

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

## November 2020 Public Works Report

### Roads

- November 2020 began with a Sunday morning windstorm that caused a significant regional electrical outage, canceled Ferry service, and resulted in multiple trees down across island roads. Trees were removed from roads, ferry service ran in the afternoon, and power was restored before nightfall.
- All plows and sanders were assembled and ready to go, and the first snowfall worthy of plowing was Veterans Day, November 11<sup>th</sup>. It has now proved to be the only snow that stuck all month long.
- Evan spent a day working on a great experiment, and after some modifications, he and Pete had the old Henke plow from the 1991 International articulating on the 444 John Deere loader. This very successful set-up should be great for side roads, dead ends, parking lots, and the like with the 11' wide plow and high lift power of the loader.

### Parks

- The Gazebo was decorated with a tree and holiday decorations.
- Joni's Beach shoreline stabilization project is scheduled for next Spring. We will likely lift the area under the existing pavilion again and add to the gravel base. I hope to add a set of swings to the playground area as well.
- The crew and I will spend some time this winter continuing to work on the Rec Center interior, getting to a point where a general contractor can take over in the future and turn dreams into reality. I will have final building plans for multi-stall ADA restrooms, drinking fountains, and a storage room/rentable space by the end of this year. I am very hopeful that the project will take shape in 2021.
- Big Bay Town Park has been popular this month with hikers and dog walkers due to the weather holding out. Fortunately, most people have been respectful of a 'leave no trace' philosophy this time of year.

### MRF

- Republic Services hauled away a semi load of 27 plastic bales, essentially freeing up the pole barn which used to be the old exchange. We will be using this space to stockpile bales and store equipment and materials throughout the winter.
- OSI Environmental brought over a vacuum truck and sucked out 300 gallons of waste oil sludge and oily water from the reservoir. Evan and I assisted with the old culvert steamer and pressure washer, and the clean-up was a success. We will re-set the existing waste oil tank and look over plans and ideas for constructing a new lean-to. The entire waste oil collection area will be ready for use again next year.
- The old firehall/paper storage garage is being converted into a workshop and the building is being repaired as needed. The unused propane tank from the Rec Center was moved by Midland, and the small ceiling mounted Hot Dawg heater from the old Police garage was installed. Recycling Town equipment indeed. The MRF crew and MRF Bobcat will enjoy having a warmer space when needed.

### Misc./Admin.

- After budget meetings and much discussion throughout the month, I believe we've looked at every factor and are on track with an efficient public works plan looking forward.

Respectfully submitted,  
Ben Schram  
Public Works Director

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DEC 3 2020

Initial dg

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

## JOB DESCRIPTION

\*\*\*\*\*

# FACILITIES MANAGER

**Immediate Supervisor:**  
**Classification:**

Public Works Director  
Full Time Employee

### I. Position Overview

The Facilities Manager will oversee all building & grounds maintenance for the Town. They will be responsible for ensuring the facilities are safe, up to code, fully operational and attractive. The Facilities Manager will be responsible for managing contractors and working with third party vendors.

Responsible for performing routine building maintenance and remodeling task in multiple fields (carpentry; electrical; heating, ventilation, and air conditioning, plumbing, etc.) that can be performed without license requirements.

### II. Examples of Duties

- A. Supervises and plans troubleshooting, installation, operation and repair of heating and cooling systems, grounds, electrical, plumbing, management and maintenance of telephones, internet, security systems, emergency systems, office moves, furniture and general building maintenance.
- B. Inspects all Town buildings and utility rooms on a pre-determined schedule and other structures on sites to determine functional systems and detect malfunctions and needed repair, making notes and recommendations.
- C. Develops and implements maintenance schedule for Town facilities, buildings and equipment.
- D. Identify and oversee service contractors such as construction, building maintenance, HVAC, etc.
- E. Oversees facility janitorial program, ensures cleanliness and maintenance of Town facilities; conducts inspections and monitors performance of custodial contractors and maintenance employees, maintains snow removal assignments and schedules.
- F. Creates budgets and repair estimates and track actual to expected for budgetary reviews. Obtains and reviews price quotes for the procurement of parts, services, and labor for projects.

