

(5) TB, Lisa, Barb, Micaela,  
Ben, Public

**Town of La Pointe**

# Memo

**To:** Town Board  
**From:** Ben Schram, PWD  
**cc:** Lisa Potswald, Town Administrator, Big Bay Town Park Seasonal Staff  
**Date:** 7/13/2020  
**Re:** Camping Rate increase for BBTP in 2021

I have been against raising campsite reservation rates for the last few years, but the cost of utilities, trash removal, septic pump outs, credit card transaction fees, reservation software, and general maintenance speaks otherwise. It is time to increase the rates.

I propose raising the current electric camp site rate of \$35 per night (tax included in rate) to \$40 per night, and the current tent/non-electric camp site rate of \$28 per night (tax included in rate) to \$33 per night, both new rates effective January 1<sup>st</sup>, 2021. This must be decided now in order to be effective in 2021, as customers can reserve up to one year in advance.

Using 100 nights at full capacity (22 electric sites/39 tent sites) as an example –

One full night at current rates – \$1,862 (\$1,092 tent/\$770 electric)

One full night at new proposed rates – \$2,167 (\$1,287 tent/\$880 electric)

\$30,500 new potential annual revenue (non-adjusted) for cost recovery.

Please consider this increase in rates.

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JUL 13 2020

Initials *dg*

(5) TB, Lisa, Barb, Micaela,  
Ted, Ben, Public

TO: Town Board  
FROM: Lisa Potswald  
RE: MRF Recommendations  
DATE: July 13, 2020

The MRF Work Group completed its assignment and presented their results to the Town Board on Thursday, July 8, 2020. The Town Board voted to direct Town Administration to prepare recommendations based on that report and other information. To accomplish this directive, I asked Barb to go through both the MRF Work Group and Tetra Tech reports and provide me with her thoughts. I met in separate meetings with Public Works staff Ben Schram, Pete Wiggins and Evan Erickson on Friday, July 10, 2020, and with MRF Supervisor Ted Pallas on Monday, July 13 to gather their impressions of and recommendations regarding the MRF report. Based on those discussions, our initial recommendations are as follows for your consideration and discussion.

| PRIORITY | ACTION STEP                 | REASONS FOR SUPPORTING RECOMMENDATION   | IMPLEMENT DATE |
|----------|-----------------------------|---|----------------|
| 1        | Move MRF under Public Works | <ul style="list-style-type: none"><li>• With Carey's death we learned the importance of redundancy and having more than one person know operations in any department. Having the MRF under Public Works allows involvement of additional staff in operations.</li><li>• We are fortunate to have current Public Works staff with various knowledge and skills, including machine/equipment repair and budgeting/accounting. These skills and knowledge could contribute greatly to the current MRF operation.</li><li>• The MRF is often underutilized in low months – the Work Group report recommends adjusting operating levels to create more efficiency. The open schedule could be modified at those times and MRF staff could be redeployed to work on other Public Works projects as scheduled.</li><li>• The Town needs to be assured that changes in the waste management market are being monitored and operations adjusted accordingly. Operations can no longer remain the same – we must plan for the future and remain nimble to operate most efficiently.</li><li>• As previously discussed, under the current self-hauling the Town staff could haul MRF solid waste one way and return with, for example, gravel. It is estimated that we could haul 1,000 yards over one year to increase the stockpile.</li><li>• The "Beast" could also be equipped to water roads without excessive cost.</li><li>• Public Works is responsible for maintenance of all Town building and property. The Town could consider installation of a furnace in a Town building that heats off of used oil.</li></ul> | 7/28/20        |

