

Accounting Administrator Report March 2021

03/18/2021

FINANCIALS:

1. Billings:

- a. Payment has been received from Ashland County for the 10/1/2020-12/31/2020 work done. County H maintenance reimbursement costs for 01/01/2021 - 03/31/2021 will be compiled and sent to Ashland County Highway.
- b. Nelson Construction has paid the 2020 tonnage fee and their new dock lease billing has been sent (payment due in August).
- c. Madeline Island Ferry Line has paid their 2021 Dock lease.
- d. We have been sending out monthly bills for charges that have been done at the MRF.

2. Accounting Software:

- a. I have received several software recommendations from WI Clerks and will be following up shortly with the companies. The CEO of the firm we currently use has reached out to see what changes they might be able to make to help the Town.
- b. The plan remains to move the Town back into doing payroll processing in house.

3. Auditing Firms: We've e-mailed eleven Request for Audit Services and have heard back from seven firms. A few hours have been spent on the phone answering questions and providing more information. Several seem very interested, so we are hopeful.

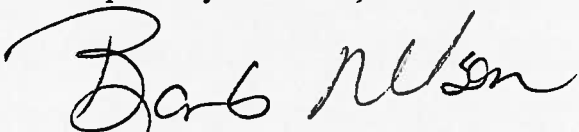
4. Draft 2020 Financial Report: This is a summary of the previous year, given to the Electors at the Annual Meeting. I hope to put together a preliminary cost of the Emergency Services Building project in time for the meeting.

- a. Revenues & Expenditures Budget: It summarizes the 2020 Original Budget, 2020 Budget Amendments and 2020 Actual, as well as the 2021 Budget.
- b. Banking Balances and transactions: This summarize funds in and out of each of the Town's bank accounts.
- c. Designated Funds: This provides both a summary of Designated Funds by departments as well as a comparison of department Designated Funds balances.
- d. Indebtedness: Reports the status of the Town's borrowing and loan balances.

GRANTS:

1. The WI Dept of Natural Resources (WI DNR) requires a Self-Certification report from all Material Recovery Facilities (MRF) to be filed electronically every year, by March 31st. Ted is compiling the information with Marty hoping to have it together next week and I'll log it into the DNR's system.
2. The DNR's 2020 Annual Recycling Unit Grant (RUG) Report is due the end of April. Ben and staff will begin to work on collection & shipment information; I'll start calculating the actual 2020 costs & revenues and will then input all into the DNR's electronic entry system.
3. The Fire Department's Forest Fire Protection (FFP) grant from the WI DNR must be completed and submitted by April 15th. Red is categorizing the purchases thus far for reimbursement. We are waiting on one invoice to complete the request.

Respectfully submitted,



Barb Nelson
Accounting Administrator/Deputy Clerk

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

Donations made by Corporations, Businesses, Foundations

Through 03/19/2021

(Other donation may have been through trusts or foundations, just not receipted that way)

	Amount	Purpose
<u>Library:</u>		
Mar-21 Bayfield Comm Education foundations	\$3,899.00	Grant for Google Virtual reality equipment
Mar-21 Schwab Charitable	\$300.00	Donation
Mar-21 Fidelity Charitable	\$100.00	Donation
Mar-21 LaPointe Center	\$100.00	Donation for Art purchase award fund
Mar-21 Ron L VanVeldhuisen Law Office	\$100.00	Donation

Ambulance (Non-ESB):

Emergency Service Bldg Fire (ES):

Mar-21 Rick Reichkitzer Construction	\$745.62	Donation ESB Furniture contract
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Cemetery Chapel:

Recreation Center:

Fire Department:

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Memo

To: Town Board
From: Barb Nelson, Accounting Admin/Deputy Clerk
CC: Micaela Montagne, Clerk, Lisa Potswald, Town Administrator
Date: Tuesday, March 16th, 2021
Re: Public Officials Bond Policy

The Town's 2-year Public Officials Bond policy issued by CNA Surety via Rural Insurance expires April 4th, 2021. The policy covers the Town Treasurer and "other officials who handle money, securities, etc. as a regular part of their duties". \$900 is budgeted for Public Official Bonding.

Current Policy through Rural Mutual/CNA Surety:

\$100,000 coverage for the Treasurer and \$10,000 for the noted positions.

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The noted positions are:

Clerk	(1) required	Zoning	(1)
Deputy Clerks	(3) required	Library Director	(1)
MRF Attendants	(3)	Campground	(3)
Public Works Director	(1)		

Initial: dg

The Horton Group (current insurance agent) sent a quote too. Please see comparisons:

2 year Public Official Bonding Comparision				
Treasurer coverage	\$ 100,000	\$ 125,000	\$ 150,000	
Other positions coverage	\$ 10,000	\$ 25,000	\$ 50,000	
CNA Surety/Rural	\$ 693.47	\$ 874.31	\$ 1,000.11	
Forgery included?	No	No	No	
Liberty Mutual/Horton	\$ 535.00	\$ 705.00	\$ 890.00	
Forgery included?	Yes	Yes	Yes	

- Does the Town Board want to stay with Rural/CNA or switch to Horton/Liberty Mutual?
- What level of coverage is desired?