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DEC 4 2020

- G. Manages building and facility related capital improvement projects.
- H. Ensure efficiency in all building systems. Look for improvement opportunities during walks through the facilities and help quantify all potential savings from proposed improvements.
- I. Perform electrical maintenance to include but not limited to replacement or repair of fixtures (e.g. switches, outlets, ballast, fuses, bulbs, etc.)
- J. Perform plumbing maintenance (e.g. repair of leaks, boiler maintenance, etc.)
- K. Respond to the public in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- L. Keep supplies and spare parts ready by inventorying stock; placing orders; verifying receipt, etc.
- M. Perform other duties as assigned.

### **III. Qualifications**

#### **A. Knowledge of**

- Methods and principles of general building maintenance.
- Principles of carpentry, plumbing, painting, and electrical work.
- Principles of heating, ventilation and cooling systems.
- Building lock and security systems.
- Lockout/Tag out practices.
- Knowledge of occupational hazards and standard safety practices.

#### **B. Ability to**

- Schedule regular preventative maintenance services
- Work independently with minimal supervision.
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.
- Safely and properly hook-up, operate, and back up a pick-up truck with utility trailer while using mirrors.

### **IV. Education and Training**

- A. Bachelor's Degree in Engineering, Business, Facilities Management or a related field or an equivalent combination of training and experience.

- B. Training and/or experience in the mechanical and/or building trades, or in a related field.
- Five years of experience performing and/or supervising facility maintenance, operation and project management activities.
  - Working knowledge and understanding of building systems and equipment (HVAC, electrical, fire, plumbing and grounds maintenance), construction trades, capital project design and building code requirements.
  - Proficiency in Microsoft Office (Word, Outlook and Excel).
  - OSHA 10 or equivalent relevant safety training preferred

## **V. License/Certificates**

Possession of valid Class D Driver's License

## **VI. Physical Requirements**

- A. Perform moderate lifting and carrying, walking or standing for prolonged periods of time; bending, stooping, kneeling, climbing, crawling, while performing job duties.
- B. Color vision
- C. Hearing
- D. Ability to push 100 pounds and lift 50 pounds
- E. Ability to climb ladder and step ladder
- F. Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc. as job may require.

## **VII. Working Environment**

- A. Extreme heat or cold
- B. Sustained noise
- C. Heights
- D. Electricity
- E. Lubricating fluids, cleaning solvents, batteries, diesel, gasoline, etc.
- F. Cleaning fluids normally used in custodial duties.

G. Paints and solvents

H. Bio-medical waste such as hypodermic needles, body fluids, cultures, specimens, etc.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

NOTE: This is a position that may be exposed to hazardous materials. Hepatitis and/or Tetanus immunizations are available at no charge.

I have read and do understand the duties and responsibilities for the position of Facilities Manager for the Town of La Pointe.

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Signature

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Date

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

## **TOWN OF LA POINTE POSITION OPENING**

### **Facilities Manager**

The Facilities Manager will oversee all building & grounds maintenance for the Town. They will be responsible for ensuring the facilities are safe, up to code, fully operational and attractive. The Facilities Manager will be responsible for managing contractors and working with third party vendors.

**Wage \$20.00/hour**

**Full Time Employee**

**Must possess a valid Class D Driver's License**

**Must be able to perform heavy physical tasks  
under varying working conditions.**

Please Submit Application to  
Town Clerk  
PO Box 270  
La Pointe, WI 54850

**Posted Until December 23, 2020**

Applications available at the Town Hall and on the Town's Website  
[www.townoflapointewi.gov](http://www.townoflapointewi.gov)  
Or call/email the Town Hall at (715) 747-6913/[clerk@townoflapointewi.gov](mailto:clerk@townoflapointewi.gov).  
Questions? Call Public Works Director Ben Schram at 715-209-0199

**The Town of La Pointe is an Equal Opportunity Employer**

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Ben, Public

*Piledriving – Marine Construction – Sand & Gravel  
Sewer & Water – Concrete Ready-Mix*

# NELSON

**Construction Company of La Pointe, Inc.**

PO Box 5, La Pointe, WI 54850

Phone: 715-747-3300

Fax: 715-747-5000

Email: [nelsonco@cheqnet.net](mailto:nelsonco@cheqnet.net)

