BOARD MEETING

1. Call to Order – Chairman Lux called the Regular Town Board Meeting to order at 6:13 PM.
2. Roll Call/Quorum and Approval of Agenda – In addition to Chairman Lux, Supervisors present were Larry Kahlscheuer and Martin Andersen. Loren Rozani attended virtually. Richard Tobey was excused. Motion by Andersen seconded by Kahlscheuer to approve the agenda. Motion carried.
3. Chairman’s Comments
 - a. Chairman Lux asked for a moment of silence to honor Gordon Jaeger, who recently passed. Jaeger served two terms as Chairman for the town, and Chairman Lux recognized his years of dedicated public service.
 - b. How the Grinch stole from the Town
 - i. There have been several thefts involving individual(s) breaking the locks on donation boxes at the parks. These incidents have been reported to the police.
 - c. Town Electorate Budget Meeting
 - i. Chairman Lux thanked all the residents who attended the meeting. He realizes that raising taxes is difficult but hoped that the public was supportive of the board taking the steps needed to prepare for the future and to consider improvements that will benefit the town in years to come. He also hoped that the recent accomplishments of the board gave the public confidence that this would continue.
 - d. Community Donations

- i. Chairman Lux thanked the public for their generous donations to town organizations during this season of giving. He was grateful for community support and involvement and wished all a Merry Christmas and Happy Holidays.
 - ii. The landfill may be closed on Saturday depending on the weather.
4. Public comments, communications, and suggestions from residents of the town and other persons present.
 - a. New Library Hours effective 1/1/2023
 - b. Managed Forest Law – Reklau property Detroit Island - WDNR
 - c. Airport Comments –
 - i. Peter Sownie
5. Motion by Andersen seconded by Kahlscheuer to approve of the following meeting minutes.
Motion carried.
 - a. Regular Town Board – 11/16/2022
 - b. Special Town Board – 11/14/2022
 - c. Special Town Meeting of the Electors & Town Board – 12/06/2022
6. Communications and petitions by town clerk – No discussion or action
 - a. Town of Washington – Reconciliation Reports
 - i. Cash Account #1 – 11/30/2022
 - ii. Cash Account #11 – 11/30/2022
 - b. Town of Washington – Statement of Assets, Liab. & Equity
 - i. November 2022
 - c. Town of Washington – Statement of Revenue & Expenditures
 - i. November 2022
7. Acknowledge Receipt of Reports of specific standing departments and committees.
 - a. Fire Department
 - i. November 2022 Report
 - b. Mosling Recreation Center
 - i. Minutes – 11/16/2022
 - ii. Agenda – 12/12/2022
 - iii. Membership Data – thru 11/2022
 - c. WIZAP Committee
 - i. The board accepted the resignation of Kirby Foss and thanked him for his many years of service and knowledge.
8. Reports of special committees, special commissions, and special boards
 - a. None
9. Reports by Town Officers.
 - a. Martin Andersen
 - i. Fire Department

DRAFT

1. The department has listed a brush truck on Wisconsin Surplus and is going to list a tanker in April.
- ii. Recreational Center
 1. Chairman Lux and Clerk/Treasurer Alexandria McDonald attended the most recent committee meeting and discussed committee structure and practices.
- iii. Infrastructure Committee
 1. Andersen made it clear that he would like to meet with this committee to discuss the potential remodel project further.
- iv. Harbors and Waterways
 1. DPW Director Jonathan Mann has removed the damaged pier and is working on repairs.
- b. Larry Kahlscheuer
 - i. Law Enforcement
 1. Activity is slowing down and hopefully stays that way.
 - ii. Healthcare
 - iii. Parks and Natural Areas
 1. Theft on donation money – Sand Dunes, Mountain Tower, Schoolhouse Beach
 - iv. WIZAP
 1. Resignation of Kirby Foss
 - a. Kahlscheuer thanked Foss and indicated that his absence would be greatly felt.
- c. Loren Roznai
 - i. Red Barn
 1. Discussion continues regarding making updates and changes.
 - ii. Archives
 - iii. Economic Development
 - iv. Community Center
 - v. Museums
- d. Hans Lux
 - i. Town Office
 1. Creation of new town website
 - a. McDonald will be tackling this project in January.
 2. Emails for all board members
 - a. Chairman Lux encouraged all supervisors to use the new emails to protect their personal information from public records requests.

DRAFT

3. Researching CC payments
 - a. There is progress on this and hopefully action when the town is fully switched over to fiber.

4. Creation of new Purchasing Forms specific to each department
 - a. McDonald reformatted the forms to be individualized to each department in an effort for the forms to be used more efficiently and effectively. The board would like department heads to be more responsible for their budgets.

- ii. DPW
- iii. IT
- iv. Airport

DRAFT

10. Public hearings and advisory votes

- a. Discuss current COVID-19 situation – recommend any changes/actions
 - i. Door County is low, but the island is high. Chairman Lux encouraged continued caution.

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

- a. Motion by Andersen seconded by Kahlscheuer to approve the payment of bills. Motion carried.
- b. Auditor's Report – 2021
 - i. Chairman Lux identified several changes that the Auditor suggested that were already taking place. One included modifying the policy of the approval of employee timecards to match the current practices.
 - ii. Motion by Kahlscheuer seconded by Andersen to have the town clerk approve timecards after they have been approved by department heads. Motion carried.
- c. Swenson Road request -Amy Jorgenson
 - i. Jorgenson asked the town to address a potential issue at the northernmost end of Swenson Road. Chairman Lux recapped the history of the road, explaining that while the road was never formally accepted as a town road, that because the town has been maintaining the road for more than 5 years that the road is now a town road. Jorgenson asked the town to extend the end of the road to meet a corner section of property that is slightly set back from the road. Chairman Lux asked for guidance from surveyor Brian Frisque and Town Attorney Randy Nesbitt and both clarified that the town did not have an obligation to extend the road. Both suggested that if the property owner would like a driveway to meet the road that the responsibility falls to them to seek proper easements and perform the necessary construction.
 - ii. Motion by Kahlscheuer seconded by Andersen to extend the town road to meet the property section that is set back from the road. Motion failed.

- d. Airport Commercial Aviation Insurance
 - i. Motion by Andersen seconded by Kahlscheuer to select Option #2 of the aviation insurance quote. Motion carried.
 - e. Motion by Kahlscheuer seconded by Andersen to accept the following donations. Motion carried.
 - i. Death's Door Barbeque Committee
 - ii. Detroit Ladies Aid
 - iii. Pam Young & Jackson Harbor LLC
 - iv. Craig Braun & Mammoth Endurance
 - v. Juliann Gardner
 - f. Chairman Lux also recognized Bill Wilson. He has leased the current fire boat to the Fire Department and generously donated one year lease payment back to Fire Inc.
12. Specific matters intended for discussion and possible action by town board for closed session under one or more of the below-noted closed-session exemptions and reasons that allow for closed session:
- a. Closed Session as authorized under section 19.85(1): (c) Considering employment, promotion, compensation, or performance evaluation data of Town employees over which the governmental body has jurisdiction or exercises responsibility.
 - b. Closed Session as authorized under section 19.85(1): (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - c. Motion by Andersen seconded by Kahlscheuer to move to closed session. Motion carried unanimously upon roll call vote, all ayes. Moved to closed session at 6:55 PM.
13. Specific matters intended for discussion and possible action by town board for reconvened open session
- a. Motion by Kahlscheuer seconded by Andersen to move to open session. Motion carried unanimously upon roll call vote, all ayes. Moved to open session at 7:21 PM.
 - b. Action from closed session
 - i. Motion by Kahlscheuer seconded by Andersen to proceed with pursuing a permanent easement from the John Herschberger property by Mountain Tower. Motion carried.
 - ii. Motion by Andersen seconded by Kahlscheuer to approve of the DPW to enter into a subcontract for emergency snow plowing if needed. Motion carried.
 - iii. Motion by Andersen seconded by Kahlscheuer to approach Nina Herbst with an offer of being Director of Museums. Motion carried.
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)

DRAFT

- a. Regular Town Board – January 18, 2023
- 15. Motion by Kahlscheuer seconded by Andersen to adjourn. Motion carried. Adjourned at 7:25 PM.

Respectfully Submitted,

DRAFT

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman

TOWN OF WASHINGTON**Reconciliation Report**

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

Statement date: 12/30/22 Reconciliation date: 12/30/22

CHECKS

Check#	Date	Vendor	Name	Cleared	Outstanding
27008	03/31/22	DC LAND USE	Door County Treasurer		51.64
27331	10/07/22	W WILSON	William Wilson	5,000.00	
27359	10/31/22	D.C. TREAS	Door County Treasurer	156.75	
27377	11/07/22	WISCTOWNS	Wisconsin Towns Assn.		195.75
27403	11/22/22	GFL SOLID WA	GFL Environmental	5,699.96	
27404	11/22/22	KERBER	Kerber, Rose & Associate	80.00	
27406	11/22/22	NORTH. DOOR	Greg C Diltz		11.15
27411	11/28/22	CARRICO	Carrico Aquatic Resource	250.00	
27412	11/28/22	CULLIGAN OF	Culligan Water Condition	177.90	
27413	11/28/22	POSTMASTER	W. I. POSTMASTER	104.00	
27414	11/28/22	REA	Washington Island Electr	5,989.02	
27415	11/28/22	RHYME BUSINE	Rhyme Business Products	332.26	
27416	11/28/22	UTILITY DIST	Washington Island Utilit	285.84	
27417	12/02/22	DIRECTV	DIRECTV	163.98	
27418	12/02/22	MES	Municipal Emergency Serv	410.23	
27419	12/02/22	NORTHERN DOO	Northern Door Swim Lesso	556.00	
27420	12/02/22	OBSERVER	Washington Island Observ	285.00	
27421	12/02/22	POSTMASTER	W. I. POSTMASTER	1,500.00	
27422	12/07/22	CORO MED	Coro Medical	5,317.20	
27423	12/09/22	ADVANCED AUT	Advance Stores Company I	226.08	
27424	12/09/22	ANTHEM BLUE	Anthem Blue Cross Blue S	13,468.21	
27425	12/09/22	ASSC APPRAIS	Associated Appraisal Con	766.90	
27426	12/09/22	CELLCOM	Nsighttel Wireless LLC	849.41	
27427	12/09/22	CONWAY, OLEJ	Law Firm of	1,092.00	
27428	12/09/22	D. C. GLASS	Door County Glass & Mir.	211.68	
27429	12/09/22	FRONTIER	Frontier	1,633.21	
27430	12/09/22	HANSEN PROP	Hansen Propane Company o	5,144.78	
27431	12/09/22	LUMEN	Century Link	9.65	
27432	12/09/22	MANN'S MERC	Mann's Mercantile	37.56	
27433	12/09/22	MANN'S STORE	Mann's Store, Inc.	64.16	
27434	12/09/22	MES	Municipal Emergency Serv	1,247.84	
27435	12/09/22	QUANTUM	Quantum Technologies	30.00	
27436	12/09/22	QUILL	Quill Corporation		373.62
27437	12/09/22	SECURIAN FIN	Securian Financial Group	39.07	
27438	12/09/22	UTILITY DIST	Washington Island Utilit	1,706.85	
27439	12/15/22	DC CLERK	Door County Clerk	1,387.61	
27440	12/15/22	KERBER	Kerber, Rose & Associate		80.00
27441	12/21/22	CHAMBEROF	Washington Island Chambe		135.00
27443	12/21/22	FASTENAL CO	Fastenal Company	2,160.00	
27444	12/21/22	FERRY	Washington Island Ferry	5,378.56	
27445	12/21/22	MANN HEATING	Mann Heating & Air, LLC		2,139.02
27446	12/21/22	MANN'S MERC	Mann's Mercantile		107.88
27447	12/21/22	OBSERVER	Washington Island Observ		42.00
27448	12/21/22	PEPSI	Pepsi of Green Bay	214.88	
27449	12/21/22	QUILL	Quill Corporation		69.96

CHECKS

TOWN OF WASHINGTON**Reconciliation Report**

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

Statement date: 12/30/22 Reconciliation date: 12/30/22

12:09 pm

Check#	Date	Vendor	Name	Cleared	Outstanding
27450	12/21/22	SAM'S CLUB	Sam's Club/GECRB		250.94
27451	12/22/22	D.C. HUMANE	WHS-Door County Campus		500.00
27452	12/22/22	EMP	Emergency Medical Produc		1,471.88
27453	12/22/22	HANSEN PROP A	Hansen Propane Company o	7,109.03	
27454	12/22/22	IMS ALLIANCE	Justice Family Enterpris		467.89
27455	12/22/22	MES	Municipal Emergency Serv		544.38
27456	12/22/22	SWANSON, P.	Paul Swanson		125.28
27457	12/28/22	D.C. TREAS	Door County Treasurer		3,075.93
27458	12/28/22	DC HIGHWAY	Door County Treasurer		1,323.19
27459	12/28/22	GFL SOLID WA	GFL Environmental		4,329.55
27460	12/28/22	REA	Washington Island Electr	3,528.18	
27461	12/29/22	FASTENAL CO	Fastenal Company		374.44
27462	12/29/22	HANSEN PROP A	Hansen Propane Company o	963.74	
27463	12/29/22	REYNOLDS JOA	Joan Reynolds		100.00
27464	12/29/22	RHYME BUSINE	Rhyme Business Products		332.26
27465	12/29/22	UTILITY DIST	Washington Island Utilit		214.14
27472	12/30/22	CARRICO	Carrico Aquatic Resource		89.02
27473	12/30/22	DEPT JUSTICE	WI.Dept of Justice		21.00
27474	12/30/22	REA	Washington Island Electr		3,352.60
				Total	73,577.54
					19,778.52

DEPOSITS

Txn#	Date	Description	Cleared	Outstanding
3731	11/29/22	Bag Sales-Town Office	1,562.00	
3732	11/29/22	Sept 2022 room tax	14,620.84	
3733	11/29/22	A/R cash receipts	300.00	
3736	11/30/22	Nov 22nd to Nov 30th	3,312.00	
3733	12/01/22	Donations	5,275.00	
3734	12/01/22	Senior Meals Oct 2022	104.00	
3735	12/01/22	Velkomen invoice	30.00	
3737	12/02/22	Mammoth Endurance	5,000.00	
3738	12/02/22	WI Town Assoc-lunch	250.00	
3739	12/02/22	11/11-11/30	84.00	
3740	12/06/22	2022 Police Service	107,957.00	
3741	12/06/22	Donations	2,137.00	
3742	12/06/22	Donations	250.00	
3743	12/07/22	D.H.L.A. Donation	300.00	
3744	12/07/22	J.H. Inn Donation	250.00	
3745	12/07/22	FFF-Hanlin	675.00	
3746	12/07/22	WET	159.00	
3747	12/07/22	Demo #5193-#5202	611.00	
3748	12/07/22	Bag Sales-Landfill	670.00	