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JUL 13 2020

Initial: dg

|   |  |   |         |
|---|--|---|---------|
| 2 | Redo Time sheets                       | The Work Group report recommends finding ways to identify the actual costs associated with each category of waste. Barb suggests that time sheets could be reconfigured to collect this information.  | 9/1/20  |
| 3 | Change or eliminate punch cards        | Barb notes that the punch cards currently offer a 20% discount. The discount could either be reduced or eliminated. Revenues of \$80,000 in a given year would increase to \$100,000 if the cards were done away with. This provides a quick infusion of cash to support the cost of changes in operations if everyone pays fees. Or "fees" for property owners could be included in the taxes, and non-residents are fee-based as one option. The Town could look at other ways of collecting fees through technology such as MIFL uses or the phone "square". | 9/1/20  |
| 4 | No more RUG                            | The Town presently receives about \$8,300 per year to operate as a Responsible Unit of Government (RUG). This yearly report requires collecting data that may not be useful for the Town, as well as staff time to put the report together. While being a RUG in the past gave the Town the ability to make money selling recyclables, that is no longer the case. Corrugated cardboard and aluminum are the only moneymakers. There is no reason to stockpile. The Town could save money by not running the baler often.                                       | 10/1/20 |
| 5 | Adjust fee schedule                    | A revised fee schedule with increased fees (especially for bulky items and special items) is recommended to help offset costs. Possible elimination altogether of bulky items like tires and furniture, or at least limited to residential only.  | 10/1/20 |
| 6 | Facility layout and current operations | The site should be simplified redesign of the site as a drop off facility with clearly labeled containers for Solid Waste, single stream recyclables, scrap metal, appliances and other accepted materials. Elimination of processing materials would allow for a reduction in labor and therefore staff. The Town should hold an annual Clean Sweep to clean out materials stored at the MRF and charge community members for disposal. The road through the MRF could be improved for better traffic flow.  | Ongoing |
| 7 | Public education campaign              | This is recommended to inform the residents and tourists about the logistical and financial requirements to recycle and dispose of waste generated on Madeline Island. This is probably best developed/implemented through a contract.  | 5/1/21  |

|    |                    |  |        |
|----|--------------------|--|--------|
| 8  | Financial analysis | <p>This may include, but not limited to,</p> <ul style="list-style-type: none"> <li>• Changing to a single stream recycling</li> <li>• Outsourcing transportation of materials through a private hauler</li> <li>• Return on investment for the purchase of a new truck for self-hauling</li> <li>• Town to haul single sorted recyclables</li> <li>• Determine feasibility of a Town owned Construction &amp; Demolition (C&amp;D) site</li> </ul>  | 6/1/21 |
| 9  | Composting         | <p>We are fortunate to have experts on the Island, and a community project already in place. We should find out about the federal grant before the end of 2020.</p> <p>Considerations for such an operation include – where to locate it, how to operate it, how to animal-proof it, is the resulting composted soil free or does the Town sell it, etc.</p>   | 2021   |
| 10 | Exchange           | <p>The Work Group recommends Town support for and operation of an expanded Exchange to include construction materials. Policy issues include, should taxpayers continue to support an operation like this with no revenue and only expenses? Should there be some charge, and if so, what would the Town need to do to operate a “store”? There would need to be up front and ongoing investment in location, staffing, disposal, etc. It is a great resource – the question remains, should the Town be the operator? Or could the Town lease property on the MRF site to a private business to operate the Exchange?</p> | 2021   |

**NOTE:**

- Please be aware that each of these actions requires operation-level planning and implementation, which is contingent upon staff time available to do the research and implement.
- After staff conduct further analysis on each of the actions, policy issues will have to come to the Town Board for decision.

**ITEMS/ISSUES CONSIDERED BY THE WORK GROUP STILL ON THE TABLE:**

- Junk cars – this issue, while of concern to most residents, is not a MRF issue unless the Town Board wants to make it so. The Town Plan Commission intends to hold a public meeting on “junk”-related issues when COVID-19 becomes less of an issue.



