

TOWN OF WASHINGTON
REGULAR TOWN BOARD MEETING
Minutes
Thursday, April 21, 2016
4:00 p.m. – Rutledge Room

DRAFT
SUBJECT TO BOARD APPROVAL

1. Call to Order: Chairman James Hanson called the meeting to order at 4:00 p.m. in the Rutledge Room.
2. Pledge of Allegiance to the Flag: Chairman Hanson led the meeting with the Pledge of Allegiance.
3. Roll Call by Town Clerk: In addition to Chairman Hanson, present by roll call were Supervisors Elizabeth Holmes, Randy Sorensen, Kirby Foss and John Rader.
4. Town Chairman's Remarks: Chairman Hanson had no remarks.
5. Approval of Minutes: Chairman Hanson stated there would need to be an amendment to the minutes of March 22, 2016, regarding the change in contract with American Disposal for hauling as notification to cancel the existing contract was not timely. Elizabeth Holmes made a Motion to amend 13B of the March 22, 2016 minutes, to state the Town will remain with Advanced Disposal for at least an additional year. Second by Supervisor Sorensen; Motion carried. Chairman Hanson stated the contract will be put out for bids before the end of the current period, by the first of the year. Public Works Director stated that bids should be put out by November 2016 in order to receive them back and approve a contract by the deadline. Discussion followed of the storage space to be built at the log cabin garage. It was not on the agenda, but it was felt action needed to be taken. The supervisors felt this needed to be addressed; storage of Town records and their security was brought up by Clerk Carpenter. New doors and lock options were discussed. Public Works Director will purchase appropriate materials.
Chairman Hanson referred to item 14, the locking of the Community Center. He stated there are continuing issues of the building not be locked up at night. Electronic locks are costly according to the Public Works Director. Chairman Hanson stated that the security of the building "is not in anyone's job description". It was decided that in the meantime the employee who has been responsible should continue to be responsible for locking the building. The Police will be asked to check the doors until a "better system" can be arranged.
Chairman Hanson stated an amendment also has to be made to transfer monies to cover an increase in the Town Crew budget due to an increase in salaries; monies can be transferred from the Landfill budget where personnel have been decreased. This will be done at the next Regular Town Board Meeting.
Supervisor Sorensen made a Motion to approve the minutes of the March 22, 2016 Town Board Meeting seconded by Supervisor Holmes. Motion carried.
6. Review of Committee Minutes Including Fire Department: Minutes accepted by Supervisor Foss. Second by Supervisor Sorensen; motion carried.
7. Public Comments – Anyone wishing to address the Board on an item listed on the agenda must fill out a card and give to the Chairman to be called upon at the appropriate time on the agenda. No comments at this time.
8. Supervisors Response – Any questions or comments among Board members - Discussion only- Items to be placed on next months' agenda. Chairman Hanson stated he had a discussion with Walt Nehlsen who asked that the hiring of a tree contractor be placed on the agenda for next month. Also, Chairman Hanson stated an increase in fees for the airport should be considered as well.
Supervisor Foss stated the Island pick up is scheduled for May 20th; in the past Foss has cooked lunch and will do so again this year.
Supervisor Rader stated the Infrastructure Committee has been going over the plans and will meet in early May. They are planning to give a presentation to the Town Board and wait for direction

on proceeding. Problems with the internet provider were discussed; officials from Frontier are willing to meet with the Town to provide an opportunity to discuss their plans in an open public meeting. John Rader will follow through to arrange this.

9. Approval of Bills, Journal entries and Bank Reconciliations – including all Town Committee. Motion by Supervisor Sorenson to approve all bills, journal entries and bank reconciliations. Chairman Hanson brought up the funds remaining in the dredging account; it was decided to transfer the funds to the landfill for the seeding. Second by Holmes. Motion carried.

10. Department Activity Reports: Motion by Supervisor Holmes to bring the Department activity Reports to the floor. Second by Supervisor Holmes. Motion carried.

