

STATE OF WISCONSIN

Town of Washington

Door County

The Town Board of the Town of Washington, Door County, Wisconsin, hereby provides its written notice and agenda of the Special public meeting of the Town Board of the Town of Washington for Tuesday, January 31st 2023, beginning at 6:00 p.m. per Department of Justice guidelines. The meeting will be held in the Rutledge Room at the Community Center. The town chairperson, or a designee has provided communication of this public meeting to the requisite news media, if any.

MINUTES

SPECIAL TOWN BOARD MEETING

1. Call to Order – Chairman Hans Lux called the Special Town Board Meeting to order at 6 PM.
2. Pledge of Allegiance – Chairman Lux led the Pledge of Allegiance.
3. Roll Call/Quorum and Approval of Agenda
 - a. In addition to Chairman Lux, Supervisors present were Martin Andersen, Larry Kahlscheuer, and Loren Roznai. Richard Tobey was excused.
 - b. Motion by Kahlscheuer seconded by Andersen to approve the agenda. Motion carried.
4. Specific matters for discussion and possible action by town board in open session:
 - a. Meeting with Fire Department Administration – Discussion/action
 - i. Update on 501(c) 3 efforts for Fire Inc.
 1. Fire Chief Pete Nehlsen gave brief background on the formation Fire Inc, the 501(c)3 organization that exists to fundraise for the Fire Department. The organization was formed in 1999 and the separation between the organization and the department has been “sloppy” over the years. However, to better define the organization and to regain non-profit status, Fire Inc is now established as a 501(c)3 with the IRS as of July 2022 and is operating entirely separately from the Fire Department. Clerk/Treasurer Alexandria McDonald requested that Fire Inc remit copies of all monetary and material donations that were made to the Fire Department in 2022, as well as a copy of Form 990 when completed.
 - ii. Update on By-law efforts for Fire Dept & Fire Inc.
 1. The priority was placed on establishing by-laws for Fire Inc, which Chief Nehlsen assured the board were nearly completed. After completion, the Fire Department will turn it’s attention to updating the by-laws for

the Fire Department. Chairman Lux stated that the Town Board will assist the Department with this project.

- iii. Update on Town Ordinance regarding Fire Dept
 - 1. Chairman Lux noted that the current ordinances pertaining to the Department were out of date and require re-writing, based on the new Fire Department by-laws. Chairman Lux encouraged cooperation between the Department and the Board to make the process as efficient as possible.
- iv. Appointment of Administrative Assistant & Treasurer
 - 1. Chief Nehlsen noted that currently Sarah Schultz is acting as a treasurer, but is a treasurer mainly for Fire Inc and not the Fire Department. Chief Nelshen suggested that the Department may not need a separate treasurer. Clerk/Treasurer McDonald agreed, and clarified that since the Department is an entity of the Town of Washington, all accounting and treasurer work falls under her responsibility. She suggested that having another treasure for one Department was redundant and unnecessary. She offered to work more closely with Chief Nelsen to offer accounting support if needed. Fire Department Administrator Robb Carr disagreed with Chief Nehlsen and McDonald and advocated for approving the position for one year as a trial. However, the board came to a consensus that the position was not needed at this time.
- v. Motion by Kahlscheuer seconded by Andersen to approve the Administrative Assistant Job Description. Motion carried.
 - 1. Because this position is a position of the Town of Washington, the board emphasized that the Department must follow Town guidelines on the hiring process. The board directed the department to post the position, hold interviews, and come back to the Board with a hiring recommendation.
 - 2. Discussion about position compensation ensued. The position was budgeted as a \$5,000 stipend. McDonald ran a payroll report for 2022 and Carr had worked approximately 360 hours of administration for the year. At \$20 per hour, that amounted to \$\$7,200 in compensation. Chairman Lux asked Carr to define administration duties, and Carr cited the increasing complexity of reporting, and shipping and inventory of turnout gear as the main drivers in the increase of his hours. McDonald asked if by the Town Office taking responsibility for ordering would lessen this workload, and Carr stated that the majority of the work was spent determining what products to purchase. McDonald was optimistic

that with more organization the time spent on tracking invoices would be reduced.

- vi. Treasurer Job Description
 - 1. This job was eliminated.
 - vii. Motion by Andersen seconded by Kahlscheuer to approve the Fire Chief Job Description. Motion carried.
 - viii. Credit Card Cancellation & Issue Request
 - 1. The Board agreed to cancel Ken Berggren's card as he is no longer an active member of the Fire Department, but is holding off in issuing new cards to new people until the hiring for the Administrative Assistant is complete.
 - 2. McDonald agreed to investigate a fleet card program for the Department as the new credit cards would be used only for fueling purposes.
 - ix. Further discussion date?
 - 1. The Board agreed this was not necessary now.
5. Specific matters intended for discussion and possible action by town board for closed session under one or more of the below-noted closed-session exemptions and reasons that allow for closed session:
- a. Closed Session as authorized under section 19.85(1): (c) Considering employment, promotion, compensation, or performance evaluation data of Town employees over which the governmental body has jurisdiction or exercises responsibility.
 - b. Motion by Andersen seconded by Kahlscheuer to move to closed session. Motion carried unanimously upon roll call vote, all ayes. Moved to closed session at 7:35 PM.
6. Specific matters intended for discussion and possible action by town board for reconvened open session.
- a. Motion by Kahlscheuer seconded by Roznai to move to open session. Motion carried unanimously upon roll call vote, all ayes. Moved to open session at 8:01 PM.
 - b. Action from closed session
 - i. Motion by Roznai seconded by Anderson to provide hourly compensation for the Fire Department Administration Assistant. Motion carried.
7. Future meeting(s) agenda(s) discussion(s) and/or possible action(s) on future town board meeting(s), including specific items for inclusion on or exclusion from future agenda(s)
- a. Regular Town Board – Wednesday, February 15th, 2023
8. Motion by Kahlscheuer seconded by Roznai to adjourn. Motion carried. Adjourned at 8:02 PM.

Respectfully Submitted,

Alexandria McDonald, Clerk/Treasurer

Hans Lux, Chairman