DEPOSITS

TOWN OF WASHINGTON**Reconciliation Report**

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

Statement date: 12/30/22 Reconciliation date: 12/30/22

12:09 pm

Txn#	Date	Description	Cleared	Outstanding
3749	12/09/22	Demo-Sue Dompke	400.00	
3750	12/09/22	2022 Jorgenson Lease	22,179.00	
3751	12/19/22	Demo-Island Builders	40.00	
3752	12/19/22	Sand Dunes	41.00	
3753	12/19/22	Boat Launch	13.00	
3754	12/19/22	Mtn Tower	18.37	
3755	12/19/22	S.H.B.	33.00	
3756	12/19/22	Donations	100.00	
3757	12/19/22	seas of lghts-dona-membe	11,994.00	
3758	12/20/22	Demo #5203-#5208	421.00	
3759	12/20/22	WET	129.00	
3760	12/20/22	Bags-From Landfill	475.00	
3761	12/22/22	Donations	550.00	
3762	12/22/22	Gardner Donation	100.00	
3763	12/22/22	Percy Park Work	733.19	
3765	12/29/22	Parks Pass PayPal	4,412.62	
3766	12/29/22	2022 Muni Reimbursement	5,696.00	
3766	12/30/22	Oct & Nov Work		646.93
3767	12/30/22	Nov Senior Meals		96.00
3768	12/30/22	Oct 2022		6,321.61
3769	12/30/22	Dec 14th to Dec 31st		7,854.00
3770	12/30/22	Rick Anderson		40.00
3771	12/30/22	Dec. 2022		98.00
3772	12/30/22	last \$ collected in 2022		9.00
3773	12/30/22	Dec 2022 Donations		940.00
3774	12/30/22	T.O. Bag Sales end of 22		1,321.00
3775	12/30/22	Demo #5209-#5210		50.00
3776	12/30/22	WET		12.00
3777	12/30/22	Landfill Bag Sales 2022		462.00
3778	12/30/22	Dec 14th-31st (2)		13,474.00
Total			190,882.02	31,324.54

CREDITS

Txn#	Date	Description	Cleared	Outstanding
63144	12/30/22	Dec 2022 Interest	585.26	
63145	12/30/22	Dec Allpays	471.00	
Total			1,056.26	0.00

WITHDRAWS

Txn#	Date	Description	Cleared	Outstanding
61527	12/01/22	WRS October	5,516.64	
61528	12/01/22	Delta Dental Dec 2022	813.17	
61529	12/01/22	Jorg Loan Dec 2022	3,024.94	

TOWN OF WASHINGTON

Reconciliation Report

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

Statement date: 12/30/22 Reconciliation date: 12/30/22

12:09 pm

61532	12/01/22	Dec 2022 Ins	371.19	
61530	12/02/22	Nov 2022 CC	2,653.19	
61531	12/02/22	Nov CC (from UD)	48.27	
61557	12/06/22	Dec 2022 CVR's	703.20	
61559	12/08/22	Tax TX0	5,955.79	
61560	12/08/22	Wages TX0	17,468.16	
61558	12/12/22	Fees TX0	382.20	
61566	12/15/22	Nov 2022 Positive Pay	60.00	
61551	12/21/22	Nov 2022 Sales tax	340.86	
61561	12/22/22	Tax TX0	7,417.14	
61562	12/22/22	Wages TX0	20,191.41	
61563	12/27/22	Fees TX0	156.20	
61564	12/29/22	Tax 8RP	2,023.61	
61565	12/29/22	Wages 8RP	11,894.90	
61552	12/30/22	WRS November 2022	5,728.28	
			Total	84,749.15
Statement beginning balance				131,535.51
Cleared deposits				190,882.02
Cleared charges				0.00
Cleared credits				1,056.26
Cleared withdrawals				-84,749.15
Cleared checks				-73,577.54
Cleared EFTs				0.00
				165,147.10
Calculated statement balance				165,147.10
Statement ending balance				165,147.10
Difference				0.00

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

Statement ending balance	165,147.10
Outstanding deposits	31,324.54
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	-19,778.52
Outstanding EFTs	0.00
	176,693.12
Adjusted statement balance	176,693.12
General Ledger account balance as of 12/30/22	141,856.95
Difference	34,836.17

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: 12/30/22 Reconciliation date: 12/30/22

12:52 pm

DEPOSITS

Txn#	Date	Description	Cleared	Outstanding
99	12/13/22	Tax Collection	13,440.86	
100	12/14/22	Tax Collection	9,482.91	
101	12/15/22	Tax Collection	2,789.14	
102	12/16/22	Tax Collection	596.29	
103	12/19/22	Tax Collection	16,308.31	
104	12/20/22	Tax Collection	21,480.74	
105	12/21/22	Tax Collection	85,466.32	
106	12/22/22	Tax Collection	52,060.39	
107	12/28/22	Tax Collection	259,347.07	
108	12/28/22	Tax Collection	310,661.89	
109	12/29/22	Tax Collection		234,455.35
110	12/30/22	Tax Collection		109,764.07
Total			771,633.92	344,219.42

CREDITS

Txn#	Date	Description	Cleared	Outstanding
52955	12/30/22	Nov 2022 Interest	2,487.93	
Total			2,487.93	0.00
Statement beginning balance				722,145.60
Cleared deposits				771,633.92
Cleared charges				0.00
Cleared credits				2,487.93
Cleared withdrawals				0.00
Cleared checks				0.00
Cleared EFTs				0.00
Calculated statement balance				1,496,267.45
Statement ending balance				1,496,267.45
Difference				0.00

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

Statement ending balance	1,496,267.45
Outstanding deposits	344,219.42
Outstanding charges	0.00
Outstanding credits	0.00
Outstanding withdrawals	0.00
Outstanding checks	0.00
Outstanding EFTs	0.00

TOWN OF WASHINGTON

12:52 pm

Reconciliation Report

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

Statement date: 12/30/22 Reconciliation date: 12/30/22

Adjusted statement balance	1,840,486.87
General Ledger account balance as of 12/30/22	1,840,486.87
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

December 2022

ASSETS

Current Assets

PAYROLL POSTING	(5,832.32)	
Nicolet Bank	144,415.04	
Nicolet Savings	1,840,486.87	
DNR Escrow Account	90,311.00	
Law Enf. Petty Cash	50.00	
Due from UD Town Crew Wages	133,898.64	
Due from UD Town Crew Fringes	10,553.73	
Due from UD Town Office Wages	5,264.20	
Due from UD Town Office Fringes	1,882.66	
Advance from Utility	268,550.89	
Inventory	125,587.68	
Arch inventory	4,488.43	
TOTAL Current Assets		2,619,656.82
TOTAL ASSETS		2,619,656.82

LIABILITIES

Current Liabilities

Accounts Payable	24,797.89	
Advanced Tax Collections	1,136,989.72	
STD/LTD	581.56	
WRS Regular	(16,820.71)	
WRS Police Department	(14,523.47)	
Life Insurance	(160.67)	
Sales Taxes Payable	405.53	
FICA Withholding Tax Payable	0.07	
Accrued Wages	21,637.60	
Deferred Grant Revenue	37,576.01	
TOTAL Current Liabilities		1,190,483.53
TOTAL LIABILITIES		1,190,483.53

FUND EQUITY

CIP Unassigned	300,000.00	
Archives Fund	28,948.00	
Nonspendable Arch Inven	4,488.00	
Community Center Committee Fund	23,191.30	
Maritime Museum and Dock Fund	37,350.00	
Red Barn Fund	118,360.00	
Police Department Fund	36,907.00	
Public Health Fund	6,000.00	
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	644,510.44	
Excess of Revenues over Expenditures	116,157.55	

TOTAL FUND EQUITY

1,429,173.29

TOTAL LIABILITIES & FUND EQUITY

2,619,656.82

TOWN OF WASHINGTON
Statement of Revenues & Expenditures
Year-to-Date Performance, December 2022 - current month

	<i>12 Months Ended December 31, 2022</i>	<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Revenue				
Community Center Committee Revenue	6,481.00	15,000.00	8,519.00	43.2 %
Red Barn Revenue	8,622.00	12,000.00	3,378.00	71.8 %
Archives Revenue	20,586.87	17,000.00	(3,586.87)	121.1 %
Maritime Museum/Jackson Harbor Dock	3,109.91	6,000.00	2,890.09	51.8 %
General Property Taxes	1,418,144.40	1,414,150.91	(3,993.49)	100.3 %
Forest Crop/Managed Forest Land	115.87	225.00	109.13	51.5 %
Sales Tax Rebate	120.00	120.00	0.00	100.0 %
Interest Delinquent Taxes	0.00	50.00	50.00	
Intergovernmental Federal Grants	1,062.00	0.00	(1,062.00)	
ARPA Grant	37,576.01	75,152.02	37,576.01	50.0 %
Police Department Grant (State)	1,146.64	4,000.00	2,853.36	28.7 %
State Shared Revenue	0.00	18,037.59	18,037.59	
Fire Insurance Dues	8,844.48	8,234.00	(610.48)	107.4 %
Personal Property Aid Estimate	2,978.01	0.00	(2,978.01)	
Police Department Training Aid	320.00	320.00	0.00	100.0 %
Governmental Transportation Aid	154,184.31	154,184.31	0.00	100.0 %
Municipal Service and Rock Island Trash	1,583.55	1,856.04	272.49	85.3 %
PILT Land	18,003.76	12,400.00	(5,603.76)	145.2 %
PILT Computer	159.01	120.00	(39.01)	132.5 %
Alcohol License	6,920.00	5,000.00	(1,920.00)	138.4 %
Dog Licenses	18.25	30.00	11.75	60.8 %
Building Permit Fees	924.90	400.00	(524.90)	231.2 %
Driveway Permits	240.00	200.00	(40.00)	120.0 %
Cigarette License	65.00	50.00	(15.00)	130.0 %
Operator License	640.00	500.00	(140.00)	128.0 %
Fines Fees Forfeitures	(96.30)	600.00	696.30	-16.1 %
Airport Income	22,135.93	5,500.00	(16,635.93)	402.5 %
Utility District Reimbursements	22,179.00	36,272.63	14,093.63	61.1 %
Refuse User Fees	67,478.90	110,444.00	42,965.10	61.1 %
Cemetery	29,525.00	5,000.00	(24,525.00)	590.5 %
Jacobsen Museum Receipts	9,794.50	8,200.00	(1,594.50)	119.4 %
Jackson Harbor Dock Lease	19,526.58	15,000.00	(4,526.58)	130.2 %
Rec Center Fees	61,961.43	74,016.00	12,054.57	83.7 %
Rec Center Donations	72,728.22	39,600.00	(33,128.22)	183.7 %
Rec Center Reimbursement (Foundation)	28,237.11	28,000.00	(237.11)	100.8 %
Door County (Park)	4,461.14	1,500.00	(2,961.14)	297.4 %
Door County (Police)	107,957.00	106,100.00	(1,857.00)	101.8 %
Door County (Highway)	24,939.25	20,000.00	(4,939.25)	124.7 %
Door Conuty (Room Tax)	53,132.36	40,370.00	(12,762.36)	131.6 %

*12 Months Ended
December 31, 2022*

		<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Door County Intergovernmental Reimburse	3,150.00	6,250.00	3,100.00	50.4 %
Door County (Recycling Rebate)	2,912.36	3,415.00	502.64	85.3 %
Miscellaneous Income	2,590.40	12,000.00	9,409.60	21.6 %
Donations (Parks)	12,948.17	14,000.00	1,051.83	92.5 %
Parks Sticker Sales	4,462.62	26,500.00	22,037.38	16.8 %
Interest General Fund	7,362.27	6,000.00	(1,362.27)	122.7 %
Welcome Center Receipts (Parking)	302.24	550.00	247.76	55.0 %
Community Center Rentals/Gym	4,120.00	3,000.00	(1,120.00)	137.3 %
Medical Clinic Rent	20,000.00	20,000.00	0.00	100.0 %
School Snow Plowing	813.25	0.00	(813.25)	
Van Income	1,342.70	900.00	(442.70)	149.2 %
Donation/Contribution from Private Org	1,900.00	0.00	(1,900.00)	
Special Assessments	1,925.00	1,400.00	(525.00)	137.5 %
TOTAL Revenue	2,279,635.10	2,329,647.50	50,012.40	97.9 %
 Net Revenue	 2,279,635.10	 2,329,647.50	 50,012.40	 97.9 %
 GROSS PROFIT	 2,279,635.10	 2,329,647.50	 50,012.40	 97.9 %

Expenditures

GENERAL GOVERNMENT

ARPA Grant	75,152.02	75,152.02	0.00	100.0 %
Board Salaries	14,401.56	14,639.80	238.24	98.4 %
Board Fringes	1,125.43	1,389.05	263.62	81.0 %
Contracted Services	9,900.00	67,555.40	57,655.40	14.7 %
Dues/ Insurance/Licenses	7,088.92	5,465.00	(1,623.92)	129.7 %
Board Expenses	1,830.80	1,000.00	(830.80)	183.1 %
Board Travel/Training	1,350.15	1,500.00	149.85	90.0 %
Legal	7,245.20	5,000.00	(2,245.20)	144.9 %
Bank Charges/Fines	635.00	0.00	(635.00)	
Town Office Wages	90,636.73	79,108.62	(11,528.11)	114.6 %
Town Office Fringes	36,551.33	31,497.06	(5,054.27)	116.0 %
Town Office Travel/Training	2,746.30	2,000.00	(746.30)	137.3 %
Equipment	14,333.47	20,000.00	5,666.53	71.7 %
Supplies/Postage	3,643.01	5,000.00	1,356.99	72.9 %
Web/Internet	14.52	3,000.00	2,985.48	0.5 %
Town Office Phone	2,379.43	2,440.00	60.57	97.5 %
Elections	4,804.97	5,700.00	895.03	84.3 %
Misc Expense	6,667.98	9,787.00	3,119.02	68.1 %
Auditor	37,963.98	11,900.00	(26,063.98)	319.0 %
Tax Collection	6,163.30	1,751.00	(4,412.30)	352.0 %
Board of Review	60.00	210.00	150.00	28.6 %
Humane Society	500.00	500.00	0.00	100.0 %

*12 Months Ended
December 31, 2022*

		<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Assessor	9,202.84	9,000.00	(202.84)	102.3 %
Property Asset Appraisal	1,250.00	1,200.00	(50.00)	104.2 %
Non-Department Insurance	1,704.00	12,400.00	10,696.00	13.7 %
TOTAL GENERAL GOVERNMENT	337,350.94	367,194.95	29,844.01	91.9 %
PUBLIC SAFETY				
Police Department Wages	132,749.41	149,342.14	16,592.73	88.9 %
Police Department Fringes	71,968.00	75,723.58	3,755.58	95.0 %
Police Department Supplies	465.93	1,200.00	734.07	38.8 %
Police Department Admin/Electricity	7,885.83	5,300.00	(2,585.83)	148.8 %
Police Department Equipment	884.95	2,000.00	1,115.05	44.2 %
Police Department Uniforms	884.18	1,000.00	115.82	88.4 %
Police Department Travel/Training	2,442.14	2,900.00	457.86	84.2 %
Police Department Equipment Maint/Fuel	8,464.16	7,000.00	(1,464.16)	120.9 %
Police Department Insurance	5,671.39	7,500.00	1,828.61	75.6 %
Police Department Communications	6,241.21	5,700.00	(541.21)	109.5 %
Fire Department Equipment/Testing	27,778.60	28,000.00	221.40	99.2 %
Fire Department Turnout Gear Cleaning	3,024.80	5,320.00	2,295.20	56.9 %
Fire Department Rescue Boat	13,976.33	8,500.00	(5,476.33)	164.4 %
Fire Department Travel/Training	2,154.42	1,500.00	(654.42)	143.6 %
Fire Department Wages	54,105.81	47,840.00	(6,265.81)	113.1 %
Fire Department Stipend	13,500.00	14,000.00	500.00	96.4 %
Fire Department Insurance	6,509.38	7,000.00	490.62	93.0 %
Service Award Program (SAP)	8,538.37	8,745.00	206.63	97.6 %
Fire Department Office/Building/Fuel	30,895.37	18,000.00	(12,895.37)	171.6 %
Fire Department Inspections	4,482.80	5,000.00	517.20	89.7 %
Fire Department Fringes	7,495.35	6,386.90	(1,108.45)	117.4 %
EMR Department Wages	12,897.22	23,580.00	10,682.78	54.7 %
EMR Stipends	2,200.00	2,200.00	0.00	100.0 %
EMR Maintain Defibrillators	8,544.30	13,655.00	5,110.70	62.6 %
EMR Department Fringes	1,092.21	2,962.82	1,870.61	36.9 %
EMR/Building Maintenance	64.95	500.00	435.05	13.0 %
EMR Department Travel/Training	0.00	500.00	500.00	
EMR Department LOSAP	0.00	2,385.00	2,385.00	
Emergency Communications/Phone	1,435.18	1,400.00	(35.18)	102.5 %
Emergency Communication Stipend	600.00	600.00	0.00	100.0 %
Emergency Comm Maintenance/Repairs	1,893.54	4,980.00	3,086.46	38.0 %
TOTAL PUBLIC SAFETY	438,845.83	460,720.44	21,874.61	95.3 %
PUBLIC WORKS				
Phone	1,609.54	1,500.00	(109.54)	107.3 %
Electric	3,373.64	3,600.00	226.36	93.7 %
Town Shop Heating	10,307.69	5,800.00	(4,507.69)	177.7 %
Supplies	6,950.70	2,000.00	(4,950.70)	347.5 %
Safety Equipment/Uniforms	756.07	1,800.00	1,043.93	42.0 %
Maintenance & Repairs	2,212.90	2,500.00	287.10	88.5 %
Town Crew Wages	155,604.21	168,940.23	13,336.02	92.1 %