- A. Public Works
 - B. Police
 - C. EMS
 - D. Fire Department
 - E. Airport
 - F. Landfill
 - G. Financial Reports – including all committees
 - H. Utility District
 - I. Oral Reports from Supervisors from their various appointed departments.
- Monthly updates – FYI’s

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11. Communications: Any letters or Correspondence received from the public or a committee. Items may be acted upon during communications. Motion / Discussion

- A. WI DNR Landfill Monitoring Plan
- B. Ed O’Neill: Chairman Hanson stated the policy for providing records. He pointed out specific documents need to be identified, and specific requests made.
- C. WI Dept. of Agriculture DATCP
- D. Gayle Stearn re: FAA Policy on Flying Club Operations, and FCC license
- E. Door County Legislative Committee: Supervisor Sorensen made a Motion to adopt the resolution opposing the UW-Extension Reorganization Plan414. Second by Holmes. Motion carried.

OPPOSING THE UW- EXTENSION REORGANIZATION PLAN
STATE OF WISCONSIN
Town of Washington, Door County
RESOLUTION 2016-06

WHEREAS, The process used to develop the UW-Extension Reorganization Plan was flawed, providing inadequate opportunity for meaningful input and consideration of the concerns of rural municipalities; and

WHEREAS, The plan, as proposed, jeopardizes the partnership between UW-System and Wisconsin Counties, a partnership built on communication, collaboration and engagement; and

WHEREAS, The current Cooperative Extension system has a proven track record of success for more than 100 years as a single County based model for governance, locally set levy contribution and County determined educational programming priorities under the oversight of a County Agriculture and Extension Education Committee designated by the elected County Board; and

WHEREAS, The reorganization plan, as proposed, imposes a drastic change on rural county extension programs, shifts a greater portion of Extension resources to urban areas, reduces educator positions in rural areas, and will result in lower levels of service to rural communities at the same level of county financial contribution;

THEREFORE, the Town Board of the Town of Washington, Door County, Wisconsin, by this resolution, adopted by a majority of the town board with a quorum present, resolves and declares our opposition to the UW-Cooperative Extension reorganization plan approved by Chancellor Sandeen on February 10, 2016. We encourage the UW-Extension to engage rural communities in a new and meaningful process to develop a more workable reorganization plan.

BE IT FURTHER RESOLVED That a copy of this resolution be forwarded to the Door County Agriculture and Extension Education Committee for dissemination to all County Extension oversight committees; the Wisconsin Counties Association; County Executives and Administrators; Governor Walker; President Ray Cross and the Board of Regents; Senator Frank Lasee; Representative Joel Kitchens, Assembly Speaker Vos; and Senate Majority Leader Fitzgerald.

The town clerk shall properly post or publish this resolution as required under Wisconsin statutes. Adopted this 21st day of April, 2016.

-----End Resolution 2016-06-----

- F. Model (R. C.) Airplane Club use of airport - Supervisor Holmes made a Motion to allow the Model Airplane Club to use the airport. Second by Supervisor Sorenson. Motion carried.
 - G. Sale of large rocks from Town stock pile: Chairman Hanson stated he had been approached regarding purchase of large rocks from dredging. It was determined the rocks can be crushed for future road repair and that would be in the best interests of the taxpayers to not sell them but to retain them for Town crushing.
 - H. Building Permits
 - I. Condition of Bay Point Road: To be discussed at budget time.
12. Old Business: Action items
- A. Town Purchasing Policy: Motion by Supervisor Sorenson to adopt the policy as written (below); second by Supervisor Holmes. Motion carried.

RESOLUTION 2016 – 04

RESOLUTION SETTING PURCHASING POLICY FOR THE TOWN OF WASHINGTON

WHEREAS, the Town Board of the Town of Washington has the responsibility of approving and establishing the expenditure levels for the Town and each department through their approval of the annual budget. All department heads have the responsibility of making purchases and keeping purchases within the scope of the budget; and

WHEREAS, all purchases shall demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost consistent with the quality and service needed to maintain efficient operations of the Town. Within these parameters, efforts will be made to purchase materials and services locally when possible; and

WHEREAS, if an item has been specifically budgeted for, it will not be necessary to obtain approval in advance from the Town Board prior to the purchase if the purchase price is under \$2,500.00. All non-budgeted items need Board approval. This pertains to leased items and leases with a purchase option, as well; and