November 20, 2020

James Patterson, Town Chairperson  
Town of La Pointe  
P.O. Box 270  
La Pointe, WI 54850

**Re: ICE ROAD 2020-21 SEASON**

Dear Chairman James Patterson,

Below are our rates for the 2020-21 season, if needed, for plowing the ice road and maintaining the approaches:

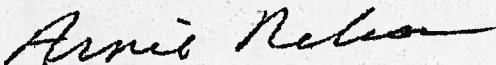
Man and snowmobile (checking the ice)	\$ 65.00 per hour
Man and Vehicle (checking ice/or placing signs)	\$ 75.00 per hour
Pick-up, snowplow, and operator	\$ 80.00 per hour
Pick-up, V-snowplow, and operator	\$ 90.00 per hour
Kubota Snow Blower and operator	\$105.00 per hour
450 G John Deere Cat and operator	\$135.00 per hour
624 H John Deere Loader and operator	\$135.00 per hour
Pick-up, man & auger – flooding	\$ 65.00 per hour
135 John Deere Backhoe and operator	\$150.00 per hour
Labor only	\$ 55.00 per hour

No heavy equipment will go on the ice unless it is authorized by the Town of La Pointe, and the Town has insurance on that piece of equipment for damage and/or loss.

Please send a letter from the Town Board authorizing Nelson Construction Co. of La Pointe, Inc. to plow the ice road and maintain the winter approaches as in the past, at the above hourly rates.

If you have any questions please feel free to call or write.

Sincerely,



Arnie Nelson

CC: Glenn Carlson, Supervisor  
Mike Anderson, Supervisor  
Sue Brenna, Supervisor  
John Carlson, Supervisor  
Micaela Montagne, Town Clerk  
Ben Schram, Town Foreman

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NOV 25 2020

Initial: dg

**TO:** Town Board

**FROM:** Lisa Potswald

**RE:** **NELSON CONSTRUCTION ICE ROAD RATES**

**DATE:** November 25, 2020

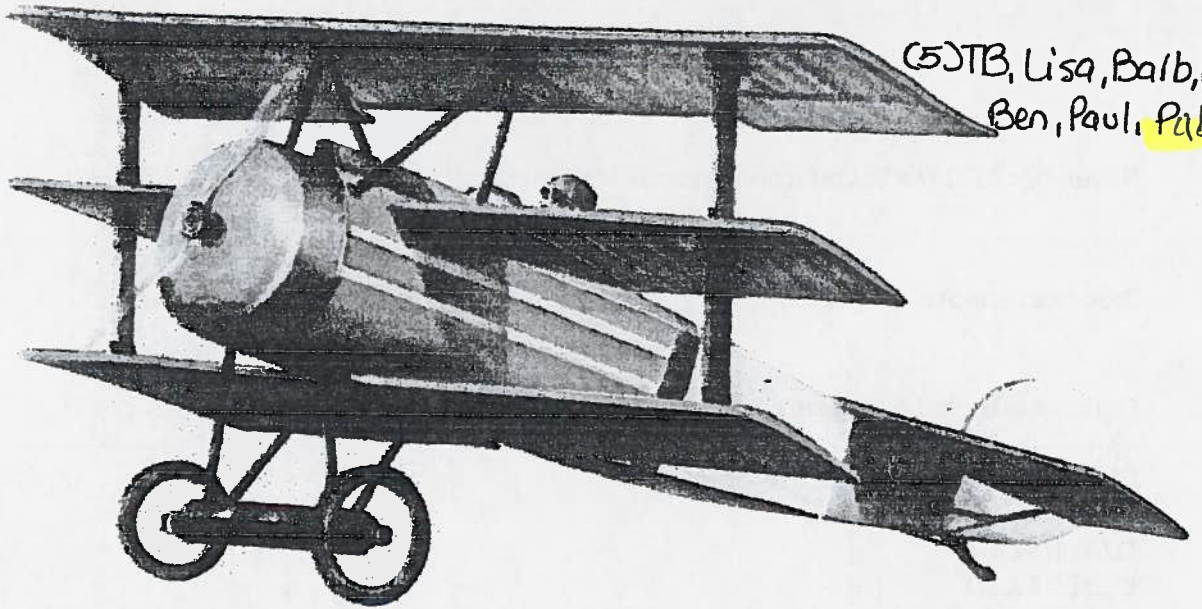
Below are Nelson Construction rates for the season, if needed, for plowing the ice road and maintaining the approaches:

	<u><b>2019-2020 Season</b></u>	<u><b>2020-2021 Season</b></u>
Man and snowmobile (checking the ice)	\$ 60.00 per hour	\$ 65.00 per hour
Man and Vehicle (checking ice/or placing signs)	\$ 70.00 per hour	\$ 75.00 per hour
Pick-up, snowplow, and operator	\$ 75.00 per hour	\$ 80.00 per hour
Pick-up, V-snowplow, and operator	\$ 85.00 per hour	\$ 90.00 per hour
Kubota Snow Blower and operator	\$105.00 per hour	\$105.00 per hour
450 G John Deere Cat and operator	\$130.00 per hour	\$135.00 per hour
624 HJohn Deere Loader/operator	\$130.00 per hour	\$135.00 per hour
Pick-up, man & auger- flooding	\$ 65.00 per hour	\$ 65.00 per hour
135 John Deere Backhoe/operator	\$150.00 per hour	\$150.00 per hour
Labor only	\$ 52.00 per hour	\$ 55.00 per hour

Ben is in charge of how Nelson Construction staff and equipment are used, and regularly coordinates with Arnie.

Consideration of these rates will be on the next Town Board agenda.





(5)TB, Lisa, Barb, Micael  
Ben, Paul, Public

**Major Gilbert Field (4R5)**

**To: Town Board**

**From: Paul Wilharm**

**Date: 12/03/2020**

**Re: Monthly report for November 2020**

During the month of November our airport was issue free !

Attached are logs / checklists

Thanks !

Paul  
Cover + 5

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Initial: dg

## **November 2020 Traffic count and revenue log / checklist**

**Drop box receipts \$ 0.00**

**The following filed flight plans:**

**11/04 N7970P  
11/05 N13690  
11/05 N333LN  
11/06 N802CD  
11/06 N104FM  
11/06 N904DC  
11/14 N989PS  
11/19 N7802V  
11/27 N192AF**

**See attached sign in sheet (s) for additional traffic counts**

# 11/20 Termino 1 log

11-4	Paul Thomas	2561T	2	P	STF	CEAT WARM 74° ON P 1
11-5	Moby Kricksen	333LN	2	P	21D	
11-5	Phil Mattheau	57PM	1	P	SIP	
11-6	Tim Holmes	N904DC	2	P	KATW	Thanks!
11-13	Inter Norman	101779	2	P	21D	
11-17	D. Denkers	363DS	1	P	KRGK	
11-21	D. Denkers	363DS	2	P	KRGK	
11-26/30	David Wells	9834C	4	P	KMFI	Travel - fun!

(1)

# 11/20 Terminal log

WELCOME TO 4R5						
DATE	PILOTS NAME	N-NUMBER	NUMBER ABOARD	BUSINESS/ PLEASURE	FLIGHT ORIGIN	CONTACT
11/25	Emma Martin	N80435	3	Pleasure	KFAR	201-202-2140
11/29	Tara Bhat	N9834C	4	business, pleasure	WMAF	715 216 1801
11/30	D. DePietro	369PS	1	B	KKEK	



12/3/2020

FNS - Reports

FNS Reports: Civil Airport Coordination Report

Report Generator: FNS Reports: Report

Run 2 total records

Available Reports

Civil Airport Coordination Report

Civil Airport NOTAM Report

NOTAM Action Report

USNS NOTAM Action Report

xSnowIssues

Filter Name	Filter Value
Location	4R5
Status	Active,Cancelled,Expired
Keyword	
Date Range (Start)	11/01/2020
Date Range (End)	11/30/2020

Reference...	NOTAM N...	NOTAM Text	Designator	Recipient ...	Contact In...	Organizati...	St
58413472	11/088	IGRB 11/088 4R5 AD AP ABN NOT STD WH...	4R5	Paul	airport@to...		11/
58468287	11/158	IGRB 11/158 4R5 RWY 04/22 WIP SN REM...	4R5	Paul	airport@to...		11/

11/20 NOTAM



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

TO: Town Board

FROM: Lisa Potswald

DATE: November 30, 2020

RE: Request for FAA Approval of Agreement for Transfer of Entitlements

The 2016 Federal Aviation Administration entitlement funds for the Town of La Pointe were not used and have expired. The funds need to be transferred to another airport and so they can be spent in Wisconsin instead of going back to FAA. Since there is not another Town project in the works, the Wisconsin Bureau of Aviation (WBOA) won't be able to spend the 2017 entitlement in time so they are asking for those designated funds to be transferred as well.