*12 Months Ended
December 31, 2022*

		<i>Annual Budget</i>	<i>Unused</i>	<i>% Used</i>
Town Crew Fringes	56,823.24	81,491.38	24,668.14	69.7 %
Highway - Oil & Gas	29,199.89	25,000.00	(4,199.89)	116.8 %
Highway - Insurance	23,151.50	42,000.00	18,848.50	55.1 %
Highway Equipment/Repairs	25,613.67	11,200.00	(14,413.67)	228.7 %
Annual Mine Safety/Training/Travel	440.19	700.00	259.81	62.9 %
Salt	1,116.42	3,000.00	1,883.58	37.2 %
Highway Construction/Repairs	206.77	2,000.00	1,793.23	10.3 %
Street Lights	2,228.52	2,800.00	571.48	79.6 %
Airport Wages	1,415.00	1,400.00	(15.00)	101.1 %
Airport Fringes	108.25	109.90	1.65	98.5 %
Airport Electricity	1,644.31	1,400.00	(244.31)	117.5 %
Airport Heating LP	1,775.76	1,010.00	(765.76)	175.8 %
Airport Supplies/Maintenance	4,861.94	5,200.00	338.06	93.5 %
Airport Insurance	5,664.46	5,600.00	(64.46)	101.2 %
Dump Wages	18,970.68	21,709.47	2,738.79	87.4 %
Dump Fringes	3,525.63	4,663.84	1,138.21	75.6 %
Dump Maint/License/Electricity/Test Fund	6,010.07	7,000.00	989.93	85.9 %
Dump Recycling	23,502.61	20,000.00	(3,502.61)	117.5 %
Dump Insurance	372.56	450.00	77.44	82.8 %
Solid Waste (MSW, C&D, Metal, Paper)	62,228.75	55,800.00	(6,428.75)	111.5 %
Utility District Expenses	8,040.23	0.00	(8,040.23)	
TOTAL PUBLIC WORKS	457,715.20	478,674.82	20,959.62	95.6 %
HEALTH & HUMAN SERVICES				
Doctor Subsidy	135,000.00	135,000.00	0.00	100.0 %
Other Medical Expenses	0.00	500.00	500.00	
Van Expense	2,287.32	5,200.00	2,912.68	44.0 %
Cemetery Supplies	426.01	500.00	73.99	85.2 %
TOTAL HEALTH & HUMAN SERVICES	137,713.33	141,200.00	3,486.67	97.5 %
CULTURE, RECREATION, & EDUC				
Library Phone	339.34	400.00	60.66	84.8 %
Jacobsen Museum Expense	1,679.63	1,635.30	(44.33)	102.7 %
Jacobsen Museum Fringes	885.71	942.00	56.29	94.0 %
Jacobsen Museum Wages	11,577.50	12,000.00	422.50	96.5 %
Jacobsen Museum Insurance	156.26	150.00	(6.26)	104.2 %
Community Center Building Expense	84,846.79	56,668.51	(28,178.28)	149.7 %
Community Center Committee Expense	6,996.65	0.00	(6,996.65)	
Parks Including Electricity	44,098.39	53,002.07	8,903.68	83.2 %
Parks Insurance	666.08	1,700.00	1,033.92	39.2 %
Ballfield Access Lease	1,250.10	4,083.00	2,832.90	30.6 %
Archivist Wages	12,714.01	16,074.21	3,360.20	79.1 %
Red Barn Expense	1,603.32	2,218.00	614.68	72.3 %
Archivist Fringes	945.33	2,429.68	1,484.35	38.9 %
Red Barn Director Wages	5,000.00	5,000.00	0.00	100.0 %
Archives Expense-	1,844.84	0.00	(1,844.84)	
Red Barn Director Fringes	382.50	392.50	10.00	97.5 %

12 Months Ended
December 31, 2022

		Annual Budget	Unused	% Used
School House Beach Expense	47.90	0.00	(47.90)	
Art and Nature Center Expense	395.56	600.00	204.44	65.9 %
Rec Center Manager Wages	51,747.59	51,346.78	(400.81)	100.8 %
Rec Center Manager Fringes	3,774.35	28,272.40	24,498.05	13.3 %
Rec Center Staff Wages	46,686.62	66,523.30	19,836.68	70.2 %
Rec Center Staff Fringes	3,829.01	5,909.40	2,080.39	64.8 %
Rec Center Maintenance	15,372.02	17,700.00	2,327.98	86.8 %
Rec Center Insurance	2,735.80	4,000.00	1,264.20	68.4 %
Rec Center Administrative	13,220.61	16,800.00	3,579.39	78.7 %
Rec Center Utilities	97,858.77	73,800.00	(24,058.77)	132.6 %
Maritime Museum/Dock	7,960.19	14,813.35	6,853.16	53.7 %
TOTAL CULTURE, RECREATION & EDUC	418,614.87	436,460.50	17,845.63	95.9 %
WELCOME CENTER				
Welcome Center/Chamber of Commerce	46,214.59	19,188.29	(27,026.30)	240.8 %
Capital Improvement Projects(Unassigned)	96,883.00	96,883.00	0.00	100.0 %
Police Department Outlay	0.00	1,500.00	1,500.00	
Public Health Capital Outlay	0.00	7,500.00	7,500.00	
Fire Department Outlay	24,937.94	26,000.00	1,062.06	95.9 %
Parks Capital Outlay	59,791.10	124,217.00	64,425.90	48.1 %
Department of Public Work Capital Outlay	14,392.40	30,000.00	15,607.60	48.0 %
Community Center Comm. Capital Outlay	0.00	10,000.00	10,000.00	
Airport Capital Outlay	0.00	3,400.00	3,400.00	
Archives Capital Outlay	0.00	500.00	500.00	
Nicolet Loan Principal	30,382.80	25,350.00	(5,032.80)	119.9 %
Nicolet Loan Interest	5,916.48	10,950.00	5,033.52	54.0 %
Huntington Loan Principal	82,872.96	80,243.84	(2,629.12)	103.3 %
Huntington Loan Interest	7,679.82	10,308.94	2,629.12	74.5 %
TOTAL CAPITAL OUTLAY	369,071.09	446,041.07	76,969.98	82.7 %
Airport Town Crew Labor	2,842.07	0.00	(2,842.07)	
Airport Town Crew Fringes	1,324.22	0.00	(1,324.22)	
TOTAL Expenditures	2,163,477.55	2,330,291.78	166,814.23	92.8 %
Excess of Revenues over Expenditures	116,157.55	(644.28)	(116,801.83)	-18029.0 %
Excess of Revenues over Expenditures	116,157.55	(644.28)	(116,801.83)	-18029.0 %
Excess of Revenues over Expenditures	116,157.55	(644.28)	(116,801.83)	-18029.0 %



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

Protecting Washington Island Since 1948

WIFD DEC 2022 MONTHLY REPORT

Washington Island 911 calls

Wifd EMR calls - 9 WIFD EMR CALLS YTD - 160

FIRE AND RESCUE CALLS:

Dec. 28 – 1976 Town Line Rd. – Alarm no fire

EMR Training held Dec. 1 – 20 Members present

FIRE Training was held Dec. 8 - Training - 21 members present

FIRE Board of Directors meeting – No Board of Directors this month

FIRE Business meeting and training was held Dec. 15 - 28 members present

Equipment Checks - 12 checks completed by 5 firefighters

Regards:

A large, stylized handwritten signature in black ink, appearing to read "Peter Nehlsen".

Chief Peter Nehlsen

Community Center Committee Minutes – December 7, 2022, 6 pm in the Rutledge Room/gotomeeting app

Emily Small, Becky Steffens, Mary Patel, Kari Gordon and Liz Pratt were in person, Jenni Verboomen joined via Zoom

Sept and Nov. 2022 **minutes** were approved

No significant changes in the **Treasurer's Report**

Light the Night open house – village set up after meeting, assigned slots so CCC member would be there throughout the evening, projector figured out, we are bringing cooookies, Toys for Kids, Door County will be where donations go, Beanie baby grab bag for \$5 suggested donation. Children's choir concert in the Rutledge Room to start off the night.

Winter Swim Lessons – Emily made a motion to spend up to \$1,000 for certification of swim instructors. Kari seconded. Rec Cross cert. Is great, others are acceptable.

Winter community events: stay inside, look at pictures from summer, countdown the days until its warm, research tropical vacations, wonder "why do I live in a place where winter lasts 6 months"...then remember all the things you love about Washington Island, make cookies to get out of your winter funk, solidify Jan event – coffee and cards in the gym from 1-4 on Jan 21st

Hood cleaning in kitchen update – should happen in the spring if not before.

Freezer defrost – Town crew will do it

Alarm installation update – on job list for Jan.

Sponsoring **play dates** at the Rec? - decided we would prefer to sponsor a whole community get together at the Rec.

–End-of-year **Thank You** – looked at letter, will split up responsibility.

Next meeting is Jan 10th at 6

Adjourned at 7:30

Setting up village extravaganza!

Town of Washington Healthcare Services Committee

September 15, 2022 Meeting Minutes

Chairman Foster called the meeting to order at 6:00 pm in person in the Rutledge room. Joining the meeting virtually was not available due to scheduling conflicts.

Members present: Peter Andersen, Robert Cornell, Terry Foster, Don Riewe, Sue Tobey joined by phone however connection was lost, so she did not participate in discussion or voting, and Board liaison Larry Kahlscheuer. The current membership on the Committee is five, so a quorum was present.

Agenda approved. Motion by Cornell, second by Andersen.

Minutes from April 14, 2022 regular meeting approved. Motion by Cornell, second by Andersen.

Board liaison Kahlscheuer presented information that Door County Medical Center plans to acquire a prescription dispensing vending machine to be installed in the clinic on the Island. Protocols to be established by DCMC.

Riewe presented Community Van statistics for the month of August and year to date through August. Of note was fuel expense continues to exceed fares collected despite the temporary fuel surcharge approved by the Town Board in response to the Healthcare Services Committee recommendation from the April 14, 2022 meeting. No action was taken to recommend an increase in fares at this time but the situation should be monitored by the Committee and the Town Board.

Regarding the proposed 2023 Healthcare Services budget Riewe motioned, second by Cornell to add a ten percent increase to the Community Van Expense line resulting in proposed budget expenses of \$5720 and to maintain the proposed revenue generated by the van at its current amount of \$900. Motion carried. The 2022 Healthcare Services budget contained a line for \$500 to be utilized on the then proposed Forest Trail Walkway, a collaboration of the School District and Gathering Ground. The hope was to provide a walking trail which could be utilized for senior wellness. Riewe reported that a portion of the trail has been completed but as constructed is not conducive for senior utilization. Cornell moved, seconded by Andersen that no allocation for the Trail be included in the proposed 2023 Healthcare Services Budget. Motion carried.

Regarding the Healthcare Services Committee proposed renovation plan of the Community Center to provide dedicated space for health care providers Cornell motioned, second by Riewe, that the original plan presented by the Health Care Services Committee be refined by an appropriate architect or engineer and moved forward by the Town Board. Motion carried with Andersen abstaining.

Meeting adjourned at 7:12pm. Motion by Cornell, second by Andersen.

Recorded and submitted by Don Riewe, secretary



DOOR COUNTY PUBLIC HEALTH

Thursday, February 2, 2023 **Washington Island Community Center** **Immunization Clinic 10:30 am – 11:40 am**

If NO Appointments clinic will be CANCELLED.

Appointments Required **Schedule by calling (920)746-2234** **or on-line at www.co.door.wi.gov/immunizations**

Pfizer COVID-19 Vaccine (including Bivalent Booster) available to age 6 mo. and up

***Parent/guardian needs to sign for minors. *** No charge! *** Bring COVID Vaccine Card with you!
For 5 yrs. and up booster administered at least 2 months after your most recent COVID-19 vaccine.

Seasonal Flu Vaccine

Standard Dose Adult Vaccine: \$40.00 (LIMITED AMOUNT!) High Dose Vaccine (age 65+): \$75.00
Exact Cash or Check accepted

We also accept (Must have card with you): Traditional Medicare Part B
Humana Medicare Advantage Plan / United Healthcare Medicare Advantage Plan

Adult and Pediatric Immunization Clinic

- * **PEDIATRIC Vaccines** are available to ages 18 yrs. or younger who:
- Have Health Insurance but vaccines are not covered
 - Have no health insurance
 - Have Badger Care/Medical Assistance
 - Are an Alaskan Native, or a Native American

* **ADULT Vaccines** available: Adult Tetanus/Pertussis vaccine (no charge).