WHEREAS, purchases of \$2,500.00 or less shall not require competitive bidding, but are encouraged for any significant expenditure with a life expectancy of over 5 years. Department Heads may authorize expenditures up to \$2,500.00; and

WHEREAS, purchases in excess of \$2,500.00 shall require a class 1 notice in the designated official newspaper and require sealed bids; and

WHEREAS, exceptions to the requirement of obtaining competitive bids may be made for the following reasons:

- a. Participation in an intergovernmental cooperative purchasing program.
- b. The vendor is the sole source from whom it is feasible to obtain the purchase, due to location or the ability to provide maintenance after purchase.
- c. Emergency circumstances necessitate immediate purchase, not allowing time to seek bids. The Chairman, Town Board and Town Clerk shall be notified of any such emergency prior to the purchase.

Chairman, Town Board Members and the Clerk shall be emailed as soon as possible, the circumstances of these purchases; and

WHEREAS, local vendors will be given a chance to bid on any goods or services the Town is seeking; and

WHEREAS, legal, financial, engineering and consulting services, or any other service that may be considered complex or technical in nature: A request for proposals shall be used when the cost is expected to exceed \$15,000.00 in order to gain information from potential service providers. Evaluation criteria shall include but not be limited to price, ability to perform, experience, technical expertise, and availability. Exception: A request for proposals shall not be required for ongoing and continuous services, such as legal services provided by the Town Attorney, unless requested by Town Board; and

WHEREAS, purchases shall be awarded to the low bidder unless there is a valid reason for doing otherwise. Valid reasons may include:

- a. The low bidder has proven, from past experience, to provide goods or services that are inferior in quality.
- b. The low bidder has, from past experience, had problems with late delivery, failure to meet specifications and/or not providing the necessary maintenance or service.
- c. An award may be made to a local vendor that is not the low bidder if the ability to provide timely maintenance for an item is a significant concern, and the local vendor's ability to provide the timely maintenance significantly exceeds that of the low bidder; and

WHEREAS, the Town reserves the right to reject any or all bids which are determined not to be in the best interest of the Town; and

WHEREAS, no Town employee shall derive a financial gain from any purchase or contract issued by the Town. Accepting gratuities in exchange for preferential treatment is strictly prohibited by all Town employees and officers; and

WHEREAS, all contracts must be authorized by the Town Board; and

WHEREAS, all public construction, the estimated cost of which exceed \$15,000.00 shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the Town may direct. If the estimated cost of any public construction exceeds \$5,000.00 but is not greater than \$15,000.00, the Public Works Director shall give a class 1 notice of the proposed construction before the contract for the construction is executed (Chapter 62.15 WI Stats.); and

WHEREAS, in circumstances where it is not feasible to secure Town Board approval for the expenditure of such funds due to time constraints, the Chairman is hereby granted the power to authorize

the expenditure of Town funds in amounts of not more than \$3,000.00, provided such expenditures are made out of budgeted funds.

Adopted this 21st Day of April, 2016

----End Resolution 2016-04----

- B. Lease agreement with Julie Nelson: Supervisor Holmes stated she has been talking with Julie Nelson and the attorney; Holmes made a Motion to pay Nelson \$1700.00 in "good faith" as negotiations continue. Second by Supervisor Foss. Motion carried. Chairman Hanson will write a letter stating the funds are to be dispersed to Julie Nelson as passed by the Board.
 - C. David Small report on Fast System: Small reported on recent updates on the system to the pump and to the grinder mechanism. He recommended the system not be used in the summertime when spreading can be done. He also stated one person has opted to change from a holding to a septic system due to the increase in town spreading fees. This and other issues can be discussed at the next Board/Utility District meeting.
13. New Business: Action items.
- C. This item was moved up to be considered first. Joel Gunnlaugsson presented a proposal to identify certain roads as "Rustic Roads". These roads attract tourists and the state will provide the town's necessary signage. A Resolution needs to be written by the Town and submitted to the County. John Rader made a Motion to compose a Resolution that includes the road names identified in Gunnlaugsson's document as Rustic Roads. Second by Supervisor Sorenson. Motion carried.