## 2020 Compensation Resolution – Town of LaPointe Resolution #2019-1230

**RESOLVED** by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, that the following wages or compensation be paid to non-elected employees, paid volunteers and paid board or commission members of the Town of LaPointe for the year 2020 and that increases be based on the Consumer Price Index and other relevant factors considered by the Town Board,

**AND FURTHER THAT** any additions, changes or deletions to this resolution during 2020 must be attached to this resolution and become a part thereof.

| <u>POSITION</u>                              | <u>2019 RATE</u> | <u>CHANGE</u> | <u>2020 RATE</u> |
|--|------------------|---------------|------------------|
| Police Chief                                 | \$29.66          | \$0.59        | \$30.25          |
| Police Officers (Full-time)                  | \$23.03          | \$0.46        | \$23.49          |
| Police Sargent & Training Coordinator        | \$23.26          | \$1.16        | \$24.42          |
| Police Officer (Part-time)                   | \$21.20          | \$0.42        | \$21.62          |
| Public Works Director                        | \$30.00          | NONE          | \$30.00          |
| Road Foreman                                 | \$23.00          | NONE          | \$23.00          |
| Road Crew I & II                             | \$16.79          | \$0.34        | \$17.13          |
| Road Crew Mechanic                           | \$20.58          | \$0.41        | \$20.99          |
| General Laborer (Full-time)                  | \$17.00          | NONE          | \$17.00          |
| General Laborer (Part-time)                  | \$16.00          | NONE          | \$16.00          |
| Temp Rd Crew/Heavy Equip Operator            | \$20.99          | \$0.42        | \$21.41          |
| Temporary Truck Driver                       | \$15.90          | \$0.32        | \$16.22          |
| Temporary Truck Driver (P Goetsch)           | \$20.99          | NONE          | \$20.99          |
| Parks Assistant (#1)                         | \$17.99          | \$0.01        | \$18.00          |
| Park #2                                      | NONE             | \$16.00       | \$16.00          |
| Parks #3                                     | \$14.50          | \$1.50        | \$16.00          |
| Parks #4                                     | NONE             | \$13.00       | \$13.00          |
| Camp Host #1                                 | \$16.00          | NONE          | \$16.00          |
| Camp Host #2                                 | \$16.00          | NONE          | \$16.00          |
| Campground Assistant                         | \$13.00          | NONE          | \$13.00          |
| MRF Supervisor                               | \$25.70          | \$0.52        | \$26.22          |
| MRF Attendant II                             | \$19.86          | \$1.19        | \$21.05          |
| Materials Recovery Attendant                 | \$15.00          | NONE          | \$15.00          |
| Materials Recovery Facility Exchange Attend. | \$ 7.25          | \$1.75        | \$10.00          |
| Planning & Zoning Administrator              | \$21.43          | \$0.42        | \$21.85          |
| Town Plan Commission Members                 | \$50 meeting day | NONE          | \$50.00          |
| Town Plan Commission Chair                   | \$75 meeting day | NONE          | \$75.00          |
| Zoning Board of Appeals Members              | \$50 meeting day | NONE          | \$50.00          |
| Zoning Board of Appeals Chair                | \$75 meeting day | NONE          | \$75.00          |

With all the proposed wage changes, I thought you might want a copy of the 2020 Compensation Resolutions Barb 7/13/2020