Town of Washington

Resolution 2022 - 02

Fee Schedule

Effective January 1, 2022

RENTAL FEES				
School House Pavilion	*Resident	Non Resident		
Rental Fee	\$50.00	\$100.00		
Security Deposit	\$100.00	\$100.00		
*Resident: Property owner and/or Registered Voter with the Town				
Community Center	Non profit*	For profit	Private Event	
Gym Rental	\$0.00	\$150.00	\$50.00	
Rutledge Room Rental	\$0.00	\$50.00	\$25.00	
Community Center Kitchen	Donation**	Donation**	Donation**	
Cleaning Fee Deposit (refundable/partially-refundable depending on how facility(ies) is/are left)	\$50.00	\$50.00	\$50.00	
Gym Rental by School per Year	\$2,500.00			
* Non-Profit is defined as a registered 501(c)(3) or other State/Federal recognized tax-exempt organization				
** Propane costs will be direct billed to Community Center Committee unless previously previously arranged with Township				
ADMINISTRATIVE FEES				
Copies of Public Records	B&W	Color		
8.5 x 11	\$0.01	n/a	per page	
Larger than 8.5 x 11	\$0.02	n/a	per page	
Copies of Personal Documents	B&W	Color		
8.5 x 11	\$0.12	n/a	per page	
Larger than 8.5 x 11	\$0.15	n/a	per page	
Fax document	\$2.00	per page		
FEES				
Insufficient Funds Fee	\$25.00	Plus any Bank charges to the Town		
Special Assessment Certificate	\$25.00			
Location Fee	Actual Employees' hours @ rate + 4.5%			
Leases/Agreements				
Art & Nature Center Lease	\$2,000.00	Lease waved until 2026 per RTBM 5 18 16	Consider \$5,000 after 2026	
Welcome Center Lease	\$10.00	\$2 Per year, current contract until 10/31/2022		
Clinic Lease	\$20,000.00	Per year, current contract until 2020		
Lions Club Garage Lease	\$100.00	Per year, 364 s/f @ .15 plus electrical usage \$42.20 taxable		
WI Ball Club Garage Lease	\$100.00			
WI Ball Club Concession Stand	\$240.00	\$0.15 per Square Foot		
Ken Koyen Dock Lease	\$1,200.00	Per year, \$150/month April-Nov		
Airport Hanger Lease	\$0.15 per Square Foot	current lease amount		

CEMETERY FEES				
PURCHASE				
Single Grave Site	*Resident	Non-Resident		
1/2 lot (1 casket)	\$600.00	\$2,000.00		
Full lot (2 caskets)	\$1,200.00	\$3,000.00		
*Resident: Property owner and/or Registered Voter with the Town				
BURIAL				
	Resident*		Non-Resident	
	Vault	Cremation	Vault	Cremation
April 16 - October 31				
Open/Close (Mon-Fri)	\$720.00	\$300.00	\$1,000.00	\$500.00
Open/Close (Sat-Sun and Holidays)	\$780.00	\$355.00	\$1,050.00	\$725.00
November 1 - April 15				
Open/Close (Mon-Fri)	\$850.00	\$410.00	\$1,500.00	\$750.00
Open/Close (Sat-Sun and Holidays)	\$875.00	\$485.00	\$2,000.00	\$1,000.00
LICENSE FEES				
OPERATOR LICENSES				
Regular (One year)	\$20.00			
Regular (Two year)	\$30.00			
Background Check	\$10.00			
Duplicate (if lost/stolen)	\$10.00			
ALCOHOL LICENSES				
Liquor				
	"Class A" - Retail	"Class B" Bar		
Regular	\$500.00	\$500.00		
Beer				
	Class "A" Retail	Class "B" Bar		
Regular	\$100.00	\$100.00		
Temporary Class "B"	\$10.00	per event		
Wine				
	"Class C" Bar			
Regular	\$100.00			
Temporary "Class B"	\$10.00	per event		
CIGARETTE LICENSES				
New/Renewal	\$15.00			
Publication	\$20.00	Fee for all licenses above		
Background Checks (if needed)	\$10.00	Fee for all licenses above		
FIREWORKS PERMITS				
	\$100.00			
DOG LICENSES				
	Spayed/Neutered	Unaltered		
Annual	\$3.00	\$8.00	Town receives \$.25 per license	

UTILITY DISTRICT FEES		
Holding Tank Fee	\$1,000.00	
New System - Sanitary Fee	\$400.00	
Replacement Tank Fee	\$200.00	
Septic Tank/Holding Tank Pumpout	\$100.00	
w/ > 30' of hose to do Pumpout	+\$35.00	
Holding Tank Pumpout (Emergency)	\$135.00	
Septic Tank Inspection (w/o Pumpout)	\$75.00	
Septic Tank Inspection (w/ Pumpout)	\$135.00	
Locate and/or dig out septic tank cover	\$75.00	
Screen Cleaning	\$60.00	Must be contracted and scheduled with Utility District
Service Call (w/o Pumpout)	\$75.00	-
Spreading Fee (Holding Tank/Septic Tank)	\$0.07	per gallon
Holding Tank Winter Storage/Spreading Fee	\$0.19	per gallon
Haul Septic Tank to Sister Bay (Winter only)	\$0.27	per gallon
Grease Trap Waste	Consult Utility District	
Poopsie Pots		
Daily	\$75.00	
Weekend	\$90.00	
Week	\$100.00	
Month	\$175.00	
BUILDING PERMIT/CONSTRUCTION FEES		
Access and Culverts		
Driveway Permit	\$40.00	
Residential - 1 & 2 Family		
New Structure 1 & 2 Family Homes; Fees include building, electric, plumbing, HVAC and erosion		
0 - 1499 sq. ft.	\$850.00	
1500 - 1999 sq. ft.	\$1,000.00	
2000 - 2499 sq. ft.	\$1,100.00	
2500 - 3000 sq. ft.	\$1,200.00	
Over 3000 sq. ft.	\$1,200.00	+ \$.10 per sq. ft. over 3000
(Fees based on sq. ft. of all living area and attached garage)		
Manufactured Dwellings (modulars)	\$500.00	+ any additions or garage
State Seal	\$40.00	(new home only)
Ferry Trips	\$280.00	added to permit for trip charge. (Max. 5 trips) (\$40 per trip after 5th trip)
Additions/Remodeling/Alteration		
Building	\$0.12	per sq. ft. (all areas)
	\$75.00	minimum
Electric, Plumbing, HVAC		
0 - 1000 sq. ft.	\$50.00	each
1001 - 1250 sq. ft.	\$60.00	each
1251 - 2000 sq. ft.	\$75.00	each
2001 - 2500 sq. ft.	\$100.00	each
over 2500 sq. ft.	\$0.05	per sq. ft. (each)
Erosion	\$40.00	(below grad additions only, min. 400 sq. ft.)
Ferry Trips	\$120.00	(max 3 trips) below grade additions
	\$80.00	(max 2 trips) 2nd floor additions, remodels
Manufactured Homes		
	\$300.00	(fee includes slab, occupancy)
Ferry Trips	\$80.00	(max 2 trips)
Temporary Occupancy	\$50.00	

Early Start	\$50.00	(footing and foundation only)
BUILDING PERMIT/CONSTRUCTION FEES		
Commercial		
Additions/Remodeling/Alteration		
Building	\$0.13	per sq. ft.
	\$75.00	Minimum
Electric, plumbing, HVAC		
0 - 600 sq. ft.	\$60.00	each
601 - 1250 sq. ft.	\$75.00	each
1251 - 2000 sq. ft.	\$100.00	each
2001 - 2500 sq. ft.	\$125.00	each
Over 2500 sq. ft.	\$0.06	per sq. ft. (each)
storage buildings, warehouse, detached garage	\$0.10	per sq. ft.
Ferry trip charge according to project needs	\$40.00	per trip
BUILDING PERMIT/CONSTRUCTION FEES		
Temporary Occupancy, Change of Use, Occupancy	\$50.00	
Early Start	\$100.00	
Erosion Control	\$75.00	
Plan Review	\$100.00	(plans that do not require state review)
Miscellaneous		
Re-Inspection Fee	\$40.00	
Failure to call for inspection	\$40.00	
Double fees are due if work is started before permit is issued.		
Extension to permit (permits are valid for 24 months) 25% of original fee		
JACKSON HARBOR MARINA FEES		
Transient Dockage	\$1.50	per foot/per day
Seasonal Slip	\$70.00	per foot
AIRPORT FEES		
Tie downs		
Air plane Overnight	\$10.00	
Monthly	\$40.00	
Yearly	\$400.00	
Airport Rental	\$100.00	Per day (including set-up and cleanup)
LANDFILL FEES		
Disposal		
Televisions		
<30"	\$30.00	
>30"	\$45.00	
Computer Monitor	\$20.00	
Appliance/ Freon	\$20.00	
Tires auto/light truck	\$10.00	
Tires Heavy Duty (large)	\$15.00	
Tires (Tractor)	\$25.00	
Armchairs	\$20.00	
Love seats	\$25.00	
Couches/recliners	\$30.00	
Single mattress	\$15.00	
Single box spring	\$15.00	
Double mattress	\$20.00	
Double box spring	\$20.00	
Queen/ King mattress	\$25.00	
Queen/ King box spring	\$25.00	
Construction material	\$1.50	per cu. ft.
Asphalt shingles	\$2.50	per cu. ft.
Boats/ bulky items cut to 8 cu. ft.	\$1.50	per cu. ft.

MSW/Recyclables \$0.15/lb

PARKING LOT FEES

	Monthly	6 Months	Yearly
Airport	\$15.00	\$50.00	\$100.00
Jackson Harbor	\$15.00	\$50.00	\$100.00
Welcome Center	\$15.00	\$50.00	\$100.00

POLICE DEPARTMENT FEES

Service Fees		
Vehicle Registration	\$19.50	
Vehicle Renewal	\$10.00	
Counter Service Fee	\$5.00	
MV4000e Crash Report	\$6.00	
Fingerprinting (2 cards)	\$20.00	
Public Record Photocopies; B&W	\$0.01	per sheet
Public Record Photocopies: Color	\$0.06	per sheet
Arbitrator Video	\$50.00	per cd
Concealed Carry Class	\$100.00	per student

MOOSING RECREATION CENTER FEES

Daily Membership		
Daily Adult (age 21 - 64)	\$11.00	
Daily Senior (age 65+)	\$10.00	
Daily Youth (up to age 21)	\$8.00	
Daily Family	\$21.00	
10 Day Adult	\$95.00	
10 Day Senior	\$84.00	
10 Day Youth	\$63.00	
10 Day Family	\$190.00	
Monthly Memberships		
Adult (age 21 - 64)	\$75.00	
Senior (age 65+)	\$70.00	
Family	\$150.00	Includes immediate family only (spouse and children under 19)
Seasonal Memberships (6 months)		
Adult (age 21 - 64)	\$170.00	
Senior (age 65+)	\$180.00	
Family	\$290.00	Includes immediate family only (spouse and children under 19)
Annual Memberships		
Adult (age 21 - 64)	\$230.00	
Senior (age 65+)	\$210.00	
Youth	\$75.00	Students up to 24 yrs, full-time college
Family	\$460.00	Includes immediate family only (spouse and children under 19)
Showers	\$6.00	
Room Rentals		
Non-Member	\$50.00	
Member	\$35.00	
Pool Rental		
Non-Member	\$50.00	
Member	\$35.00	

RESOLUTION REVISION DATE

Amended this 16th day of February, 2022, by the Town Board of the Town of Washington

Ayes	5	Nays	0	Escused	0
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Hans Lux, Town Chair

Attest: Alexandria McDonald, Town Clerk

chairman@washingtonisland-wi.gov

From: Town of Washington Office <townoffice@washingtonisland-wi.gov>
Sent: Wednesday, January 4, 2023 8:51 AM
To: Highway Department; Hans Lux
Subject: Fwd: Pump replacement

**Sincerely,
Alexandria McDonald
Town Clerk/Treasurer**

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

----- Forwarded message -----

From: Brian Mann <mannheatingandair@gmail.com>
Date: Wed, Jan 4, 2023 at 8:41 AM
Subject: Pump replacement
To: Valerie Carpenter <townoffice@washingtonisland-wi.gov>

Each proposed grundfos wet rotor pump is \$1950.
To remove old pumps and pipe in one pump about \$500 in labor.
Piping materials flanges, ball valves, another \$300
Total estimate \$4700 to install one new pump and leave a spare on the shelf.

Sent from my iPhone

**TOWN OF WASHINGTON ISLAND
FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT**

JOB DESCRIPTION

Primary Duties: He or she will serve at the will of the Chief. Assist and support the Fire Chief in the completion of his/her duties and responsibilities. See Fire Chief job description. All duties will be assigned as directed by the Fire Chief, and the Fire Department Board of Directors if approved by the Chief. It is the responsibility of the Administrative Assistant to review, understand and follow federal NFPA standards as well as State of Wisconsin Department of Safety and Professional Standards (DSPS) Code 330 and to keep abreast of any updates to them that affect the department:

The Assistant will:

- Attend (or designate) all Department Meetings and Trainings and keep a full record of the proceedings.
- Prepare publish and/or post any required agendas required to comply with open meeting laws.
- Receive and process requests from Officers and members for equipment necessary for safe operations of the department and membership.
- Advise the Fire Chief of upcoming resignations in membership positions, notify members of their rights regarding the Service Awards Program
- Assist the Fire Chief in the development of fire department policy, including but not limited to, researching questions and obtaining information for the Board of Directors at their request.
- Maintain membership rolls and keep accurate records of all member status and qualifications.
 - Preparation of the monthly Department report and Provide clerical support to the Fire Chief.
 - Complete other assigned duties as directed by the Fire Chief

Other Duties:

- Oversee day-to-day operations of the Fire Dept Office under the direction of the Fire Chief.
- Perform regular backups of computer data.

Qualifications:

- Must be a member in good standing of the Fire Department.
- Strong attention to detail, listening, verbal and written communication and organizational skills.
- Ability to work professionally and congenially with a wide variety of people in multiple situations.
- Must input and maintain data to the National Fire Incident Reporting System.
- Must know and maintain the State of Wisconsin Service Awards Program.
- Financial/Budgeting experience and have Independent decision-making skills.
- Proficient in Microsoft Word, Excel, Outlook, and Internet Explorer/Google Chrome.
- Experience with complex database systems, including (but not limited to) Excel, Business Works, ADP Payroll system,

Physical requirements:

- Ability to sit or stand for long periods of time in a general office environment.
- Some weeks require long, irregular hours and evening duties.

Normal Hours of Work and Pay

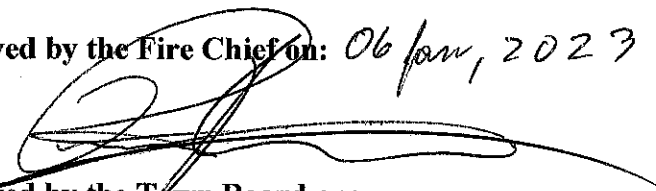
- The Fire Department does not have set office hours open by appointment only.
- The Administrative Assistant is expected to work additional hours if needed to complete the required duties.
- The Administrative Assistant is (in the Chief's absence) expected to attend all regular Town Board meetings, held the third Wednesday evenings of each month, and the Annual Town Meetings typically held on the evening of the third Tuesday of April, and the third Tuesday of November.
- The Administrative Assistant may be expected to attend other meetings as directed by the Chief.
- Rate of pay to be determined by the Town Board.
- Paychecks issued monthly with the rest of the Fire Department.

Probationary Period: Six months of satisfactory service

Benefits will be provided according to the Town of Washington Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

Note: Applicants will be subject to a criminal back-ground check.

Approved by the Fire Chief on: *06 Jan, 2023*



Approved by the Town Board on:

TOWN OF WASHINGTON ISLAND FIRE DEPARTMENT TREASURER

JOB DESCRIPTION

Primary Duties: Perform all duties of the Fire Department as directed by the Fire Chief, and the Fire Department Board of Directors if approved by the Chief. It is the responsibility of the Treasurer to review, understand and follow the Town of Washington Budgeting process. Direct the Town Clerk to pay all bills due for the Fire Department and indicate to the Clerk which accounts the monies will be taken from.

The Treasurer will:

- Receive and process requests from Officers and members for equipment necessary for the safe operations of the department and membership.
- Search multiple sources for best price and value of equipment and supplies
- Advise the Fire Chief of upcoming expenses and work with chief to stay within budget
- Assist the Fire Chief in the development of fire department budget
- Provide clerical support to the Fire Chief and Administrative Assistant
- Complete other assigned duties as directed by the Fire Chief
- Financial duties:
 - In cooperation with the Town Treasurer, maintain a complete record of the finances of the Fire Department, showing receipts, disbursements and any other information as necessary.
 - Receive bills and claims against the Fire Department, examine, and validate each document, verify appropriate budget categories, and issue the order for the Town Treasurer to pay each bill.
 - Act as custodian of the financial records of the Fire Department.

Other Duties:

- Understand and be cross trained in the position of Fire Department Administrative assistant.