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2020 ANNUAL FINANCIAL REPORT

	2020 Approved Budget	2020 Budget Amends	2020 Final Budget	2020 Actual Totals	2021 Approved Budget
REVENUES:					
Taxes	1,968,902	0	1,968,902	1,965,142	1,946,177
Intergovernmental Revenues	1,445,749	14,537	1,460,286	1,458,264	167,274
License & Permits	34,747	0	34,747	37,137	32,041
Fines, Forfeitures, Penalties	4,175	0	4,175	3,733	3,575
Public Charges - Services	360,417	(7,780)	352,637	405,385	441,134
Intergovernmental Charges	177,336	(269)	177,067	176,114	173,900
Misc Revenues	117,556	1,054,444	1,172,000	1,224,757	110,785
Other Financing Sources	4,928,849	(2,310,599)	2,618,250	2,032,487	706,341
TOTAL REVENUES:	\$9,037,731	(\$1,249,667)	\$7,788,064	\$7,303,019	\$3,581,227
EXPENDITURES:					
General Governmental	566,832	58,846	625,678	570,589	602,471
Public Safety	614,029	42,817	656,846	585,159	639,931
Public Works	816,606	21,697	838,303	784,633	824,657
Health & Human Services	36,187	1,938	38,125	34,687	38,662
Culture, Recreation	419,814	(15,886)	403,928	380,905	399,373
Conservation & Planning	44,645	(39,690)	4,955	33,251	45,355
Capital Outlay	6,027,869	(1,746,222)	4,281,647	2,838,338	478,237
Debt Service	467,119	5,905	473,024	900,654	494,940
Other	44,632	420,930	465,562	39,962	57,600
TOTAL EXPENDITURES:	\$9,037,733	(\$1,249,665)	\$7,788,068	\$6,168,178	\$3,581,226
Revenues OVER Expenditures	-\$2	-\$2	-\$4	\$1,134,841	\$1
	<i>rounding</i>	<i>rounding</i>	<i>rounding</i>		<i>rounding</i>

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Initial: _____

2020 Annual Financial Report
Town of LaPointe

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INDEBTEDNESS BALANCE DUE AS OF 12/31/2020 (does NOT include interest)

<u>Bremer Bank</u>	<u>Refinanced to 2.70% interest</u>		
	- Fire Truck	0	
	- Gravel	0	\$0
<hr/>			
<u>Northern State Bank</u>	<u>@ 2.75% interest</u>		
<i>Lost in 3/6/19 ESB Fire</i>	2018 Mercedes Demers Ambulance	\$54,800	
	2 - 10 passenger Windsleds	\$206,347	
	Unknown Projects	\$131,969	\$393,116
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<u>Bremer Bank</u>	<u>@ 2.31% interest</u>		
	Rds 2016 Dodge Truck	\$14,565	
	Emergency Services Bldg (ESB) Roof	\$7,742	
	Winter Transportation Terminal Bldg Roof	\$2,870	\$25,177
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<u>Bremer Bank</u>	<u>@ 2.79% interest</u>		
<i>Lost in 3/6/19 ESB Fire</i>	- Fire Dept Engine #3 Brush Truck	\$25,843	
			\$25,843
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<u>Bremer Bank</u>	<u>@ 2.44% interest</u>		
	Fire Truck	\$26,688	
	Emergency Services Bldg purchasing	\$57,672	
	Roads equipment	\$251,843	
	Parks	\$16,166	
	Town Hall improvements	\$8,884	
	Ice Rescue expenses	\$2,840	\$364,093
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<u>Ashland County</u>	<u>@ 0.00% interest</u>		
	Gravel Purchase	\$252,000	
			\$252,000
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<u>Bremer Bank</u>	<u>@ 1.98% interest</u>		
	Big Arn's Road	\$214,000	
	Town Dock improvement	\$617,437	
	Tax Levy Reduction	\$79,563	
			\$911,000
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<u>Bremer Bank</u>	<u>@ 2.26% interest</u>		
	Rebuilding of Emergency Services Bldg (ESB)	\$1,389,000	
			\$1,389,000
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TOTAL 2020 INDEBTEDNESS -		\$3,360,229	\$3,360,229

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TOTAL 2020 INDEBTEDNESS -

\$3,305,429 \$3,360,229

2021 Budgeted Borrowing:

Projects:

Town Hall Interior flooring/painting	\$55,630
Rds Pressure/Steamer	\$11,150
Town Dock Passenger Shelter	\$17,194
Town Dock Cutout paving	\$22,302
MRF DemCon/SW box	\$7,126
MRF Rolloff Truck	\$87,100
Cemetery Storage Shed	\$3,200
Rec Center remodeling	\$110,000
Library Repair/Outside painting	\$40,430

\$354,132

TOTAL BUDGETED INDEBTEDNESS:

\$3,714,361

2020 Equalized Value = \$266,921,600 x 5% debt limit = \$13,346,080 borrowing limit

**2020 Annual Financial Report
Town of LaPointe**

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Balance in General Fund 01/01/2020		\$9,398
2020 Revenues per Budget Report	+	7,303,019
2020 Expenditures per Budget Report	-	6,168,178
		<hr/>
Expected balance in General Fund 12/31/2019		\$1,144,239
Actual Balance in General Fund as of 12/31/2020		\$1,143,244
<i>(difference due to tax collections reporting, delinquent Personal Property uncollected, accrued liabs, tax)</i>		<i>995</i>

Balance in Flex/Section 125 Fund 01/01/2020		\$13,011
2020 Transfers from General Fund	+	14,950
2020 expenditures (reimbursement requests)	-	14,187
		<hr/>
Balance in Flex/Section 125 Fund 12/31/2020		\$13,774

Balance in Tax Account Fund 01/01/2020		\$1,175,843
2020 proceeds (Tax collections, interest)	+	4,624,786
2020 expenditures (transfers to General Fund, service charges)	-	4,980,072
		<hr/>
Balance in Tax Account Fund 12/31/2020		\$820,557

Balance in LifeQuest Ambulance Collections Fund 01/01/2020		\$1,000
2020 proceeds (Collections)	+	0
2020 expenditures (transfers to General Fund, billing service charges)	-	0
		<hr/>
Balance in LifeQuest Ambulance Collections Fund 12/31/2020		\$1,000
The Town has gone to a different collection agency, so this fund will be dissolved at some point		

ACTUAL FUND BALANCES AS OF 12/31/2020:

General Fund	1,143,244
Designated Funds (all)	1,104,622
Flex/Section 125 Fund	13,774
LifeQuest Fund (Ambulance Collections)	1,000
Madeline Island Public Library PayPal Account	300
Tax Collections Fund	820,557
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Total Balance in all Funds as of 12/31/2020	\$3,083,497

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2020 Annual Financial Report
Town of LaPointe

Designated Funds by Departments

Balance in all Parks Designated Funds 01/01/2020		28,840
2020 Incoming Funds	+	13,505
2020 Outgoing funds	-	4,596
Balance as of 12/31/2020		\$37,749

Balance in all Emergency Services Bldg. Designated 01/01/2020		1,701,502.42
2020 Incoming Funds	+	241,494
2020 Outgoing funds	-	1,162,901
Balance as of 12/31/2020		\$780,095

Balance in all Recreation Center Designated Funds 01/01/2020		6,013
2020 Incoming Funds	+	30
2020 Outgoing funds	-	549
Balance as of 12/31/2020		\$5,494

Balance in all Law Enforcement Designated Funds 01/01/2020		-1,335
2020 Incoming Funds	+	8,781
2020 Outgoing funds	-	2,101
Balance as of 12/31/2020		\$5,346

Balance in all Library Designated Funds 01/01/2020		72,073.49
2020 Incoming Funds	+	54,854
2020 Outgoing funds	-	29,547
Balance as of 12/31/2020		\$97,380

Balance in all Fire Department Designated Funds 01/01/2020		67,330
2020 Incoming Funds	+	17,073
2020 Outgoing funds	-	27,739
Balance as of 12/31/2020		\$56,664

Balance in all Highway Designated Funds 01/01/2020		21,933
2020 Incoming Funds	+	0
2020 Outgoing funds	-	21,933
Balance as of 12/31/2020		\$0

Balance in all Ambulance Designated Funds 01/01/2020		71,438
2020 Incoming Funds	+	20,779
2020 Outgoing funds	-	52,000
Balance as of 12/31/2020		\$40,216

**2020 Annual Financial Report
Town of LaPointe**

Designated Funds by Departments

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Balance in all Airport Designated Funds 01/01/2020		12,263
2020 Incoming Funds	+	0
2020 Outgoing funds	-	12,263
Balance as of 12/31/2020		\$0

Balance all Room Tax/Office/Zoning Designated Funds 01/01/2020		24
2020 Incoming Funds	+	34,362
2020 Outgoing funds	-	0
Balance as of 12/31/2020		\$34,386

Balance in all Winter Transportation Designated Funds 01/01/2020		96,609
2020 Incoming Funds	+	28,930
2020 Outgoing funds	-	99,152
Balance as of 12/31/2020		\$26,387