## 2020 Compensation Resolution – Town of LaPointe

Resolution #2019-1230 Page 2 of 4

| <u>POSITION</u>  | <u>2019 RATE</u>       | <u>CHANGE</u> | <u>2020 RATE</u>                    |
|--|------------------------|---------------|-------------------------------------|
| <u>Library Director</u>  | \$21.99                | \$1.21        | \$23.20**                           |
| <u>Librarian</u>   | \$23.61                | \$0.23        | \$23.84**                           |
| <u>Library Assistants/Aides</u>  | \$11.23                | \$1.11        | \$12.34**                           |
| <u>School Age Recreation Director</u>  | \$15.00                | NONE          | \$15.00**                           |
|  | +\$200.00 ferry        |               | +\$250.00 ferry                     |
| <u>Early Childhood Rec. Director</u>   | \$18.00                | NONE          | \$18.00**                           |
|  | +\$200.00 ferry        |               | +\$250.00 ferry                     |
| <u>Early Childhood Rec. Dir. Assistant</u>   | \$12.00                | NONE          | \$12.00**                           |
|  | +\$200.00 ferry        |               | +\$250.00 ferry                     |
| <u>Airport Manager (I)</u>   | \$600 month            | NONE          | \$600 month                         |
| <u>Town Administrator (exempt position)</u>  | \$62,000 annual salary | \$3,000 yr    | \$65,000 annual salary              |
| <u>Accounting Administrator</u>  | \$29.79                | \$0.60        | \$30.39                             |
| <u>Clerical Assistant</u>  | \$20.00                | \$0.60        | \$20.60                             |
| <u>Election Inspectors</u>   | \$75.00 per election   | NONE          | \$75.00                             |
| <u>Election Inspectors acting as convened or reconvened Municipal Board of Canvassers (MBOC):</u>      |                        |               |                                     |
| <u>(other than on election day)</u>  | \$25.00                | NONE          | \$25.00                             |
| <u>Chief Election Inspector</u>  | \$85.00 per election   | NONE          | \$85.00                             |
| <u>Chief Election Inspector acting as convened or reconvened Municipal Board of Canvassers (MBOC):</u> |                        |               |                                     |
| <u>(other than on election day):</u>   | \$25.00                | NONE          | \$25.00                             |
| <u>Fire Chief (I)</u>  | \$600.00 month         | NONE          | \$600 month                         |
| <u>Fire Department Lead Engineer (I)</u>   | \$340.00 month         | NONE          | \$340.00 month                      |
| <u>Fire Fighters (full response)</u>   | \$50.00 call           | NONE          | \$50.00 call                        |
| <u>Fire Fighters Officers (full response)</u>  | \$60.00 call           | NONE          | \$60.00 call                        |
| <u>Fire Fighters/Officers(Mtg)</u>   | \$18.00 mtg            | NONE          | \$18.00 mtg                         |
| <u>Fire Fighters/Officers (CEU)</u>  | \$18.00 CEU            | NONE          | \$18.00 CEU                         |
| <u>Fire Fighters &amp; Officers (standby)</u>  | \$20.00                | NONE          | \$20.00                             |
| <u>Fire Dept. (stand-down)</u>   | \$ 5.00                | NONE          | \$ 5.00                             |
| <u>Fire Fighters Inspectors (Commercial)</u>   | \$350.00 per           | NONE          | \$350 per inspectors,<br>per period |
| <u>Fire Fighters (special tasks)</u>   | \$20.00 per point      | NONE          | \$20.00 per point                   |
| <u>Fire Fighters (ESB Special tasks)</u>   | \$20.00 per point      | NONE          | \$20.00 per point                   |



## 2020 Compensation Resolution – Town of LaPointe

Resolution #2019-1230 Page 3 of 4

| <u>POSITION</u>                                  | <u>2019 RATE</u>       | <u>CHANGE</u> | <u>2020 RATE</u>       |
|--|------------------------|---------------|------------------------|
| <u>Ambulance Director -Administrative (1)</u>    | \$450.00 month         | NONE          | \$450.00 month         |
| <u>Ambulance Assistant-Personnel (1)</u>         | \$400.00 month         | NONE          | \$400.00 month         |
| <u>EMTs (run Duluth, Ashland, Bayfield, non)</u> | \$180/\$90/\$45/\$30   | NONE          | \$180/\$90/\$45/\$30   |
| <u>EMRs (run Duluth, Ashland, Bayfield, non)</u> | \$160/\$65/\$30/\$20   | \$0.10.5.5    | \$160/\$75/\$35/\$25   |
| <u>EMT/EMR (Mtg)</u>                             | \$18.00 mtg            | \$2.00        | \$20.00 mtg            |
| <u>EMT/EMR (CEU)</u>                             | \$18.00 CEU            | \$2.00        | \$20.00 CEU            |
| <u>EMT/EMRs (special events)</u>                 | \$90.00 event          | NONE          | \$90.00 event          |
| <u>EMT/EMR (on call)</u>                         | \$15.00 shift          | \$5.00        | \$20.00 shift per diem |
| <u>EMTs (team leader on call)</u>                | \$ 6.00 shift          | \$2.00        | \$ 8.00 shift per diem |
| <u>EMT/EMRs Holiday Shift (2)</u>                | \$50.00 shift per diem | NONE          | \$50.00 shift per diem |
| <u>EMT/EMRs Saturday Shift (3)</u>               | \$50.00 shift per diem | NONE          | \$50.00 shift per diem |
|  | (2019 all year)        |               | (2020 all year)        |
| <u>Ambulance Members (ESB Special tasks)</u>     | \$20.00 per point      | NONE          | \$20.00 per point      |
| <u>Appointed Officials (over min. wage) (1)</u>  | \$7.25                 | none          | \$7.25                 |