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Town of Washington
Door County
www.washingtonisland-wi.gov

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

P.O. Box 220
Washington Island, WI 54246

RUSTIC ROAD RESOLUTION

Wisconsin Department of Transportation

DT1028 2/2012 pursuant to 83.42, ch. RS 146, Stats.

Petition To (Municipality/County Highway Committee Name)

Wisconsin Department of Transportation

Petition Date (mm/dd/yyyy)

4/21/2016

Road Name

Please see below.

Road Legal Description

Swenson Road, Indian Point Road, Old Camp Road, Sunrise Road, Michigan road (from Wickman to Eastside Rd), Eastside Road (from Michigan to Lakeview Rd), Hemlock (al the way around till meets South Shore Dr. @ Njordheim entrance), Little Lake Road, Old West Harbor Road, and section of Townline (from Old West Harbor to Main Rd), Mountain Road, Townline Road (from Mountain Rd to Airport Rd, then Airport Road (from Townline Rd to Detroit Harbor Rd).

In an effort to preserve Wisconsin's lightly traveled scenic and historic back roads, the Wisconsin Legislature in Section 83.42, Wisconsin Statutes, created a statewide system of Rustic Roads.

Whereas; the municipality/county highway committee identified above, having jurisdiction over the road described, has resolved that the subject road be nominated for designation as a Rustic Road and;

Whereas; the subject road meets the guidelines for Rustic Roads established by the Rustic Roads Board and;

Whereas; the subject road is compatible with any adopted plan for potential Rustic and Scenic Roads;

Therefore, be it resolved, that the subject road having met all of the requirements for designating a Rustic Road, we the undersigned, members of the identified municipality/county highway committee do hereby apply for and request approval of the Rustic Roads Board for designation of the subject road as a Rustic Road.

Respectfully Submitted,

James F. Hanson Town Chair
John K. Rader
Randall Sorenson
Elizabeth M. Hoffman
R. Foss
Valerie Coussens

-----End Resolution 2016-05-----

A. Town Ordinance Controlling number of Alcohol Beverage Licenses: Chairman Hanson discussed current Ordinance and reasons to increase licenses. Supervisor Sorenson made a Motion to change Town Ordinance Chapter 230, line F, from the number 14 to 25. Second by Supervisor Rader. Roll call: Homes, aye; Sorenson, aye; Rader, aye; Foss, aye. Motion carried.

**Town Ordinance
Chapter 230
Amendment 2016-01
INTOXICATING LIQUOR AND MALT BEVERAGES
(Amended 4/21/16)**

230 - 5 QUOTAS

CHANGE; F. (3) 14 CLASS "B" FERMENTED MALT LICENSES TO 25 CLASS "B" FERMENTED MALT LICENSES

**Approved this 21st day of April, 2016 by roll call vote of the Town Board
End of Ordinance Amendment 2016-01**

- B. Beverage License Application for Jackson Harbor Soup: Supervisor Sorensen made a Motion to approve a beverage license for Jackson Harbor Soup for June 1st through June 30th, 2016. Second by Supervisor Holmes. Motion carried.

- 14. Public Comments, items not on the agenda: Comments will be limited with no rebuttals. Board discussion is limited to questions for clarification only. Mary Marik noted there was no Fire Dept report in the packet for use by the Observer. She noted the website is in transition and does not currently have the reports. She was directed to call Peter Nehlsen, Fire Chief, for the information.

- 15. Upcoming meetings:
 - A. RTBM June 15th, 2016 at 7 p.m.
 - B. Tuesday, April 26, 2016 - 3 p.m. phone conversation with Bill Wolske, attorney; 4 p.m. meeting with auditor; 6:00 P.M. Annual meeting

- 16. Adjourn: Supervisor Sorensen made a Motion to adjourn at 5:35 p.m. Second by Holmes, Motion carried.

Respectfully Submitted,

Valerie Carpenter, Clerk

James Hansen, Chairman

Elizabeth Holmes, Supervisor

Randall Sorensen, Supervisor

Kirby Foss, Supervisor

John Rader, Supervisor

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