Balance in Energy Committee Designated Funds 01/01/2020		90
2020 Incoming Funds	+	0
2020 Outgoing funds	-	0
Balance as of 12/31/2020		\$90

Balance in Greenwood Cemetery Designated Funds 01/01/2020		10,638
2020 Incoming Funds	+	5,590
2020 Outgoing funds	-	12,509
Balance as of 12/31/2020		\$3,720

Balance in 4th of July Designated Funds 01/01/2020		17,121
2020 Incoming Funds	+	
2020 Outgoing funds	-	
Balance as of 12/31/2020		\$17,121

Balance in Material Recovery Facility (MRF) Designated 01/01/2020		0
2020 Incoming Funds	+	0
2020 Outgoing funds	-	0
Balance as of 12/31/2020		\$0

TOTAL BALANCE IN ALL DESIGNATED FUNDS 12/31/2020		\$1,104,647
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2020 Annual Financial Report
Town of LaPointe

Designated Fund Balance Comparisons

	12/31/2020	12/31/2019	12/31/2018	12/31/2017
PARKS:				
Memorial Park	19,884	19,776	13,968	7,479
Big Bay Town Park (BBTP)	11,230	5,367	882	5,856
Bi-Lingual Signage Project	0	0	0	0
Pergola Beautification	0	0	0	0
Capital Project	6,634	3,697	5,239	2,242
	\$37,749	\$28,840	\$20,089	\$15,576
HIGHWAY:				
Highway/Roads Equipment	0	8,698	8,698	8,679
Rds Capital Improvements	0	3,235	3,235	3,228
Rds Salt/Sand Building	0	10,000	5,000	
	\$0	\$21,933	\$16,933	\$11,907
FIRE DEPARTMENT:				
Reserve Fund	0	0	0	2,502
Truck	5,033	5,033	30,033	15,000
Equipment	718	714	702	640
Bldg Addition Fund	0	0	0	0
Inspection/Training (2013 - SCBA Fund)	0	0	0	0
Ice Rescue (DSCAF Grant)	0	0	0	0
Fire Dept Fund 66.0608	50,914	61,583	44,581	65,453
	\$56,665	\$67,330	\$75,317	\$83,596
AMBULANCE:				
Ambulance Replacement	2,415	21,968	21,607	21,560
Act 102 Grant	8,985	8,563	9,459	9,821
Training	4,120			
Equipment	23,010	22,889	12,534	20,497
Ambulance 66.0608	1,687	18,020	15,874	64,515
	\$40,217	\$71,438	\$59,473	\$116,393
REC CENTER:				
Shelter improvements	1,748	1,739	500	745
Skatepark/Playground	0	549	38	34
Ball Field	3,746	3,725	3,651	1,904
	\$5,494	\$6,013	\$4,189	\$2,683
LAW ENFORCEMENT:				
Squad Car	5,181	(1,500)	19,935	11,408
Communication	164	164	2,511	6,221
Bike Patrol Fund	0	0	129	127
	\$5,345	(\$1,336)	\$22,575	\$17,757
MATERIAL RECOVERY FACILITY:				
	\$0	\$0	\$0	\$10,000
T HALL EQUIPMENT FUND				
	\$0	\$0	\$0	\$0

2020 Annual Financial Report
Town of LaPointe

Designated F **Designated Fund Balance Comparisons**
12/31/2020 **12/31/2019** **12/31/2018** **12/31/2017**

LIBRARY:

General	29,893	29,742	25,889	22,601
Scholarship	5,220	3,506	921	904
County Grant	2,422	2,422	3,000	2,000
NWLS Grant	3,883	1,918	220	47
Island Association/SCAP	0	168	164	161
Stacy Smith Fund	0	657	644	632
Gates Fund	0	77	76	75
Pat deBary Fund	2,552	2,538	2,488	2,443
Mary Campbell Fund	0	20	9,690	12,610
Library Elevator Fund	610	10	2,439	1,800
Library Materials Fund	2,413	1,543	1,550	1,886
O'Brien Fund	0	548	537	527
Ski/Cultural & Recreation/CARP/Winter	7,537	4,871	6,831	7,204
Jane Havens/Havens Family Fund	0	0	0	0
Art Purchase Award Fund	4,627	4,601	5,425	6,386
Mead Witter Fund	0	14	13	13
Bayfield Community Education Foundation	151	151	148	42
Jane & Fred Havens Funds	0	265	260	255
A Natural Branch Fund	0	399	391	384
Legacy Fund	21,978	11,085	5,679	5,405
Library Rec Center Program	16,095	7,540	3,310	

\$97,380 **\$72,073** **\$69,674** **\$65,376**

COMPENSATION FUND - TA DISCRETIONAR

\$0 **\$0** **\$8,038** **\$17,998**

CEMETERY FUND

\$3,719 **\$10,638** **\$13,650** **\$0**

Zoning (Fire # Project) FUND:

\$34,362 **\$0** **\$0** **\$0**

AIRPORT EXTENSION/EXPANSION:

\$0 **\$12,263** **\$5,662** **\$0**

MI CHAMBER (FIREWORKS)

\$17,121 **\$17,121** **\$17,183** **\$16,316**

ADDITIONAL ROOM TAX FUND:

\$24 **\$24** **\$33,450** **\$36,591**

WINTER TRANSPORTATION FUND:

\$26,386 **\$96,608** **\$27,447** **\$41,048**

ALTERNATIVE ENERGY FUND:

\$91 **\$90** **\$88** **\$10,856**

HARBOR COMMITTEE FUND:

\$0 **\$0** **\$0** **\$0**

EMERGENCY SERVICES BLDG. FUNDS:

Donations	\$0	\$362,270	\$0	\$0
Bldg	\$0	533558.47	\$0	\$0
Ambulance Vehicle	\$0	127905.76	\$0	\$0
Fire Dept Vehicle	\$625,943	\$677,768	\$0	\$0
Bldg Contents/Outfitting	\$154,152	\$0	\$0	\$0
	\$780,095	\$1,701,502	\$0	\$0

TOTAL DESIGNATED FUNDS:

\$1,104,646 **\$2,104,539** **\$373,768** **\$446,096**

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Projected Loan Balances for the Town of LaPointe

Bremer Bank		10/2011	Refinanced to 3.65%		
\$2,400,000.00 for 10 years @ 4.25% interest			12/2012 Refinanced to 2.70%		
		Principal	Interest	TI Payment	Balance
Balance as of 12/31/2008	\$2,400,000				
Payment Made 8/15/2009	<i>Actual</i>	210,476.05	89,615.30	300,091.35	\$2,189,524
Payment Made 8/15/2010	<i>Actual</i>	207,291.53	92,799.82	300,091.35	\$1,982,232
Payment due 8/15/2011	<i>Actual</i>	216,077.30	84,014.06	300,091.36	\$1,766,155
Payment due 8/15/2012	<i>Actual</i>	226,475.84	67,072.75	293,548.59	\$1,539,679
Payment due 8/15/2013	<i>Actual</i>	239,391.85	47,150.04	286,541.89	\$1,300,287
Payment due 8/15/2014	<i>Actual</i>	246,328.72	35,203.94	281,532.66	\$1,053,959
Payment due 8/15/2015	<i>Actual</i>	163,850.44	28,846.96	192,697.40	\$890,108
Payment due 8/15/2016	<i>Actual</i>	168,530.97	24,166.43	192,697.40	\$721,577
Payment due 8/15/2017	<i>Actual</i>	173,007.42	19,689.98	192,697.40	\$548,570
Payment due 8/15/2018	<i>Actual</i>	177,745.19	14,952.21	192,697.40	\$370,825
Payment due 8/15/2019	<i>Actual</i>	182,546.11	10,151.29	192,697.40	\$188,279
Payment due 8/15/2020	<i>Actual</i>	188,278.38	5,154.55	193,432.93	\$0
TOTALS:		\$2,400,000	\$518,817	\$2,918,817	

Based on Actual Payments & future Bremer Amortization Schedule

This loan was refinanced extending it 2 more years until 2020, in order to cover 2015 unexpected expenses.

Northern State Bank		12/15/2018	\$640,000 5 yr loan @ 2.75% interest		
Ambulance, 2 windsleds, Unknown			Monthly payments, instead of annual		
		Principal	Interest	TI Payment	Balance
	Actual Pd	\$640,000.00			
12/31/2019	<i>Actual</i>	121,722.81	16,847.55	138,570.36	\$518,277
12/31/2020	<i>Calculated</i>	125,161.05	13,409.31	138,570.36	\$393,116
12/31/2021	<i>Calculated</i>	129,107.02	9,463.34	138,570.36	\$264,009
12/31/2022	<i>Calculated</i>	132,753.14	5,817.22	138,570.36	\$131,256
12/31/2023	<i>Calculated</i>	136,502.54	2,068.14	138,570.68	(\$5,246.56) **
TOTALS:		\$645,246.56	\$47,605.56	\$692,852.12	

Bremer Bank		4/25/2016	\$121,000 5 yr loan @ 2.31% interest		
Purchase Rds Truck, re-roofing projects					
Rds 2016 Truck			\$70,000	57.85%	
Emergency Service Bldg Roof			\$37,206	30.75%	
Winter Transportation Terminal Building Roof			\$13,794	11.40%	
			\$121,000	100.00%	
		Principal	Interest	TI Payment	Balance
Actual Loan Amount		\$121,000.00			
1/20/2017	<i>Actual</i>	23,645.51	2,126.96	25,772.47	\$97,354
1/20/2018	<i>Actual</i>	23,486.99	2,285.48	25,772.47	\$73,868
1/20/2019	<i>Actual</i>	24,078.30	1,694.17	25,772.47	\$49,789
1/20/2020	<i>Actual</i>	24,612.54	1,159.93	25,772.47	\$25,177
1/20/2021	<i>Calculated</i>	25,106.55	583.24	25,689.79	\$70.11 **
TOTALS:		\$120,929.89	\$7,849.78	\$128,779.67	