**\*\* Wage rates set by the Madeline Island Public Library Board.**

**(1) Appointed officials:**

- a. Airport Manager, Ambulance Director, Ambulance Assistant Director, Fire Chief, Lead Engineer
- b. If submitted times take them below calculated minimum wage, this will apply to those hours

**(2) Holiday Shifts (NOT in addition to regular shift per diem):**

New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day

**(3) All Saturdays (NOT in addition to regular shift per diem)**

## 2020 Compensation Resolution – Town of LaPointe

Resolution #2019-1230 Page 4 of 4

**THEREFORE, BE IT RESOLVED** by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, that the above wages or compensation be paid to non-elected employees, paid volunteers, paid board or commission members of the Town of LaPointe for the year 2020 and any additions, changes or deletions to this resolution during 2020 must be attached to this resolution and become a part thereof.

Dated this 30 day of December 2019.

Attest:

Micaela Montagne  
Micaela Montagne, Clerk

1/2/20  
Date Posted

James Patterson  
James Patterson, Chairman

Susan Brenna  
Susan Brenna, Supervisor

John Carlson  
John Carlson, Supervisor

Michael Anderson  
Michael Anderson, Supervisor

Glenn Carlson  
Glenn Carlson, Supervisor



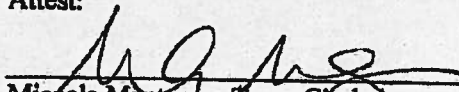
# Attachment "A" to 2020 Compensation Resolution Town of LaPointe Resolution #2019-1230

**RESOLVED** by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, and this change to Resolution #2019-1230 (2020 Compensations) has been passed and is attached to the resolution and becomes a part thereof.

| <u>POSITION</u>  | <u>2020 RATE</u> | <u>CHANGE</u> | <u>2020 RATE</u> |
|--|------------------|---------------|------------------|
| Road Crew/Heavy Equipment Operator<br><i>*As per Town Board motion on 1/28/2020, effective 01/29/2020</i>                                | NONE             | \$21.00       | \$21.00          |
| Parks #2<br><i>*As per Town Board motion on 4/28/2020, effective 05/04/2020</i>  | \$16.00          | (\$0.25)      | \$15.75          |
| Parks #3<br><i>*As per Town Board motion on 5/26/2020, effective 05/27/2020</i>  | \$16.00          | \$1.00        | \$17.00          |
| Town Administrator (voluntary)<br><i>*As per Town Board motion on 4/28/2020, effective 05/01/2020 and reduction is for 6 months only</i> | \$65,000 annual  | (\$8,000)     | \$57,000 annual  |
| Recreation Director II (6-10 yo)<br><i>*As per Madeline Island Public Library Board motion on 5/27/2020, includes \$250 ferry card</i>   | \$18.00          | \$2.00        | \$20.00          |
| Recreation Program Assistant<br><i>*As per Madeline Island Public Library Board motion on 5/27/2020, includes \$250 ferry card</i>       | \$12.00          | \$1.00        | \$13.00          |

Dated this 9<sup>th</sup> day of June 2020.

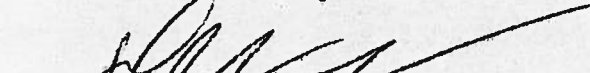
Attest:

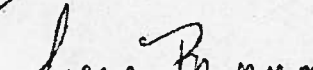
  
Michaela Montagne, Town Clerk

  
James Patterson, Chairman

  
Michael Anderson, Supervisor

Posted: June 11, 2020

  
John Carlson, Supervisor

  
Susan Brenna, Supervisor

  
Glenn Carlson, Supervisor

# Attachment "B" to 2020 Compensation Resolution

## Town of LaPointe

### Resolution #2019-1230

**RESOLVED** by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, and this change to Resolution #2019-1230 (2020 *Compensations*) has been passed and is attached to the resolution and becomes a part thereof.