Qualifications

- Must be a member in good standing of the Fire Department.
- Strong attention to detail, listening, verbal and written communication and organizational skills.
- Independent decision-making skills.
- Financial/Budgeting experience in a business setting.
- Proficient in various accounting software systems.
- Proficient in Microsoft Word, Excel, Outlook, and Internet Explorer/Google Chrome.

Physical requirements:

- Ability to sit or stand for long periods of time in a general office environment.
- Most weeks require, irregular hours.

Normal Hours of Work and Pay

The Treasurer is expected to work as many hours as needed to complete the required duties.

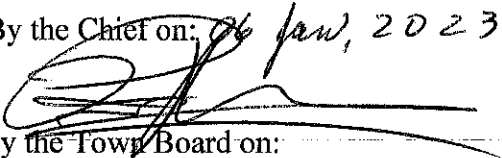
- The Treasurer is expected to attend (or designate) all regular Fire Department Meetings and Trainings.
- Rate of pay to be determined by the Town Board.
- Paychecks issued monthly or as the Fire Department is paid

Probationary Period: Six months of satisfactory service

Benefits will be provided according to the Town of Washington Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

Note: Applicants will be subject to a criminal back-ground check.

Approved By the Chief on: *06 Jan, 2023*



Approved by the Town Board on:

POSITION DESCRIPTION

Fire Chief

Fire Department Town of Washington
Page 1 of 4

Dec 2022

Position Summary:

Perform the administrative functions of planning, organizing, directing, coordinating and controlling the operations of the Department and the personnel under the jurisdiction of the Fire Chief.

This position involves the utilization of staff; development and training of personnel; performance evaluation; organization morale; safety of personnel; equipment maintenance and utilization; budget preparation; the enforcement of the codes and ordinances of the Town of Washington and the Wisconsin State Statutes; as well as the rules and regulations of the Fire Department.

Characteristic Work of the Position:

- A. Definition: This work, in the field of administration, prevention, suppression, emergency medical first responder, emergency government, and public fire and life safety education to be performed in a professional manner.
- B. Nature: At the direction of the Town of Washington Board of Supervisors and/or the Town Administrator, perform such duties and activities as may be required by the codes, ordinances, State statutes, and rules and regulations of the Fire Department.

Fundamental Duties and Ancillary Responsibilities:

Fundamental Job Duties:

- A. Supervise all fire prevention, public education, rescue, emergency medical, and fire suppression activities of the Department.
- B. Review reports and records of Department activities and operations; take appropriate action when required to assure they are effective.
- C. Respond to fires, EMS, and other emergencies; determining what apparatus and equipment is needed; make decisions as to the best methods of controlling and extinguishing fires; and direct the work of Department members.
- D. Establish minimum standards of training and technical competence for all Fire Department personnel.
- E. Develop rules, regulations and standard operating guidelines governing both emergency and non-emergency operations of the Department.
- F. Supervise the fire prevention inspection program as required by local codes, ordinances and State statutes.

POSITION DESCRIPTION

Fire Chief

Fire Department
Town of Washington
Page 2 of 4

Dec 2022

- G. Supervise the administration of the Department through budget preparation.
- H. Develop and maintain an effective system of reports and records of: personnel actions, alarm responses, fire and casualty reports, fire inspections, fire investigations, personnel training, fire stations, apparatus, equipment maintenance and testing.
- I. Develop long range plans for the training, operations, staffing and equipment requirements of the Department.
- J. Develop and maintain effective working relationship with inter-Town departments and local government agencies.
- K. Develop and maintain effective working relationships with other area fire and emergency response agencies.

Ancillary Job Responsibilities:

- A. Assist the Fire Prevention Bureau with the investigation of fires to analyze findings for the determination of cause and origin of fires.
- B. Assist the Public and life Safety Educator with the development and implementation of public fire and life safety education programs for civic, fraternal educational, institutional, and industrial organizations or agencies.
- c. Assist the Training Bureau with planning, organizing, supervising and coordinating the Fire Department Training Program.
- D. Participate in local, regional, State and national conferences and seminars on fire administration, prevention, emergency medical, public education and suppression to maintain a continuing level of professional and technical competence.

3.01.04 Qualifications:

Essential Knowledge, Skills and Abilities:

- 1. Ability to establish and maintain effective working relationships with the Fire Department personnel, community officials and the general public.
- 2. Thorough knowledge of Fire Department administration, fire prevention practices, firefighting techniques, emergency medical first responder, training and the scientific principles involved in fire suppression.

POSITION DESCRIPTION

Fire Chief

Fire Department
Town of Washington
Page 3 of 4

Dec 2022

3. Extensive knowledge of and skill in supervision of the operation of various types of firefighting equipment and apparatus.
4. Considerable knowledge of effective public relations.
5. Considerable knowledge of explosives, hazardous properties and potential reactions of chemicals, liquids and gases as well as the combustion qualities of materials used in the construction of commercial and residential structures and aboveground and underground storage tanks.
6. Ability to plan, assigns, direct and supervises firefighting equipment and personnel under emergency conditions.
7. Ability and skills to evaluate fire conditions; recognizes danger; uses sound judgment; and reacts calmly under emergency conditions.
8. Extensive knowledge of the geography of the community; location of streets; nature and location of hazardous premises; principal building construction types; fire communications equipment; fire hydrants; and other water sources.
9. Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.
10. Oral and written communication skills necessary for accurate documentation of various required reports; communicating with the Department, the community officials, and the general public.
11. Thorough knowledge of the use of firefighting tools and equipment with the ability to demonstrate their use to others.
12. Considerable knowledge of teaching methods and aids with the ability to organize and supervise drill sessions and instruct personnel.
13. Thorough knowledge of fire prevention codes and ordinances; fire hazards; methods and techniques of fire inspection; and investigation.
14. Ability to plan, coordinate and supervise assignments within the Department.
15. Ability to perform job analysis and evaluate Department operations.
16. Thorough knowledge of Local, State and National Standards.

POSITION DESCRIPTION

Fire Chief

Fire Department
Town of Washington
Page 4 of 4

Dec 2022

17. Thorough knowledge and ability to manage emergency government rules, regulations and standards.
18. Develop and maintain an Emergency Operation Plan for the Town of Washington community.
19. Thorough knowledge of the National Incident Management System (NIMS) rules, regulations and standards.

A. Minimum Training and Experience:

Such training as may have been gained through participation in fire prevention, public fire and life safety education, emergency medical first responder, fire suppression, emergency government, or administration courses. Ten years of service in good standing with WIFD, Five of which shall have been as a supervisory fire officer.

B. Special Requirements:

Possess or acquire and maintain Wisconsin Fire Officer I certification or higher.

Possession of a valid Wisconsin Motor Vehicle Operators License, CDL preferred.

Possess and maintain Wisconsin Emergency Medical First Responder certification.

c. Annual Refresher Training Requirements:

Annually (calendar year) 25 hours of training outside of the Department regular training program of a skill nature directly related to the position.

D. Non-Discrimination:

All positions and promotions within the rank of the Town of Washington Fire Department will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin or disability and under the guidelines set forth under the Town of Washington Affirmative Action Plan.

Approved by Fire Chief on: *06 Jan, 2023*

Approved by Town Board on:



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

Protecting Washington Island Since 1948

Jan 6, 2023

Town of Washington

RE: Fire Department Administrative Assistant to the Chief Position:

Robert Carr is retiring from this position in Jan 2023. I am recommending Jenny Nickell for his replacement. I am also recommending that the financial duties involved be turned over to the Fire Department Treasurer Sarah Schultz.

I have attached job descriptions separating the positions for your review and approval.

Sincerely:

A handwritten signature in black ink, appearing to be "Peter Nehlsen", written over a large, loopy scribble.

Chief Peter Nehlsen



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

Protecting Washington Island Since 1948

Jan 6, 2023

Town of Washington

RE Fire Department Credit Cards

With recent promotions and job changes in the department, I request the following credit card changes be made for our employees:

Cancel the current card issued to Robert Carr who is turning over his Administrative Assistant position to Jenny and Sarah.

Cancel the card issued to Lieutenant Kenneth Berggren who is retiring.

Please issue cards to the following.

Captain: Adam Steffen for fueling equipment

Lieutenant: Jake Dahlke for fueling equipment

Admin Assistant : Jenny Nickell for supplies and equipment

Treasurer: Sarah Schultz for supplies and equipment

Sincerely:

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Chief Peter Nehlsen

Chapter 50

FIRE DEPARTMENT

§ 50-1. Title

§ 50-2. Authority.

§ 50-3. Purpose.

§ 50-4. Property

§ 50-5. Organization.

§ 50-7. Compensation

§ 50-8. Insurance.

§ 50-9. Governing rules.

§ 50-10. Disputes

§ 50-11. Fire inspections.

§ 50-12. Donations and self-generated funds.

[HISTORY: Adopted by the Town Board of the Town of Washington 6-19-1986 as Ch. 4, Subch. II, Part B of the 1986 Code. Amendments noted where applicable.]

§ 50-1. Title.

This chapter is entitled the "Washington Island Volunteer¹ Fire Department Ordinance."

§ 50-2. Authority.

~~The Town Board of the Town of Washington has specific authority to establish this chapter under § 60.55, Wis. Stats.~~

§ 50-3. Purpose.

By the establishment of a Fire Department, the Town Board of Washington confirms its responsibility under § 60.55, Wis. Stats., to provide for fire protection and other emergency responses for the Town and its citizens. The Town Board of Washington further ordains that the Fire Department shall be under the supervision of the Town Board.

§ 50-4. Property.

The property of the Washington Island Volunteer Fire Department, consisting of fire engines, water tanker trucks, miscellaneous vehicles, pumps, hoses, saws, axes, ladders, protective clothing, hose nozzles and fittings, and such other equipment as may be used for fire fighting, fire prevention or life saving shall be the property of the Town of Washington. Any personal items that belong to any of the members of the Fire Department which are left for keeping in the Fire Station shall be registered with the Fire Chief or his designee to insure safe keeping. Any items not so registered will not be a responsibility of the Fire Department or the Town of Washington in case of loss or damage.

¹ Editor's Note: Amended at time of adoption of Code (see Ch. I, General Provisions, Art. II

§ 50-5. Organization. ^{4 & 5}

The Washington Island Volunteer Fire Department shall consist of the Fire Chief plus thirty-one (44) Fire Fighters/First Responders. The total number would not exceed forty-five (45). The Fire Chief shall be recommended by the members and approved by the Town Board every two years.

§ 50-6. Duties of Fire Chief.

The Fire Chief shall have overall responsibility for the operation of the Department and shall report to the Town Board on a regular basis concerning the activities of the Department. He/she shall forward to the Town Board results of all officers elected and appointed. He/she shall make himself/herself aware of all pertinent statutes, administrative rules and NFPA regulations concerning fire department operational or administrative procedures. The Fire Chief shall be responsible for the Fire Department budget for the coming year and make such requirements known to the Town Clerk/Treasurer prior to November 1 of each year. The Fire Chief shall be part of the Town budget preparation process and be present at the budget preparation to answer any questions or justify the Fire Department requests. The Fire Chief shall submit long-range capital requirements for the budgeting of money annually to meet those needs. The Fire Chief shall have police powers as authorized by § 213.095, Wis. Stats., and have additional citation power as called for under § 50-11 of this chapter.

§ 50-7. Compensation.

The Fire Chief and the Assistant Chief may receive an annual salary as set by the Town Board. They may receive per-diem and mileage expenses for meeting attendance requested by the Town Board or such other meetings that may be of importance with prior approval of the Town Board or the Town Chairperson in cases that sufficient notice of such meetings is not given in time for the Town Board to take action. All members shall receive compensation for actual fire calls and for meetings and joint exercises attended. The formula for compensation shall be set by the Fire Department and reviewed annually by the Town Board. All training courses attended by members of the Fire Department shall be paid by the Town Board; this includes any training materials that may be required.

§ 50-8. Insurance.

The Town of Washington assumes insurance costs for Workers' Compensation, medical costs for injury in the line of duty, liability for errors and omissions, and automobile liability for private vehicles used to answer and return from fire calls or emergencies (this insurance will only pay damages in excess of the member's own insurance coverage and when damages are not a result of intoxication).

§ 50-9. Governing rules.

The Washington Island Volunteer Fire Department shall operate under the applicable Wisconsin State Statutes, Department of Commerce Administration Codes, NFPA rules, and such rules as may be prescribed by the Town Board through the ordinance procedure.

§ 50-10. Disputes.

Any disputes among the members or officers of the Washington Island Volunteer Fire Department, in so far as possible shall be handled by the Fire Chief. Any problems the Fire Chief cannot resolve shall be referred to the Town Board for resolution. Any matters which could result in discharge, suspension, demotion or disciplinary action beyond the duties of the Fire Chief shall be referred to the Town Board. All matters of this nature shall be heard in Closed Session, with the Town Board giving due notice and citing § 19.85(1)(b), Wis. Stats., for an exemption to the Open Meeting Laws.

§ 50-11. Fire inspections.²

All public buildings and those businesses serving the public in the Town of Washington will be subject to fire safety inspections. Those operating on a year-round basis shall be subject to two inspections annually, and those operating on a seasonal basis (less than six months per year) shall be subject to one inspection annually. It is not the intention of the Town of Washington that this be a punitive action, but to make the Town safer for its businesses and citizens. The Fire Chief is authorized by this chapter to issue citations for violations as provided in Chapter 23, Citations, of this Code. Each day of violation after notification may constitute a separate offense.

§ 50-12. Donations and self-generated funds.³

The Washington Island Volunteer Fire Department is authorized to accept donations of money or equipment for use by the Department. The Department is further authorized to conduct fund-raisers for Departmental use. All monies shall be received by the Washington Island Volunteer Fire Department and transferred to a separate Washington Island Fire Department account in the Town of Washington. This account shall be under the exclusive control and management of the Washington Island Volunteer Fire Department. Approval of payments from this account shall be made by checks issued by the proper officer of the Washington Island Volunteer Fire Department upon filing with him or her of certified bills, vouchers signed by the proper officers of the Washington Island Volunteer Fire Department, giving the name of the claimant or payee and the

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

amount and nature of each payment. The Rescue Squad may be included in fund-raising activities and may be a beneficiary of such funds for its activities and equipment. Record of payments and deposits shall be submitted to the Town Office on a quarterly basis in accordance with reasonable and accepted accounting practices.

§ 50.13. Organizational Change to Department⁴

WIFD By-laws as approved by the WIFD membership to effectively create a new company enables the amended Town Ordinance to work in conjunction with and enhance the operations of the Department. The consolidation of two (2) departments into one (1) has been created, thus the merger of the Washington Island Rescue Squad under the Washington Island Volunteer Fire Department, in accordance with Article XIV (Line 491) of the WIFD By-laws as authorized and approved by the State of Wisconsin.

⁴ Clerk's Note: Amended at Town Board Meeting 9-8-10 Increase membership and FD By-Laws Item 11, Paragraph D.

⁵ Clerk's Note: Amended at Town Board Meeting 9-28-2016 Increase membership to 45

Town Of Washington
Police Officer On-Call Policy

- I. Policy Statement
- II. Purpose
- III. Provisions
- IV. Compensation
- V. Effective Date and Scope
- VI. Authorization

I. POLICY STATEMENT

The Town of Washington (“Town”) recognizes that serving as a police officer (“Officer”) on Washington Island involves unique circumstances that impact Officer’s personal and professional lives. It is the intent of the Town to schedule and compensate Officers in ways that recognize these circumstances and the sacrifices Officers make, that comply with wage-and-hour laws and regulations, and that respect the realities of the Town budget.