Projected Loan Balances for the Town of LaPointe

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Bremer Bank **3/17/2017 \$62,000 5 yr loan @ 2.79% interest**

Purchase Fire Dept fabricated 2006 Brush Truck Engine #3

		<u>Principal</u>	<u>Interest</u>	<u>TI Payment</u>	<u>Balance</u>
Actual Loan Amount		\$62,000.00			
3/17/2018	<i>Actual</i>	11,718.62	1,753.83	13,472.45	\$50,281
3/17/2019	<i>Actual</i>	12,051.60	1,420.85	13,472.45	\$38,230
3/17/2020	<i>Actual</i>	12,387.13	1,085.32	13,472.45	\$25,843
3/17/2021	<i>Calculated</i>	12,742.40	730.05	13,472.45	\$13,100
3/17/2022	<i>Calculated</i>	13,101.83	370.62	13,472.45	(\$1.58) **
TOTALS:		\$62,001.58	\$5,360.67	\$67,362.25	

Bremer Bank **11/20/2019 \$450,000 5 yr loan @ 2.44% interest**

Fire Truck	\$33,000	7.33%
Emergency Services Bldg purch	\$71,269	15.84%
Roads equipment	\$311,223	69.16%
Parks	\$20,000	4.44%
Town Hall improvements	\$11,000	2.44%
Ice Rescue expenses	\$3,508	0.78%
	\$450,000	100%

		<u>Principal</u>	<u>Interest</u>	<u>TI Payment</u>	<u>Balance</u>
Actual Loan Amount		\$450,000.00			
11/20/2020	<i>Actual</i>	85,907.41	10,888.50	96,795.91	\$364,093
11/20/2021	<i>Calculated</i>	87,781.87	9,014.04	96,795.91	\$276,311
11/20/2022	<i>Calculated</i>	89,953.50	6,842.41	96,795.91	\$186,357
11/20/2023	<i>Calculated</i>	92,178.85	4,617.06	96,795.91	\$94,178
11/20/2024	<i>Calculated</i>	94,452.87	2,343.04	96,795.91	(\$274.50) **
TOTALS:		\$450,274.50	\$33,705.05	\$483,979.55	

2020 Annual Financial Report

Town of LaPointe

Projected Loan Balances for the Town of LaPointe

DRAFT

Bremer Bank

5/13/2020 \$911,000 5 yr loan @ 1.98% interest

Cover expenses related to Big Arn's Road, Town Dock Improvement, & Tax levy reduction

Big Arn's Road	214,000	23.49%
Town Dock Improvement	617,437	67.78%
Tax levy reduction	79,563	8.73%
	<u>\$911,000</u>	<u>100%</u>

		<u>Principal</u>	<u>Interest</u>	<u>TI Payment</u>	<u>Balance</u>
Actual Loan Amount		\$911,000.00			
7/1/2021	<i>Estimated</i>	83,175.18	18,288.33	101,463.51	\$827,825
7/1/2022	<i>Estimated</i>	84,844.93	16,618.58	101,463.51	\$742,980
7/1/2023	<i>Estimated</i>	86,548.19	14,915.32	101,463.51	\$656,432
7/1/2024	<i>Estimated</i>	88,249.54	13,213.97	101,463.51	\$568,182
7/1/2025	<i>Estimated</i>	90,057.25	11,406.26	101,463.51	\$478,125
7/1/2026	<i>Estimated</i>	91,865.15	9,598.36	101,463.51	\$386,260
7/1/2027	<i>Estimated</i>	93,709.35	7,754.16	101,463.51	\$292,550
7/1/2028	<i>Estimated</i>	95,574.47	5,889.04	101,463.51	\$196,976
7/1/2029	<i>Estimated</i>	97,509.22	3,954.29	101,463.51	\$99,467
7/1/2030	<i>Estimated</i>	99,466.72	1,996.76	101,463.48	\$0
TOTALS:		\$911,000.00	\$103,635.07	\$1,014,635.07	

Ashland County

3/12/2019 \$315,000 10 yr loan @ 0.00% interest

Purchase of 2 piles of gravel (4,847 ton & 7,999 ton)