#### Resolution #2019-1230

| <b>POSITION</b>   | <b>ORIGINAL<br/>2020 RATE</b> | <b>CHANGE</b> | <b>2020 RATE</b> |
|---|-------------------------------|---------------|------------------|
| <b>MRF Solid Waste Attendant II</b><br><i>*As per Town Board motion at hiring on 6/09/2020, effective 06/11/2020</i>                                      | \$21.05                       | (\$1.05)      | \$20.00*         |
| <b>MRF Solid Waste Attendant II</b><br><i>**As per Town Board motion on 6/23/2020, effective 06/10/2020</i>   | \$20.00                       | \$3.00        | \$23.00**        |
| <b>Police Officers (Full-time <u>w/EMT training</u>)</b>  | \$23.49                       | \$1.00        | \$24.49 (1)      |
| <b>Police Sargent &amp; Training Coordinator <u>w/EMT</u></b><br>(1) As per Town Board motion 05/26/2020 for thirty days                                  | \$24.42                       | \$1.00        | \$25.42 (1)      |
| <b>Police Officers (Full-time <u>w/EMT training</u>)</b>  | \$24.49                       | (\$1.00)      | \$23.49 (2)      |
| <b>Police Sargent &amp; Training Coordinator <u>w/EMT</u></b><br>(2) As per Town Board motion 06/23/2020 to rescind thirty days wage rate increase motion | \$25.42                       | (\$1.00)      | \$24.42 (2)      |

#### Resolution #2019-1230

| <b>POSITION</b>  | <b>Attachment "A"<br/>2020 RATE</b> | <b>CHANGE</b> | <b>2020 RATE</b> |
|--|-------------------------------------|---------------|------------------|
| <b>Road Crew/Heavy Equipment Operator</b><br><i>***As per Town Board motion on 6/23/2020, effective 06/23/2020</i> | \$21.00                             | \$2.00        | \$23.00***       |

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Attest:

\_\_\_\_\_  
Micaela Montagne, Town Clerk

Posted:

\_\_\_\_\_  
James Patterson, Chairman

\_\_\_\_\_  
Michael Anderson, Supervisor

\_\_\_\_\_  
John Carlson, Supervisor

\_\_\_\_\_  
Susan Brenna, Supervisor

\_\_\_\_\_  
Glenn Carlson, Supervisor

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(5) TB, Lisa, Barb, Micaela,  
Public

**Town of La Pointe, Wisconsin**

**PURCHASE OF SERVICE CONTRACT**

This agreement was first made and entered into on June 25, 2019 by and between the Town of La Pointe (hereinafter referred to as the "Town") and SmithGroup (hereinafter referred to as "Contractor").

**RECITALS**

**WHEREAS**, the Town desires to obtain the services of the Contractor; and

**WHEREAS**, the Contractor having expertise and experience to provide such services for the Town;

**WHEREAS**, the parties agree to extend the term of the original contract in accordance with the terms of the original contract as well as the terms provided herein.

In consideration of the mutual covenants contained herein, the Town and the Contractor agree as follows:

- The parties agree to extend the original contract for an additional period, which will begin immediately upon the expiration of the original time period and will end on June 30, 2021.
- This extension binds and benefits both parties and any successor or assigns. This document, including the original contract, is the entire agreement between the parties.

All terms and conditions of the original contract remain the same.

**IN WITNESS THEREOF**, the authorized representatives of the parties have executed this agreement as of the \_\_\_\_ day of July, 2020.

**The Town of La Pointe (the Town)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name Jim Patterson

Title Town Board Chair

**Full Legal Name of Contractor (the Contractor)**

Signature 

Date 07/13/2020

Printed Name John Kretschman

Title Vice President

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Initial dg