II. PURPOSE

In connection with the Town's commitment to provide coverage during all times of need – including overnight – the Town desires to clearly define when an officer is “on duty” (normal working scheduled hours) and when an officer is considered “on call” (subject to respond outside of normal working scheduled hours). Doing so will establish parameters of how Officers are compensated. Wisconsin Administrative Code #DWD 272.12 (Interpretation of hours worked) and #DWD 274.03 (Overtime Pay) provide the interpretational basis for compensation.

III. PROVISIONS

A. Scheduling

Scheduling is at the Town's discretion as presented by the Police Chief. Hours of work are defined and schedules created to be in compliance to all applicable federal, state, and local laws and regulations.

B. On-Duty Status

On-Duty Status is defined as that time officers are scheduled to perform their regular law enforcement duties or special assignments. These duties include (but are not limited to) normal patrol duties, investigations, court time, training, and administration. On-Duty status defines the normal scope of law enforcement duties that delineate a normal shift rotation. Officers are required to be subject to calls, unless their activity takes them away from the island (court, transport to jail, etc.)

C. On-Call Status

On-Call Status is defined as that time officers are subject to call outside of the regular assigned shifts. Officers must be available on island to handle those calls or assignments necessary for the safety and welfare of the island, its residents, and visitors. Officers may engage in personal activities during said status, but must be able to promptly respond to all dispatch calls in a manner consistent with Town and Department policy and practice.

IV. COMPENSATION

A. On-Duty Status

Compensation for on-duty status of full-time employees is determined yearly by the town board through its budgeting and employee review.

B. On-Call Status

Compensation for on-call status of full-time employees is determined yearly by the town board through its budgeting as an additional stipend. On-call compensation is only entitled to the officer who is scheduled for the daily period of time they are subject to call out. On-call status compensation is not available if officers are called out during on-call status

time, as regular or overtime compensation will override the additional stipend.

C. Overtime

Overtime compensation is determined through federal and state laws. The provisions of the Fair Labor Standards Act (FLSA) along with the Wisconsin Administrative Code #DWD 272.12 (Interpretation of hours worked) and #DWD 274.03 (Overtime Pay) state employees must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. Hours paid for not being worked, such as sick leave, vacation pay, holiday or personal time, do not count as hours worked for purposes of computing overtime pay.

V. EFFECTIVE DATE AND SCOPE

This policy is effective as of January 1, 2023, and replaces and supersedes any previous policies, or unwritten policies or practices, covering the same subject matter.

VI. AUTHORIZATION

Hans Lux, Chairman
Town of Washington

VII. EMPLOYEE SIGNATURE

Employee Name – (Print)

chairman@washingtonisland-wi.gov

From: Randy J. Nesbitt <rjn@lcojlaw.com>
Sent: Wednesday, January 4, 2023 11:36 AM
To: chairman@washingtonisland-wi.gov
Subject: RE: On Call Policy

Good Morning Hans,

I looked the policy over and my thoughts were that it was very good.

I wanted to think over reasons that the policy should be more specific, as opposed to general, and I couldn't come up with any such arguments.

As a result my conclusion is that it is good as is.

RANDALL J. NESBITT

Attorney

Law Firm of Conway Olejniczak & Jerry, S.C.

231 S. Adams Street | P.O. Box 23200

Green Bay, WI 54305

P: 920-437-0476 F: 920-437-2868

E: RJN@lcojlaw.com | lcojlaw.com

2015 – 2022 WINNER OF BEST OF THE BAY – BEST LAW FIRM

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From: chairman@washingtonisland-wi.gov <chairman@washingtonisland-wi.gov>

Sent: Wednesday, January 4, 2023 11:31 AM

To: Randy  J. Nesbitt <rjn@lcojlaw.com>

Subject: On Call Policy

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C. Morning Randy,

Since 1976

Have you had the chance to review the PD policy I send you last week? I am waiting for your input before I share it with the officers, with final approval scheduled for the January meeting. Thanks

Hans

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Town of Washington
Museum Director Job Description

JOB SUMMARY:

The Museum Director oversees the daily operations of the town's museums and is responsible to plan, direct, and to manage its activities and projects to ensure the successful operation of the museums. The Museum Director will develop long-term plans and policies for the museums, supervise and manage all museum staff, ensuring the museums follow all legal guidelines. The Museum Director will also develop budgets and securing funding for the museums and their efforts and provide support as the primary liaison to the Town Board. The Museum Director will assure compliance of all safety rules and regulations.

JOB RESPONSIBILITIES:

- 1) Manage all Museum services and activities including museum operations, facilities, personnel, and finances and budget, and will recommend and administer policies and procedures approved by the Town Board.
- 2) Follow all safety rules and regulations of local, state and federal jurisdictions and assure these rules are followed by all museum personnel.
- 3) Provide primary responsibility for maintaining, preserving, archiving, cataloging, studying and displaying components of the museum's collections.
- 4) Work with fundraising and grant opportunities as they become available; including but not limited to direct donor appeals, corporations, and funding from local, state, and federal grants
- 5) Maintaining relationships with donors and corporate sponsors to ensure continued financial support for exhibits and programs.
- 6) Oversee the hiring, training, and managing of all museum staff members.
- 7) Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of services provided and allocate resources accordingly.
- 8) Plan and organize marketing campaigns and events to promote the museums and its activities, such as educational workshops, lecture series, and fundraising events to raise money for museum programs.
- 9) Communicate clearly and concisely, both orally and in writing.
- 10) Perform other duties as assigned.

QUALIFICATIONS:

The Director will have knowledge of:

- 1) Operational services and activities of a community museum
- 2) Being passionate and extremely knowledgeable about the museum's collections
- 3) Management skills to coordinate programs, policies and operational needs
- 4) Being a skilled communicator in order to work well with the town board, donors and sponsors, and the public
- 5) Principles and practices for budget preparation and administration

- 6) Principles of supervision, training and performance evaluations
- 7) Pertinent Federal, State, and local laws, codes, and regulations

REQUIREMENTS:

The Director will be required to have:

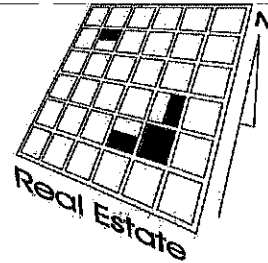
- 1) Minimum five (5) years of relevant experience
- 2) Advanced degree (BA) in relevant education related to job responsibilities
- 3) In depth knowledge of museum operations
- 4) A valid driver's license
- 5) Proven fundraising and grant writing experience
- 6) Excellent communication, interpersonal, and public speaking skills
- 7) Strong skills in organizational planning and time-management
- 8) Must establish permanent residence on Washington Island within six (6) months after date of employment
- 9) Applicants are subject to a pre-employment record check and drug screening.

**CONTRACT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
Town of Washington
Door County

By

***Associated Appraisal
Consultants, Inc.***



**Appleton Office
W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Town of Washington, Door County, State of Wisconsin**, a body corporate and politic (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be additional costs charged to the Municipality for collection and or conversion as agreed upon by both parties.

A. INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

B. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

C. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of

property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

F. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures

for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

G. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). If deemed necessary by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

H. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

I. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return; sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

J. AVAILABILITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Town meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

K. MUNICIPAL RECORDS. The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

L. MAPS. Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. OATH OF OFFICE. As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the

Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Town Assessor as per Wisconsin Statutes secs. 60.307 and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage

shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2023, 2024, 2025, 2026, and 2027** assessment year(s). The Assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.

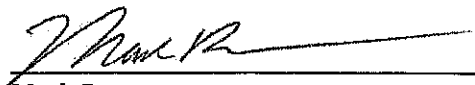
C. AUTOMATIC RENEWAL. This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Eight Thousand Nine Hundred Dollars (\$8,900.00)** for 2023, **Thirteen Thousand Two Hundred Dollars (\$13,200.00)** for 2024, **Thirteen Thousand Five Hundred Dollars (\$13,500.00)** for 2025, **Thirteen Thousand Eight Hundred Dollars (\$13,800.00)** for 2026, and **Fourteen Thousand One Hundred Dollars (\$14,100.00)** for the 2027 assessment year(s) for maintenance assessment services.

- B. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2023, 2024, 2025, 2026 and 2027 assessment year(s).
- C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D. Renewal Adjustments: A cost of living adjustment of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2027.
- E. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- F. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$.018 * 2,230 = \40.14) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.018 per parcel.
***** Please initial yes or no to post data to the website. *****
 Yes ___ No ___

V. SIGNATURES



 Mark Brown
 President
 Associated Appraisal Consultants, Inc.

01/11/2023

 Date

 Authorized Signature
 Town of Washington

 Date

ASSESSMENT SERVICES SUMMARY

Prepared for:

Town of Washington Island
 Alexandria McDonald
 Clerk/Treasurer

**Associated Appraisal
 Consultants, Inc.**

Fee Schedule

The figures below are based on 5 years of professional assessment services. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance.

Assessment Services	2023 Assessment Year	2024 Assessment Year	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year
MAINTENANCE	\$8,900	\$13,200	\$13,500	\$13,800	\$14,100
OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+\$85,000 (for each revaluation assessment year)				
EXTERIOR ONLY REVALUATION	+\$75,000 (for each revaluation assessment year)				
INTERIOR PRC QUESTIONNAIRE	+\$2,500 (for each exterior revaluation assessment year)				
INTERIM MARKET UPDATE	+\$20,000 (for each revaluation assessment year)				

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2023, 2024, 2025, 2026, and 2027 assessment year(s). The maintenance contract will continue to be all inclusive without separate charges.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the municipality until completion of the revaluation and final adjournment of the Board of Review.

- The 2022 assessment year was the 2nd year out of compliance in accordance with sec. 70.05(5), Wis. Stats. The municipality will be required to conduct a revaluation prior to or during the 2026 assessment year at the latest to avoid a state ordered reassessment for the 2027 assessment year which will cost 2-3 times the amounts provided above due to Wisconsin Department of Revenue oversight etc.
- Municipality will be responsible for all postage and mailing services costs during the revaluation year and are estimated to cost \$2,700 - \$3,800 +/- depending on the revaluation type chosen and how many introduction letters, record questionnaires, agricultural land use forms, assessment notices and other general correspondence letters are mailed.
- For budgeting purposes if the municipality were to conduct one of the revaluation options for the 2024 assessment year the estimated total cost would be as follows:

Maintenance	IMU Revaluation	Mailings	Total
\$13,200	+\$20,000	+\$2,700 +/-	= \$35,900 +/-
Maintenance	Exterior Revaluation	Mailings	Total
\$13,200	+\$75,000	+\$3,800 +/-	= \$92,000 +/-
Maintenance	Full Revaluation	Mailings	Total
\$13,200	+\$85,000	+\$3,800 +/-	= \$102,000 +/-

- Options to spread a revaluation cost over multiple years is available upon request and the amount(s) would be based on the revaluation type and assessment year chosen.

As identified on the annual assessor requirements chart (see attached) from the Wisconsin Department of Revenue (WIDOR), municipalities/assessors have a few guidelines or recommendations for annual assessment cycles.

Annual Review/Maintenance Option:

This type of assessment service is the minimum requirement for all municipalities. The annual review/maintenance cycle consists of copying the assessment roll from the previous year and updating assessment values taking into consideration the current level of assessment when changes are warranted. Examples of changes include new construction, combining or splitting of parcels, annexations, remodeling, demolition/razing, zoning changes, changes in tax classification, and any other occurrence that might affect market value or the physical attributes of the parcel. These changes may, or may not, result in a change in value; nonetheless each of these requires the Property Record Card (PRC) to be updated.

Full Inspection and Exterior Only Revaluation Options:

These types of assessment cycles are recommended when Property Record Card information is outdated or inaccurate, assessment uniformity and equity is poor, a full inspection or exterior only revaluation has not been conducted in 10 years and or a reassessment is required per Wis. Stats. 70.75. The last revaluation for the municipality occurred during the 2018 assessment year.

Positives

- Typically, a lesser cost for annual maintenance between revaluation years.
- Municipality can budget additional funds yearly towards a full or exterior revaluation.
- The real estate market dictates when to complete a revaluation.
- Each parcel is visited during the same assessment cycle/year thus ensuring equitable record collection and verification of the property record card.
- The municipality could pick up additional new construction or building improvements done without a permit which would increase the net new construction values and have a potential impact to your levy limit.
- Corrects inequities amongst individual property assessments and between classes of properties i.e.: residential, commercial, sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full value in the same assessment year as required under state law, sec 70.05(5), Wis. Stats.

Negatives

- The municipality will experience a spike in cost due to services for revaluation work if every parcel were needed to be visited during one calendar year.
- Additional time spent on Open Book, Board of Review or other appeals due to larger swings in assessment value changes since the last revaluation.
- Slower reaction to market corrections/changes than more annual market updates through a full value maintenance program or interim market updates.
- Reactive approach rather than a proactive approach to real estate market changes.

Associated Appraisal has many municipalities that plan and budget for a full inspection or exterior only revaluation on different cycles (every 2, 4, 6, 10 years etc.) regardless of market conditions. Planned revaluation schedules allow them to stay in compliance with both WIDOR recommendations and Wis. Stats. 70.05(05). They see a great benefit of visiting each property during one calendar year or on a cyclical basis (some cases 20% or 25% visited per year) thus having all assessment parcel reviewed onsite regularly. Capturing PRC changes that may affect assessments is worth the additional scope of work and relating cost. In addition, by visiting each property during the same year they ensure that the records and values are looked at equitably and updated under the same market conditions.

Interim Market Update Revaluation:

This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five (5) years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. This would be an option for the municipality if an onsite inspection revaluation had taken place within the past 5 to 10 years otherwise property record card information and building pictures would be outdated.

Positives

- **Cost.** This method is much less costly for the municipality than the full inspection or exterior only revaluation options as there would not be as many field inspections except in cases such as a parcel sale, building permit or a property owner requested a review which is common practice during a typical annual maintenance assessment year.
- The computer aided mass appraisal (CAMA) model would be reviewed and adjustments/calibrations would be made to all taxable parcels when deemed necessary to ensure all tax payers are assessed fairly and equitably.
- Corrects inequities between individual property assessments and between classes of properties i.e.: Residential, Commercial, Sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full market value in the same year as required under state law (sec 70.05(5), Wis. Stats.)

Negatives

- This may delay onsite inspections of every parcel more frequently, which would create less reliable assessment property record data and or assessment values.
- It only works if the data being used for assessments is accurate and up to date.
- There would not be field inspections on every parcel, so changes made without a permit would not be captured.
- May lead to higher attendance at Open Book and or assessment value changes at Open Book due to corrections/updates to property records that were unknown due to lack of recent onsite inspections.

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate or assessment uniformity is poor or full revaluation hasn't been done in 10 years or assessment uniformity is poor or assessment is required per statute 70.75	Most PRC information can be verified by exterior inspection and full revaluation completed within past 6-9 years	PRC is deemed reliable and full revaluation completed within past 5 years and assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable and revaluation was completed within past 5 years and assessment level during previous assessment year is within acceptable parameters
Real Property affected	All Property	All Property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning As necessary
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings if no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review.	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	All Buildings	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes (Ch 7 and 9)	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Assmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal property assessment	Required	Required	Required	Required
Add omitted property to roll (70.44)	Required	Required	Required	Required
Correct errors in roll (70.43)	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR (70.47))	Required	Required	Required	Required

A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

Full Value Law
Wisconsin Statute 70.05
Town of Washington, Door County

Assessment Year

Action

2021, 2022,
2023, 2024
(4 Years out of compliance)

(1st) Non-
Compliance
Notice to
Municipality

Wisconsin Department of Revenue will monitor the level of assessment for the municipality during the next assessment year.