WBOA's goal is to pay these funds back to Madeline Island in the future when there is a project that needs some additional funding beyond what is available. The WBOA tracks all give-aways for this purpose.

The Town Board must approve the Town Board Chair's signing the Certification of Transferring Sponsor, found on page 2 of 2 to authorize the transfer of entitlements from the Town for 2016 and 2017 to other airports.

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NOV 30 2020

Initial dg



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.





## Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: Town of La Pointe

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Major Gilbert Field

( 4R5 )

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Block Grant 79	2016	\$ 63,000.00
Block Grant 89	2017	\$ 150,000.00
<b>Total</b>		<b>\$ 213,000.00</b>

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Watertown Municipal Airport (RYV) 2016; West Bend Municipal Airport (ETB) 2017 ( )

Name of Receiving Airport's Sponsor: City of Watertown; City of West Bend

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

**For the United States of America, Federal Aviation Administration:**

Signature: 

Name: David M. Greene

Title: Director, Bureau of Aeronautics

Date:

**Certification of Transferring Sponsor**

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 8 day of December, 2020

Name of Sponsor: Town of La Pointe

Name of Sponsor's Authorized Official: Jim Patterson

Title of Sponsor's Authorized Official: Town Board Chair

Signature of Sponsor's Authorized Official:

**Certificate of Transferring Sponsor's Attorney**

I, \_\_\_\_\_, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of \_\_\_\_\_. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at \_\_\_\_\_ (City, State),

this \_\_\_\_\_ day of \_\_\_\_\_,

Signature of Sponsor's Attorney:

**Certification of Transferring Sponsor**

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this                      day of                      ,

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

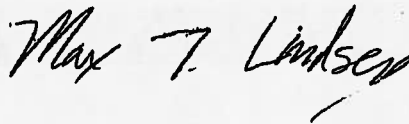
Signature of Sponsor's Authorized Official:

**Certificate of Transferring Sponsor's Attorney**

I,                      Max T. Lindsey                      , acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of                      Wisconsin                      . Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at                      Ashland, WI                      (City, State),  
this 30 day of                      November                      , 2020

Signature of Sponsor's Attorney:



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

To: Town Board  
From: Lisa Potswald  
Date: December 3, 2020  
Re: Airport Liability Insurance Coverage

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The Town's annual Airport Liability Coverage expires December 13<sup>th</sup>, 2020. The current insurance policy is with Old Republic Aerospace. The Town has had this policy for the past years:

Expires 12/13/2018 - \$1,321

Expires 12/13/2019 - \$1,519

Expires 12/13/2020 - \$1,519

The rate will not change from the previous year, remaining at \$1,519. Please consider renewal of this policy.

Cc: Paul Wilharm, Airport Manager

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DEC 3 2020

Initial cg



(5) TB, Lisa, Barb, Miculla,  
Sexton, Public

TO: Town Board

FROM: Lisa Potswald

RE: Sextons

DATE: December 1, 2020

You have received a draft copy of a contract between the Brummer company and the Town for sexton services. Charley and Paul Brummer reviewed the contract with me at a meeting on Friday, November 20, 2020. They want to be Appointed Officials rather than contractors, with the following conditions in order to remain as sextons:

- They will each receive \$200/month for a total of \$4,800. Including FICA and WC, the total comes to \$5,450.88 per year.
- They also want to receive the current amounts (below) for each burial. They point out that other appointed officials, including the Ambulance Director, Assistant Director and Fire Chief, receive a monthly payment plus they are paid for each time they are called out. The current burial amounts are:

**GREENWOOD CEMETERY FEES**

**Burial (Vault)**

May 1 - Oct. 31 \$1,500.00

Sexton: \$500.00

Town: \$1,000.00

Winter Burial Nov. 1 - Apr. 30 \$1,750.00

Sexton: \$550.00

Town: \$1200.00

**Burial (Cremains) excavation up to 18" x 18" x 18"**

May 1 - Oct. 31 \$400.00

Sexton: \$200.00

Town: \$200.00

Winter Burial Nov. 1 - Apr. 30 \$550.00

Sexton: \$250.00

Town: \$300.00

Cremain Excavations larger than 18" x 18" x 18" \$50.00 per burial in addition to the above fee paid to Sexton

- The Town budgets for one burial per year and four cremain burials. This will total \$1,300 additional payments in an average year made directly to the sextons by the family or funeral home.

**Additional considerations:**

- Each sexton would not be able to put in time over 27.58 hours per month or they will need to be paid by the hour.

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DEC 1 2020

Initial: dg

- Attached is a draft position description for the sexton. Paul, Charley, Ben, Dorgene and Micaela will all review it to ensure that it includes the sexton responsibilities. This will be on the December 8 Town Board agenda for your consideration.

Please note that Paul and Charley have asked for no reimbursement for 2020 as was included in the draft contract. They instead ask that the \$5,000 earmarked to pay them in 2020 be put toward ensuring that the cemetery shed is constructed of maintenance-free materials.

Please let me know if you have any questions.

## APPOINTED OFFICIAL DESCRIPTION

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### SEXTON

**Immediate Supervisor:**

Public Works Director

**Classification:**

Appointed Official

The Sexton is appointed by the Town Board to provide the services for the Town described below.

#### **I. DUTIES:**

- A. Administer and manage cemetery operations as they relate to sale of graves and burial arrangements.
- B. Secure payment for graves and burials.
- C. Process the deeds.
- D. Prepare the appropriate plot for burial in coordination with the Public Works Director.
- E. Provide information to the Town Hall about purchases, deeds and burials.
- F. Notify the funeral home to send burial paperwork to the Town Clerk.
- G. Arrange and monitor placement of gravesite monuments, markers and decorations.
- H. Forward any Report of Final Disposition received to the Clerical Assistant to file in the Town vault.
- I. Work with Town staff, funeral home personnel and the public in a positive, pleasant and respectful manner at all times.
- J. A Sexton may not work more than 27.58 hours per month.

#### **II. Qualifications:**

- A. Ability to read a map and determine grave locations.
- B. Ability to complete related paperwork in a neat and timely fashion.
- C. Knowledge of how to deliver quality customer service.
- D. Ability to work cooperatively with Town staff, funeral home personnel, and the public in accomplishing the duties listed above.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe

retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of the Sexton for the Town of La Pointe.

---

Employee Signature

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Date



# **Town of La Pointe**

## **Greenwood Cemetery Procedures**

### **I. ROLES AND RESPONSIBILITIES**

- 1) The **Sexton** is assigned to the responsibility by Town Board Resolution and ensures compliance with the Greenwood Cemetery Operating Rules and Regulations. Responsibilities include:
  - a) Administering and managing cemetery operations as they relate to sale of plots and burial arrangements.
  - b) Securing payment for plots and burials.
  - c) Processing the deeds.
  - d) Preparing the appropriate plot for burial.
  - e) Providing information to the Town Hall about purchases, deeds and burials.
  - f) Notifying the funeral home to send paperwork to the Town Clerk.
  - g) Arranging and monitoring placement of gravesite monuments, markers and decorations.
  - h) Sexton will forward any Report of Final Disposition received to the Clerical Assistant to file in the Town vault.
- 2) The **Town Foreman** is responsible for:
  - a) Maintaining cemetery property and grounds, including mowing, tree and brush removal, and road maintenance.
  - b) Arranging for equipment and staff to prepare for and assist with burials.
  - c) Preparing the cemetery budget with input from the Sexton.
- 3) The **Town Clerk** is responsible for:
  - a) Securing signatures on deed prepared by Sexton.
  - b) Providing Clerical Assistant with original deed.
- 4) The **Clerical Assistant** is responsible for:
  - a) Mailing Application for Burial to family or Funeral Home
  - b) Inputting information and deed into Cemetery database.
  - b) Sending original deed to purchaser.
  - (b) Copying deed, letter and payment for Town Hall vault file.
- 5) The **Accounting Administrator** is responsible for:
  - a) Notifying the Sexton that payment of burial has been received.