		<u>Principal</u>	<u>Interest</u>	<u>TI Payment</u>	<u>Balance</u>
Actual Loan Amount		\$315,000.00			
1/15/2019	<i>Actual</i>	31,500.00	0.00	31,500.00	\$283,500
1/15/2020	<i>Actual</i>	31,500.00	0.00	31,500.00	\$252,000
1/15/2021	<i>Actual</i>	31,500.00	0.00	31,500.00	\$220,500
1/15/2022	<i>Actual</i>	31,500.00	0.00	31,500.00	\$189,000
1/15/2023	<i>Actual</i>	31,500.00	0.00	31,500.00	\$157,500
1/15/2024	<i>Actual</i>	31,500.00	0.00	31,500.00	\$126,000
1/15/2025	<i>Actual</i>	31,500.00	0.00	31,500.00	\$94,500
1/15/2026	<i>Actual</i>	31,500.00	0.00	31,500.00	\$63,000
1/15/2027	<i>Actual</i>	31,500.00	0.00	31,500.00	\$31,500
1/15/2028	<i>Actual</i>	31,500.00	0.00	31,500.00	\$0
TOTALS:		\$315,000.00	\$0.00	\$315,000.00	

Projected Loan Balances for the Town of LaPointe

		Principal	Interest	TI Payment	Balance
Bremer Bank		7/17/2020 \$1,389,000 10 yr loan @ 2.26% interest			
Rebuilding of Emergency Services Building					
Actual Loan Amount		\$1,389,000.00			
8/20/2021	<i>Estimated</i>	52,573	34,792	87,365.10	\$1,336,427
8/20/2022	<i>Estimated</i>	56,742	30,623	87,365.10	\$1,279,685
8/20/2023	<i>Estimated</i>	58,043	29,323	87,365.10	\$1,221,642
8/20/2024	<i>Estimated</i>	59,296	28,069	87,365.10	\$1,162,346
8/20/2025	<i>Estimated</i>	60,731	26,634	87,365.10	\$1,101,615
8/20/2026	<i>Estimated</i>	62,123	25,242	87,365.10	\$1,039,492
8/20/2027	<i>Estimated</i>	63,546	23,819	87,365.10	\$975,946
8/20/2028	<i>Estimated</i>	64,941	22,424	87,365.10	\$911,005
8/20/2029	<i>Estimated</i>	66,490	20,875	87,365.10	\$844,514
8/20/2030	<i>Estimated</i>	844,514	17,549	862,062.95	\$0
TOTALS:		\$1,389,000	\$259,349	\$1,648,349	

		Principal	Interest	TI Payment	Balance
PROPOSED FOR 2021 PROJECTS		\$354,132 10 yr loan @ 2.00% interest			
THall Flooring/Painting			\$55,630	15.71%	
Rds Pressure/Steamer			\$11,150	3.15%	
Town Dock Passenger Shelter			\$17,194	4.86%	
Town Dock Cutout paving			\$22,302	6.30%	
MRF DemCon/SW Box			\$7,126	2.01%	
MRF Rolloff Truck			\$87,100	24.60%	
Cemetery Storage shed			\$3,200	0.90%	
Rec Center remodeling			\$110,000	31.06%	
Library Repair/Outside painting			\$40,430	11.42%	
			\$354,132	100.00%	

		Principal	Interest	TI Payment	Balance
Actual Loan Amount		\$354,132.00			
8/20/2022	<i>Calculated</i>	32,314	7,148	39,462.33	\$321,818
8/20/2023	<i>Calculated</i>	32,967	6,496	39,462.32	\$288,851
8/20/2024	<i>Calculated</i>	33,632	5,830	39,462.32	\$255,219
8/20/2025	<i>Calculated</i>	34,311	5,151	39,462.32	\$220,908
8/20/2026	<i>Calculated</i>	35,003	4,459	39,462.33	\$185,905
8/20/2027	<i>Calculated</i>	35,710	3,752	39,462.32	\$150,195
8/20/2028	<i>Calculated</i>	36,431	3,032	39,462.32	\$113,764
8/20/2029	<i>Calculated</i>	37,166	2,296	39,462.32	\$76,598
8/20/2030	<i>Calculated</i>	37,916	1,546	39,462.33	\$38,682
8/20/2031	<i>Calculated</i>	38,682	781	39,462.32	\$0
TOTALS:		\$354,132	\$40,491	\$394,623	

DRAFT

**** Loan schedule will be adjusted based on actual interest charged (timing)**

Submitted to the Annual Town Meeting, April 20th, 2021 by:

James Patterson, Chairperson
Michael Anderson, Supervisor
Susan Brenna, Supervisor
Glenn Carlson, Supervisor
John Carlson, Supervisor

Micaela Montagne, Town Clerk
Carol Neubauer, Treasurer

TB(S) Lisa, Barb, Micaela
public
5 TPC, Ric

Micaela Montagne

From: mertiga@centurytel.net
Sent: Thursday, March 18, 2021 2:02 PM
To: Micaela Montagne
Subject: Fwd: proposed \$8.00 yearly fee for all septic systems.