2025
(5 Years out of Compliance)

(2nd) FINAL
Notice to
Municipality

Wisconsin Department of Revenue will order a state supervised revaluation for the next assessment year if still out of compliance.

2026
(6 Years out of Compliance)

A revaluation is
Ordered
by the Wisconsin
Department of
Revenue

Wisconsin Department of Revenue orders a complete revaluation if the municipality is still out of compliance. It will become a stated mandated reassessment the following year without action during the 2026 assessment year.

2027
(State Ordered Reassessment)

A revaluation
Must be completed
and Supervised by the
Wisconsin Department of
Revenue

A complete reassessment will be conducted and supervised by the Wisconsin Department of Revenue (all costs will be billed to the municipality).



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

Re-Evaluation for Town of Washington

Myles McKown <mylesm.apraz@gmail.com>

Wed, Jan 11, 2023 at 11:55 AM

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

Yes, the IMU is still a form of a revaluation so you would be brought back into compliance within 10% of the full market value / states equalized value. Therefore that will restart the cycle of having to be in compliance once every 6 years.

[Quoted text hidden]



*Helping You Turn
Over a New
Retirement Leaf*

Adopting the Wisconsin Deferred Compensation Program (WDC)



Helping You Turn
Over a New
Retirement Leaf

About the Wisconsin Deferred Compensation Program (WDC)

The WDC Program is a supplemental retirement savings plan available to public employees in Wisconsin. It is authorized under Section 457 (S457) of the Internal Revenue Code and is designed to help your employees reach their retirement goals by providing before-tax and after-tax (Roth) savings opportunities, similar to other employer-sponsored retirement savings plans.

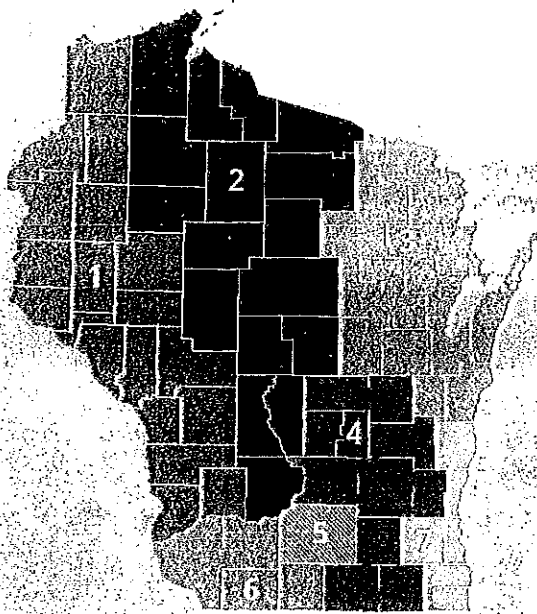
Offering this valuable benefit to your employees gives them a wide variety of investment options. A governing board and the State of Wisconsin Department of Employee Trust Funds (ETF) are responsible for WDC administration and selecting and monitoring the investments offered in the plan. Many improvements to WDC participant services and enhanced features have been implemented over the past several years.

No cost to employers

There are currently no costs to employers interested in joining the WDC, and no minimum number of employees is needed. Employees can participate in the WDC as soon as you hire them. They can contribute on a before-tax basis or on an after-tax basis through a Roth option. Employees may also be eligible to roll over savings from other qualified retirement plans into the WDC.

Easy to set up

Processing employees' contributions to the WDC is easy. The WDC's recordkeeper, Empower, works with your payroll staff to establish payroll procedures with you. The entire initial setup process takes approximately 60 days from the date the WDC's signed resolution is received until the first contribution can be processed. Once the process is established, ongoing maintenance is minimal (15-30 minutes per pay period). You will be able to view important participant information and manage your data whenever you choose through the Plan Service Center (PSC). The PSC also provides access to a library of WDC reports, forms and other features, including daily fund value graphs and email notifications.



1 West Region

2 North Central Region


3 Northeast Region


4 Southeast/Central Region

5 State Agencies in Dane County

 State Agencies in Dane County

6 Southwest/Central Region

 Local Employers In Dane County,
Dane County, UW, UWHC,
Madison College

 Grant, Green, Lafayette, and Iowa

7 Southeast Region

Help is available

The WDC has a fully staffed office in Madison, open weekdays from 8:00 a.m. to 4:30 p.m.

Seven local, salaried WDC representatives are available to meet with employers and participants throughout the state. One-on-one or group meetings are available at no cost to employers or employees to help with topics, including budgeting, enrolling in the WDC and investment basics.

As the employer, you also have access to a comprehensive lineup of educational materials designed to help employees easily understand the benefits of investing in the WDC and planning for retirement.

Participants may access their WDC account information and make changes 24/7 on the website or through the interactive voice response system.

Please note: Regions are subject to change. Visit the website for the most up-to-date information.

Board responsibilities

The Deferred Compensation Board consists of five members, appointed by the governor and confirmed by the state Senate. They serve four-year overlapping terms. Board members serve as trustees for the WDC and select and approve investment options for the plan, as well as maintain quality services and features. The board contracts with a third-party recordkeeper for day-to-day administration of the WDC through a competitive bid process. Additional board responsibilities include:

- Establishing investment policies and objectives for the WDC as a whole and for each investment
- Selecting investment options that are consistent with the prudent investor rule
- Overseeing, monitoring, and evaluating the performance of investment options
- Adding or replacing investment options as circumstances change
- Monitoring the reasonableness and competitiveness of the fees that investment options charge
- Appointing, monitoring, and replacing, if necessary, persons whose expertise the board deems appropriate and necessary for it to properly discharge its obligations and responsibilities, including auditors, consultants, and other professionals

Fiduciary oversight

The WDC is administered by ETF. The Deferred Compensation Board has fiduciary oversight, taking the burden off your personnel. For additional details about the WDC's fiduciary responsibilities, please refer to the *Employer fiduciary responsibilities overview page*.¹

Competitive fees

Ongoing WDC expenses are paid by participants via a monthly asset-based fee to participant accounts. State funds are not used for administration of the WDC. It is a self-supporting program. Because the WDC is a large, well-established 457 plan, it is able to successfully negotiate competitive program administrative fees. The current fees (as of 1/1/2020) are noted in the table to the right.

Participant Account Balance	Monthly Fee/ Annual Fee
\$1 - \$5,000	\$0/\$0
\$5,001 - \$25,000	\$1/\$12
\$25,001 - \$50,000	\$3.25/\$39
\$50,001 - \$100,000	\$6.50/\$78
\$100,001 - \$150,000	\$8.50/\$102
\$150,001 - \$250,000	\$11.75/\$141
Over \$250,000	\$17.50/\$210

Empower Advisory Services²

The WDC offers additional investment services called Empower Advisory Services. These optional services, provided by Empower Advisory Group, LLC, a registered investment adviser, can provide participants with investment help and professional account management for an additional fee. Please note: There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.

About Empower

Headquartered in Colorado, with a dedicated local WDC office in Wisconsin, Empower is a business unit of Empower Annuity Insurance Company of America focused on providing high-quality retirement plan services to employers and their employees. Empower is one of the leading service providers of employer-sponsored deferred compensation retirement programs for government, healthcare, and nonprofit entities.

Learn more today!

For more information about the WDC, visit the WDC website at wdc457.org or call the Madison office at (608) 241-6604.

¹ For additional copies of this overview, please contact the WDC at wdcquestions@empower.com or (608) 241-6604.

² Online Advice and My Total Retirement™ are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser.

Securities, when presented, are offered and/or distributed by Empower Financial Services, Inc., Member FINRA/SIPC. EFSI is an affiliate of Empower Retirement, LLC; Empower Funds, Inc.; and registered investment adviser Empower Advisory Group, LLC. This material is for informational purposes only and is not intended to provide investment, legal or tax recommendations or advice.

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Helping You Turn
Over a New
Retirement Leaf

The benefits of offering

The Wisconsin Deferred Compensation Program (WDC)

Partnership with the WDC

Education and communication

Local WDC representatives are available to provide education services at no cost to employers or participants. Representatives are salaried, and they do not sell other products. Participants can schedule meetings with retirement plan advisors by phone or online using the Online Meeting Scheduler tool.

There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.²

What's in it for public employers?

Lower costs

As a state-sponsored benefit, the WDC is non-profit and is usually a lower cost provider when compared to other plans, while offering the same services and features. There are no separate employer fees for the WDC; all administrative costs are paid by participants.¹

Relief from fiduciary responsibilities

By joining the WDC, public employers are relieved of many of the fiduciary responsibilities associated with funding and managing a deferred compensation plan. For additional details about the WDC's fiduciary responsibilities, please refer to the *Employer fiduciary responsibilities overview page*.¹

More options for employees

When participating in the WDC, employees have the opportunity to access expanded in-person and online resources, advisory services, and plan features.

Onboarding made simple

The WDC's onboarding checklist makes it easy for a public employer to take the next step:

- Governing board or committee adopts Resolution for Inclusion Under the WDC
- Receive access to the online account service portal
- Submit banking forms for online debits
- Schedule kickoff meetings with employees
- Payroll center receives notification to begin deferral process

¹ For additional copies of this overview, please contact the WDC at wdcquestions@empower.com or (608) 241-6604.

² Online Advice and the managed account service are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser.

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Helping You Turn
Over a New
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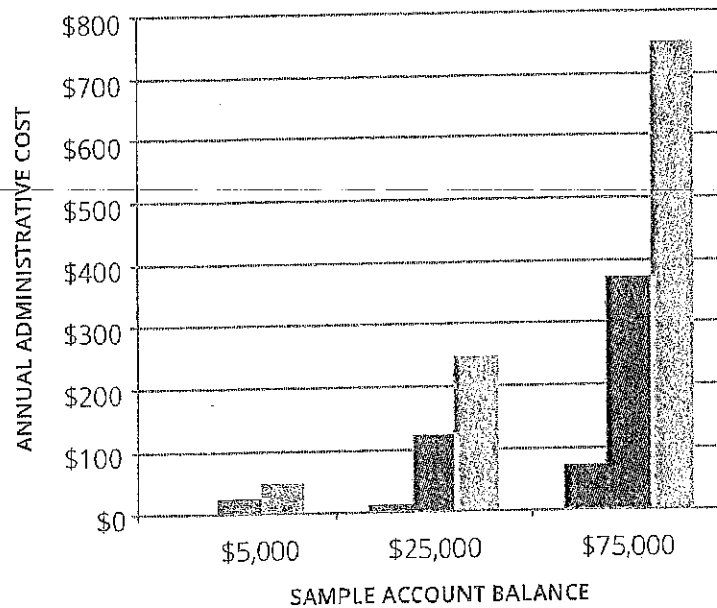
Participant administrative cost comparisons

Wisconsin Deferred Compensation Program (WDC) administrative expenses for participants are low compared to other typical plan administrative costs in the industry (see illustration below). Additionally, the WDC's investment lineup has an overall expense ratio that is over 50% lower than many other comparable plans for public employers who maintain their own supplemental retirement savings plans.* This is important because all fees diminish potential returns. The higher the fee, the larger the impact.

- WDC (varied on account value)
- 0.50% of account value
- 1% of account value

FOR ILLUSTRATIVE PURPOSES ONLY. This hypothetical illustration doesn't represent specific administrative fees. Other fees may apply. It shows the WDC Program administrative costs versus higher program administrative costs at 0.5% and 1%, respectively.

PARTICIPANT ADMINISTRATIVE FEES



Compare the costs of similar plans with the WDC. As a large state plan, we are able to use our scale to negotiate highly competitive costs for your employees. Use the chart on the next page to determine if the costs are lower with the WDC.

* Metrics are based on Empower's internal data as of 9/30/2020.

Compare the WDC's fees with another plan or IRA

Description of Fees/Expenses	WDC	Other Plan or IRA																
Annual Fee Also known as a recordkeeping fee.	None																	
Mortality and Expense Fee (M&E) Fee charged by insurance companies to cover the cost of death benefits and other expenses for variable annuities.	None																	
Contingent Deferred Sales Charge (CDSC) Back-end load sales charge that is incurred if funds are withdrawn or transferred before the end of the holding period. Also called a redemption fee.	None																	
Investment Management Fee A mutual fund or variable annuity fee, also known as an expense ratio, that pays the fund company for its services. This is deducted from investment returns, so you will not see it on your account statement.	Vary by investment option; WDC's average expense ratio is 0.20%																	
Administrative Fee Annual fee, assessed to participants monthly. These fees pay for administration of the program. No state funds are used to pay for this self-sufficient program.	The fee, charged monthly, varies based on account balance: <table border="1"> <thead> <tr> <th>Account Balance</th> <th>Monthly Fee</th> </tr> </thead> <tbody> <tr> <td>\$1 - \$5,000:</td> <td>\$0</td> </tr> <tr> <td>\$5,001 - \$25,000:</td> <td>\$1</td> </tr> <tr> <td>\$25,001 - \$50,000:</td> <td>\$3.25</td> </tr> <tr> <td>\$50,001 - \$100,000:</td> <td>\$6.50</td> </tr> <tr> <td>\$100,001 - \$150,000:</td> <td>\$8.50</td> </tr> <tr> <td>\$150,001 - \$250,000:</td> <td>\$11.75</td> </tr> <tr> <td>Over \$250,000:</td> <td>\$17.50</td> </tr> </tbody> </table>	Account Balance	Monthly Fee	\$1 - \$5,000:	\$0	\$5,001 - \$25,000:	\$1	\$25,001 - \$50,000:	\$3.25	\$50,001 - \$100,000:	\$6.50	\$100,001 - \$150,000:	\$8.50	\$150,001 - \$250,000:	\$11.75	Over \$250,000:	\$17.50	
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\$150,001 - \$250,000:	\$11.75																	
Over \$250,000:	\$17.50																	
Empower Advisory Services² <i>There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.</i>	Online Advice. Available at no additional cost to participants My Total Retirement™ annual fee (assessed quarterly) based on a percentage of assets under management: <table border="1"> <tbody> <tr> <td>Up to \$100,000:</td> <td>0.45%</td> </tr> <tr> <td>Next \$150,000:</td> <td>0.35%</td> </tr> <tr> <td>Next \$150,000:</td> <td>0.25%</td> </tr> <tr> <td>Greater than \$400,000:</td> <td>0.15%</td> </tr> </tbody> </table>	Up to \$100,000:	0.45%	Next \$150,000:	0.35%	Next \$150,000:	0.25%	Greater than \$400,000:	0.15%									
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Next \$150,000:	0.35%																	
Next \$150,000:	0.25%																	
Greater than \$400,000:	0.15%																	

Not intended to show all fees. Other fees may apply.

1 Average gross expense ratio for mutual funds and collective investment trust options available in the WDC as of June 30, 2022.

2 Online Advice and My Total Retirement are part of the Empower Advisory Services suite of services offered by Empower Advisory Group, LLC, a registered investment adviser.

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Helping You Turn
Over a New
Retirement Leaf

Employer fiduciary responsibilities

Wisconsin Deferred Compensation Program



wdc457.org



(877) 457-9327

Maintaining your own supplemental retirement savings plan versus participating in the WDC

The Wisconsin Deferred Compensation Program (WDC) is a public employee deferred compensation plan authorized under Section 457 (S457) of the Internal Revenue Code. The WDC helps public employees in Wisconsin complement their Wisconsin Retirement System pension for a more sound retirement income.