## **II. PURCHASING A PLOT AT GREENWOOD CEMETERY**

Town Hall staff who receive inquiries shall refer all requests for grave site purchases to the Sexton. Fees are based on the current Town Fee Schedule.

- 1) Purchaser to contact the Sexton to arrange a meeting to review locations, etc.
- 2) Purchaser meets with the Sexton.
  - a) Agree on plot location.
  - b) Purchaser writes purchase of plot check to the Town of LaPointe.
    - i) Give check to Sexton to deliver to Town Hall OR
    - ii) Purchaser brings or mails check to Town Hall.
  - c) Sexton gets a blank deed from the Town Hall (Parks/Cemetery drawer in vault).
  - d) Sexton drafts deed and brings to Town Hall.
- 3) Once payment for plot is at the Town Hall, deed is signed by Town Board Chair and Town Clerk.
- 4) Deed goes to Clerical Assistant for processing, including filing, recording the sections, lots and graves and sending the original deed to the purchaser.

## **III. TO ARRANGE A BURIAL/INURNMENT**

Fees are based on the current Town Fee Schedule.

- 1) Family or Funeral Home contacts Sexton to make arrangements for burial.
- 2) Sexton obtains contact information and notifies Clerical Assistant of impending burial.
- 3) Clerical Assistant sends Application for Burial to family or Funeral Home to be completed and signed.
- 4) Family or Funeral Home completes and returns Application for Burial to the Town along with the Report of Final Disposition and payment of the Town's fees in the form of a check written out to the Town of La Pointe.
- 5) Family or Funeral Home gives the Sexton payment of the Sexton's fees in the form of a check written out to the Sexton.
- 6) Accounting Administrator verifies with Sexton that payment has received by the Town for the burial or inurnment prior to burial or inurnment date.
- 7) Sexton contacts Town Foreman to arrange for needed site prep at cemetery.
- 8) Sexton contacts lawn care sub-contractor so he/she knows when a service is going to take place.

#### **IV. PERTINENT INFORMATION**

1) Information in the locked room in the basement:

a) Survey map of Blackthorne (now known as Greenwood) Cemetery.

**2020-2021 Cooperative Agreement  
Town of La Pointe & the Bayfield School District**

This Cooperative Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the School District of Bayfield, Wisconsin ("District") and the Town of LaPointe, Wisconsin ("Town").

**WHEREAS**, parties hereto have, for some years, maintained a cooperative relationship to ensure year-round transportation services between Bayfield, Wisconsin, and the Town of La Pointe, Wisconsin ("Transportation Services");

**WHEREAS**, the parties hereto believe such relationship is mutually beneficial and wish to maintain said relationship;

**WHEREAS**, the District and Town each has a separate agreement with Windsleds Transportation, Inc. and Madeline Island Transportation, LLC ("Service Providers") to provide transportation services for the respective parties;

**WHEREAS**, the Service Providers will obtain insurance and be reimbursed by the Town, and;

**WHEREAS**, the District believes it should share in the above-referenced insurance and maintenance/upkeep expenses incurred by the Town, and the District has, therefore, agreed to pay a portion of said expenses;

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. The term of this Agreement shall begin upon the date this Agreement is signed by all parties hereto and shall expire on June 30, 2021.

2. The District shall pay the following sums to the Town upon execution of this Agreement:

a. The sum of \$5,000 to be applied toward one-third (1/3) of the cost of insurance reimbursement, maintenance and upkeep, and the start-up and shut-down of the windsled equipment.

b. Any balance of such amounts, exceeding one-third (1/3) of the total cost of insurance, the total cost of maintenance/upkeep, remaining at the end of the term of this Agreement will remain in the designated Winter Transportation account and carry over to the following (2021-2022) winter transportation season.

c. If during the windsled season, catastrophic equipment failure occurs, the Bayfield School District and the Town of La Pointe and the Madeline Island Ferry Line will be responsible for one-third (1/3) each of such expenses up to \$3000 each annually. If the cost exceeds \$3000, all parties shall come together to discuss and/or approve any additional expenses, with each party having the right of refusal.

d. The Town shall maintain comprehensive records of all maintenance expenses (including, but not limited to, receipts, purchase orders, etc.) and such records shall be subject to audit by the District.

3. In the event that the District should wish to utilize the windsled for training of a District representative relating to emergency evacuation procedures, the Town and the District shall negotiate and agree upon a reasonable charge for such use. The Town agrees that the agreed upon charge shall not be more than it charges any other third-party for use of the windsled for similar purposes.

4. This Agreement contains all of the agreements and understandings of the parties with respect to the issues addressed herein. There shall be no modification of this Agreement except in writing executed with the same formalities as this Agreement and mutually agreed upon by the parties hereto.

5. This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

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

TOWN OF LA POINTE

By \_\_\_\_\_  
James Patterson, Town Chair

SCHOOL DISTRICT OF BAYFIELD

By \_\_\_\_\_  
District Administrator

**2020-2021 Cooperative Agreement  
Town of La Pointe & the Madeline Island Ferry Line**

This Cooperative Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_ 2020, by and between the Madeline Island Ferry Line, Wisconsin ("District") and the Town of LaPointe, Wisconsin ("Town").

**WHEREAS**, Madeline Island Ferry Line is entering into this agreement, including payments to the Town, in order to facilitate the transportation of its employees, mail, UPS, Fed Ex, and other freight during the time of the year when the ferries are not operating.

**WHEREAS**, parties hereto have, for some years, maintained a cooperative relationship to ensure year-round transportation services between Bayfield, Wisconsin, and the Town of La Pointe, Wisconsin ("Transportation Services");

**WHEREAS**, the parties hereto believe such relationship is mutually beneficial and wish to maintain said relationship;

**WHEREAS**, the Madeline Island Ferry Line and Town each has a separate agreement with Windsleds Transportation, Inc. and Madeline Island Transportation, LLC ("Service Providers") to provide transportation services for the respective parties;

**WHEREAS**, the Service Providers will obtain insurance and be reimbursed by the Town, the Bayfield School District and the Madeline Island Ferry Line for the insurance and for expenses associated with the maintenance and upkeep of the equipment used by the Service Providers to render the Transportation Services;

**WHEREAS**, the Madeline Island Ferry Line believes it should share in the above-referenced insurance and maintenance/upkeep expenses incurred by the Town and the Ferry Line has, therefore, agreed to pay amounts approximating one-third (1/3) of the insurance and maintenance expenses of the Town.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. The term of this Agreement shall begin upon the date this Agreement is signed by all parties hereto and shall expire on June 30, 2021.
2. The Madeline Island Ferry Line shall pay the following the sum of \$5,000 to the Town upon execution of this Agreement:



a. The sum of \$5,000 to be applied toward one-third (1/3) of the cost of insurance reimbursement, maintenance and upkeep, and the start-up and shut-down of the windsled equipment.

b. Any balance of such amounts, exceeding one-third (1/3) of the total cost of insurance, the total cost of maintenance/upkeep, remaining at the end of the term of this Agreement will remain in the designated Winter Transportation account and carry over to the following (2021-2022) winter transportation season.

c. If during the windsled season, catastrophic equipment failure occurs, the Bayfield School District and the Town of La Pointe and the Madeline Island Ferry Line will be responsible for one-third (1/3) each of such expenses up to \$3000 each annually. If the cost exceeds \$3000, all parties shall come together to discuss and/or approve any additional expenses, with each party having the right of refusal.

d. The Town shall maintain comprehensive records of all maintenance expenses (including, but not limited to, receipts, purchase orders, etc.) and such records shall be subject to audit by the Madeline Island Ferry Line.

3. This Agreement contains all of the agreements and understandings of the parties with respect to the issues addressed herein. There shall be no modification of this Agreement except in writing executed with the same formalities as this Agreement and mutually agreed upon by the parties hereto.

4. This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2020.

TOWN OF LA POINTE

By \_\_\_\_\_  
James Patterson, Town Chair

MADELINE ISLAND FERRY LINE

By \_\_\_\_\_  
Gary Russell, Senior Vice President