Employer versus fiduciary functions

Employers sponsoring a deferred compensation plan act in a dual capacity — both as the employer and as a fiduciary to the plan. Acting as a fiduciary means you are legally and ethically obligated to act in the best interest of plan participants.

Employer functions

Employers determine the benefits to offer to their employees. Certain functions are the employer's responsibility and do not rise to the level of fiduciary duties. For example, each employer decides whether to offer health insurance, a defined benefit plan, life insurance, a defined contribution plan, or other benefits.

You are acting with your "employer hat" on with respect to a deferred compensation plan when you:

- Design the plan's benefits and features
- Determine who is eligible to participate
- Amend the plan to add or remove optional provisions, such as loans or Roth accounts
- Terminate the plan

If you decide to establish and maintain your own separate plan, you will be charged with all of the plan fiduciary functions in addition to these employer functions.

Fiduciary functions

You are a plan fiduciary acting with your "plan sponsor hat" when you implement and administer plan decisions made by an employer. Prudently performing each of the many duties required of fiduciaries requires a significant amount of time and effort, but it can also result in a well-maintained plan that benefits your employees.

Fiduciary duties that you must perform on an ongoing basis include, but are not limited to:

- Establishing policies and procedures for your plan
- Administering and operating your plan in compliance with the plan document by ensuring plan policies, procedures, and forms match plan provisions
- Keeping your plan document compliant and updated for all required changes in law
- Developing a formal written Investment Policy Statement to detail the criteria you will follow in selecting, monitoring, and replacing your plan's investment options
- Monitoring the fees being charged by each investment option to ensure they are reasonable
- Selecting and monitoring service providers, trustees, consultants, and others who assist with your plan to ensure compliance with their contracts and ensure they have no conflicts of interest
- Monitoring each vendor's fees periodically and benchmarking them to fees paid by plans of similar size and complexity
- Creating and distributing participant communications to educate participants about the benefits of your plan and encouraging participation
- Educating participants about your plan's investment options and providing tools that can help them save for a secure retirement
- Maintaining all signed documents as well as minutes of all meetings describing the decision-making process used in every plan-related decision in a safe, accessible place — multiplied by the number of recordkeepers or other service providers assisting with your plan

Adopting the WDC 457 plan

Fortunately, Wisconsin allows cities, counties, and other political subdivisions to adopt the state's 457 plan, the Wisconsin Deferred Compensation Program (WDC). You, as the employer, can decide to adopt the state's plan (the WDC). Note: The WDC is meant to act as a supplemental retirement benefit. The WDC is not eligible for and should not be used as a replacement or alternative plan to Social Security (FICA) taxes. Contact ETF or your local WDC representative for more information.

WDC fiduciary functions

The WDC's board serves as the plan fiduciary. Its members have the duty to amend the plan to comply with federal or state requirements and may also make discretionary amendments when deemed to be in the best interest of plan participants. The fiduciary duties the WDC's board is responsible for include, but are not limited to:

- Implementing the plan
- Administering and operating the plan
- Establishing policies and procedures for the plan
- Selecting and monitoring plan investments
- Selecting and monitoring the plan trustee
- Selecting and monitoring plan service providers and ensuring such providers are free from conflicts of interest
- Ensuring all fees paid by the plan for investments and services are reasonable

Employer responsibilities under the WDC

When you adopt the WDC, you agree to be subject to all the terms, provisions, and conditions of the WDC's Resolution for Inclusion Under the WDC. You also agree to comply with the important adopting employer functions in that agreement, which typically includes following the WDC's plan and trust document and the Internal Revenue Code §457. For example, with respect to your employees in the WDC, you must ensure compliance with, among other provisions, the:

- First-day-of-the-month rule for participant deferral agreements
- Maximum contribution/deferral level limits
- Special catch-up eligibility, timing, and limits
- Requirement to transmit participant deferrals into the plan as soon as practicable

It is your responsibility as an employer to provide all information about your employees that the WDC needs to administer the plan, such as birth dates and employment status. It will also be your responsibility as the adopting employer to correct any mistakes you make that violate any provisions of the Internal Revenue Code with respect to your employees. Employers should also review the WDC from time to time (just as you do with your other employee benefits) to determine that the WDC continues to be a valuable benefit to your employees.

Additional information, including the WDC's Plan and Trust Document and Resolution for Inclusion, can be found at wdc457.org under the Employer tab. For more information, email wdcquestions@empower.com or contact your local WDC Retirement Plan Advisor at (877) 457-9327.

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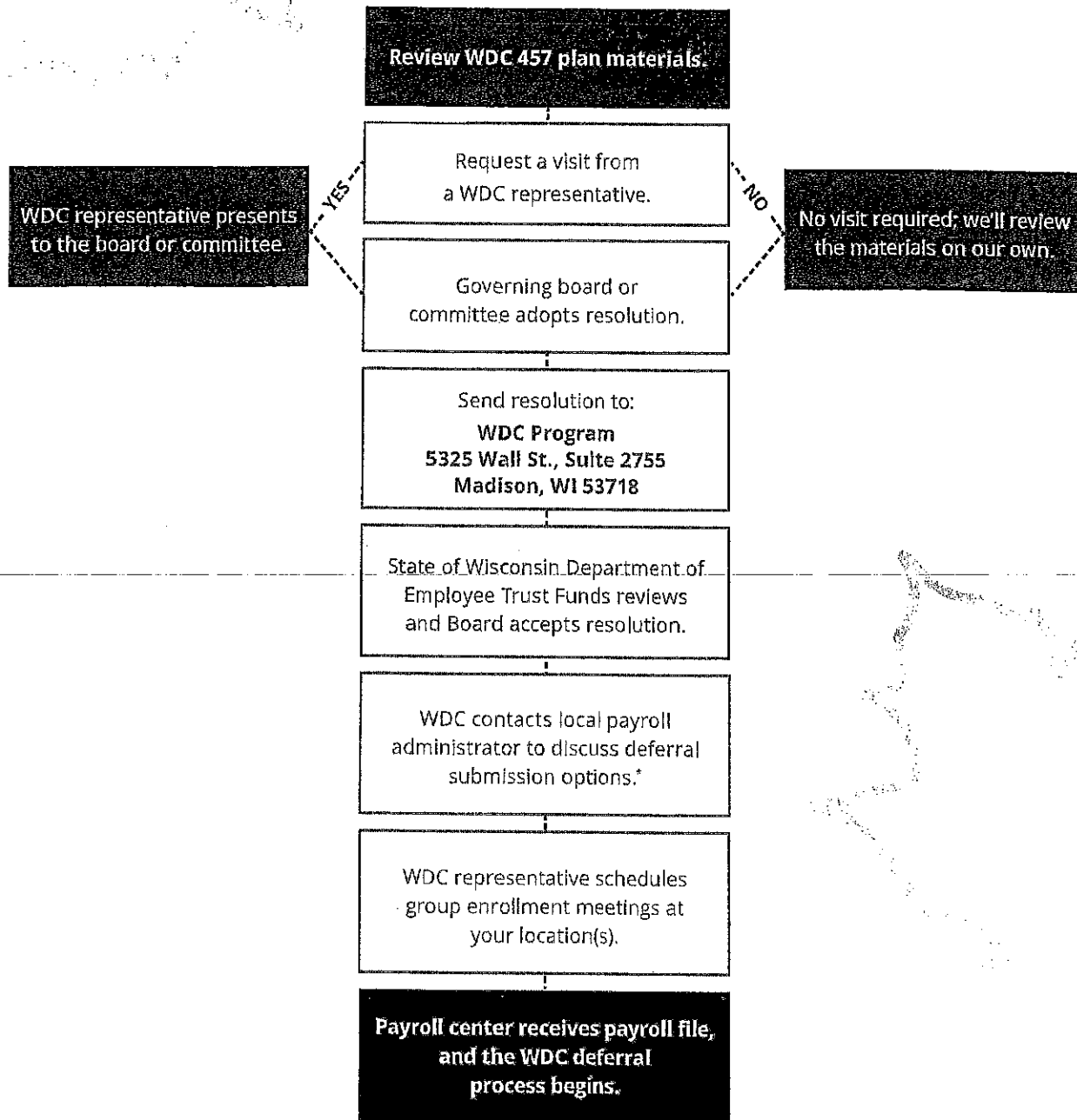
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Steps to adopting the WDC

If you are ready to adopt the WDC for your employees, simply follow the steps outlined in the flowchart below.



*WDC must receive and process enrollments prior to payroll submitting first deferrals.

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Wisconsin Deferred Compensation Program

5325 Wall St., Suite 2755 | Madison, WI 53718

Phone: (608) 241-6604 | Toll free: (877) 457-9327 | Fax: (608) 241-6045

Email: wdcquestions@empower.com | Website: wdc457.org



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chairman@washingtonisland-wi.gov

From: Town of Washington Office <townoffice@washingtonisland-wi.gov>
Sent: Thursday, January 5, 2023 10:35 AM
To: Hans Lux
Subject: Credit Card Points Credit to be added to January Agenda

Hans,

We have a \$2,400 credit on our town credit card because of all our points I redeemed in 2022. Could we add this to the agenda for the board to discuss using this? They were not able to deposit the funds in our checking account unfortunately, it had to come through as a credit on our statement. I know in the past the town purchased gas cards for employees, or we could use this for an employee event or something of that nature.

Sincerely,
Alexandria McDonald
Town Clerk/Treasurer

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

WASHINGTON ISLAND RECREATION CENTER

Post Office Box 68 - Washington Island, Wisconsin 54246

DEC. 5, 2023

TOWN BOARD:

THE REC CENTER COMMITTEE would like to extend an invitation to JOSH MANN, WHO has expressed a desire to serve on the COMMITTEE, to join us.

THANK-YOU
Carolyn Bernstein
Comm. member U.P.

Town of Washington

Door County

(920) 847-2522
Fax (920) 847-2303

P.O. Box 220
Washington Island, WI 54246

January 11, 2023

Door County Fire Chiefs Association

Attn: Chief Chris Heicht

2258 Mill Road

Sister Bay, WI 54234

Re: Donation to Town of Washington, Door County, Wisconsin

Dear defibs4doorcounty and Door County Fire Chiefs Association,

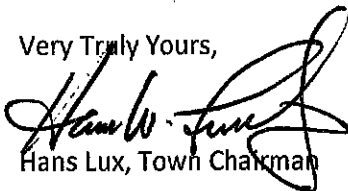
On behalf of the Town of Washington, I wish to acknowledge and thank you for your generous gift to the Town of Washington, Door County, Wisconsin. The donation of three (3) Lifepak 1000 AED's, one for each of our police patrol units and one for one of our fire department Captains helps ensure the potential of saving lives on the island, where every second of time increases the chance of survival.

It is wonderful when businesses and community support groups are able to provide additional support to those who make such a difference for us on our island. Your donation will be used to enhance their efforts. For that, our community thanks you.

The Town of Washington is a tax-exempt municipal organization under 26 U.S.C. sec. 170. I further note that you received nothing of value in exchange for your gift to the Town of Washington.

Thank you again for your gift to the Town.

Very Truly Yours,



Hans Lux, Town Chairman

Town of Washington

Town of Washington

Door County

(920) 847-2522
Fax (920) 847-2303

P.O. Box 220
Washington Island, WI 54246

January 11, 2023

Huehns Funeral Home
1414 Michigan St
Sturgeon Bay, WI 54235

Re: Donation to Town of Washington, Door County, Wisconsin

Dear Huehns Funeral Home,

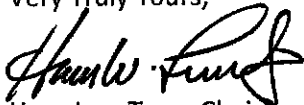
On behalf of the Town of Washington, I wish to acknowledge and thank you for your generous gift to the Town of Washington, Door County, Wisconsin. The donation of an AED helps ensure the potential of saving lives on the island, where every second of time increases the chance of survival.

It is wonderful when businesses and community support groups are able to provide additional support to those who make such a difference for us on our island. Your donation will be used to enhance their efforts. For that, our community thanks you.

The Town of Washington is a tax-exempt municipal organization under 26 U.S.C. sec. 170. I further note that you received nothing of value in exchange for your gift to the Town of Washington.

Thank you again for your gift to the Town.

Very Truly Yours,



Hans Lux, Town Chairman

Town of Washington

Town of Washington

Door County

(920) 847-2522
Fax (920) 847-2303

P.O. Box 220
Washington Island, WI 54246

January 4, 2023

Jackson Harbor Soup

1904 Indian Point Rd

Washington Island, WI 54246

Re: Donation to Town of Washington, Door County, Wisconsin

Our friends Art, Becca, & Sarah at Jackson Harbor Soup,

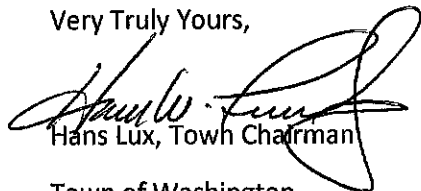
On behalf of the Town of Washington, I wish to acknowledge and thank you for your generous gift to the Town of Washington, Door County, Wisconsin. Your total donation of \$100 will be provided to the Jacobsen Museum as you requested.

It is wonderful when our residents and businesses are able to provide additional support to those hard working and dedicated historic locations that make this island what it is. Your donation will be use to enhance their efforts.

The Town of Washington is a tax-exempt municipal organization under 26 U.S.C. sec. 170. I further note that you received nothing of value in exchange for your gift to the Town of Washington.

Thank you again for your gift to the Town.

Very Truly Yours,



Hans Lux, Town Chairman

Town of Washington

TOWN OF WASHINGTON

DRIVEWAY/ROAD PERMIT

For access to town highway

Permit Number: _____

Issued to: CHARLES GORDON Parcel Number: 028-03-053330-22E2

Address: _____ Date Property Last Surveyed: 11/23/22

Road(s) driveway will adjoin: EASTSIDE ROAD

No of driveways: 1 Installation Contractor _____

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

Length of driveway: 270' Distance from lot line: 5'

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

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

Applicant's Signature Charles Gordon Date: 12/27/22

For Office Use Only

Date Inspected by Town: 1-3-2023 Culvert Required? NO

By: [Signature]

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

TOWN OF WASHINGTON

DRIVEWAY/ROAD PERMIT

For access to town highway

Permit Number: _____

Issued to: Jeff Hartman Parcel Number: 0280420343011 H + Part of 0280420343012
Address: 2172 Swenson Rd. Date Property Last Surveyed: 11-2-2022
Road(s) driveway will adjoin: Swenson Road
No of driveways: 1 Installation Contractor: Jorgenson Excavation
Type of road surface: Gravel Land use(private/business): Private
Length of driveway: 150 ft. Distance from lot line: From Swenson to Lot Line
Located on what side of road? End of Road Completion Date: -

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

Applicant's Signature: Mike Jorgenson Date: 12/23/2022

For Office Use Only

Date Inspected by Town: 1-3-2023 Culvert Required? NO
By: [Signature]

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

TOWN OF WASHINGTON

DRIVEWAY/ROAD PERMIT

For access to town highway

Permit Number: _____

Issued to: Mike Jorgenson for Arik Johnson Parcel Number: 280419343012M

Address: Foss Road, Washington Island Date Property Last Surveyed: 5/12/2022

Road(s) driveway will adjoin: Foss Road

No of driveways: 1 Installation Contractor Mike Jorgenson, Jorgenson Excavation

Type of road surface: Gravel Land use(private/business): Private

Length of driveway: 200-250 feet Distance from lot line: Approx. 20ft from west border

Located on what side of road? south west Completion Date: asap

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

Applicant's Signature _____ Date: _____

For Office Use Only

Date Inspected by Town: 1-12-2023 Culvert Required? NO

By: [Signature]

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