At the last Ashland County Board meeting a proposal was brought up to charge all non city water & sewer residents a yearly \$8.00 fee for any septic system in the County. This charge would show up on the tax bills.

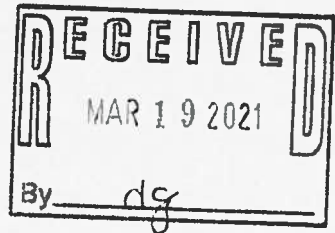
A motion was made to table this proposal by a vote of 14-6. There are more than 3500 tax payers who would see this fee increase on their tax bills.

As Ashland County Vice-Chair I wanted all towns to have a say in this fee increase. I know that the proposal will come up again. Can your Town let me know how you feel about this fee. If you can e-mail your Towns feeling I will make sure that the full County Board is updated as to how everyone feels about this item.

Also I know in April there is a referendum proposal to raise the County Taxes approximately 80-90 dollars for 5 years. Also be aware that the newly passed Covid bill has about \$3 million dollars for Ashland County over a 2 years period. (1.5 million to Ashland County in May/June this year, and the same amount in 2022.) This money has requirements as to how and where the County spends it.

Thank you.

Gary A. Mertig
Vice Chair Ashland County Board
mertiga@centurytel.net
715-661-0243



TB Lisa Potswald Micaela
Public

**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY MARCH 9, 2021
5:30 PM AT TOWN HALL
Draft Minutes**

Town Board Members Present via Teleconference: Jim Patterson, Michael Anderson, Sue Brenna, Glenn Carlson, John Carlson

Staff Present: Ben Schram (via telephone), Lisa Potswald, Elected Clerk Micaela Montagne

Public Present: Charley Brummer, Paul Brummer

Called to Order: 5:30pm

I. Public Comment A*: None.

II. Town Administrator's Report: Report prepared and presented by Lisa Potswald dated March 5, 2021 placed on file by Unanimous Consent.

III. Public Works

A. Public Work Director's Report: Report prepared and presented by Ben Schram for February 2021 placed on file by Unanimous Consent.

B. Roads, Dock and Harbor

1. Big Arn's Road and Brian's Road Costs and Special Assessment Process: Cost breakdown for possible special assessments is ready. Questions on if property owners can prepay to reduce interest fees.

2. Dock Lease with Nelson Construction 2021-2030: Motion to approve and have the Town Chair sign, J. Carlson/ G. Carlson, 5 Ayes, Motion Carried.

3. SmithGroup Billing Discrepancies for Dock Project: Motion to table, J. Carlson/ S. Brenna, 5 Ayes, Motion Carried.

C. Parks

1. Postings for Summer Staff: Camp Host #1, Camp Host #2, Campground Assistant, Parks #1, Parks #2, Parks #3: Motion to approve all postings (applications due 4/2/2021), S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

D. Materials Recovery Facility (MRF)

1. MRF Supervisor Job Description: Motion to approve, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

2. MRF Recycling Specialist Job Description to Replace MRF Attendant: Motion to approve, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

3. Change Joe Abhold from MRF Attendant to MRF Recycling Specialist: Motion to change Joe Abhold's position from MRF Attendant to MRF Recycling Specialist starting 3/9/2021 with a wage of \$23.46, S. Brenna/ G. Carlson, 5 Ayes, Motion Carried.

4. Hire MRF Supervisor: Motion to hire Marty Curry at \$20/ hour with a start date of 3/27/2021 at \$20/ hour, M. Anderson/ S. Brenna, 5 Ayes, Motion Carried.

E. Airport

1. Airport Manager's Report & Checklist: Report prepared by Paul Wilharm for February 2021 placed on file by Unanimous Consent.

2. Amendments to Airport Ordinance Chapter 185: Discussion to clarify some components of the Ordinance, and adding 'and guests' to 185.19(I), and including a definition of 'deemed'. Motion to approve the ordinance with the amendments, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

3. Statement of Project Intentions for Major Gilbert Field: Motion to approve the list of possible improvements for 2021-2026 (if the Town decides to do any of the projects, would have to come up with the matching funds as they are not currently in the budget), M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

F. Greenwood Cemetery: Nothing at this time.

IV. Committees

A. Planning and Zoning

1. Planning and Zoning Administrator's Report: Nothing at this time.

B. Public Arts Committee

1. 'Gateway' Project: Discussion on putting the survey results online.

V. Town Hall Administration

A. Budget Summary Report: Motion to approve the report as presented dated 3/3/2021, G. Carlson/ S. Brenna, 5 Ayes, Motion Carried.

B. Grant Updates: Nothing at this time.

C. Audit/ Review Options for Services for Calendar Year Ending 12/31/2020: The Town needs to issue a Request for Proposals for audit services as the loan for the Emergency Services Building requires an annual audit. Motion to approve the Request for Proposals, G. Carlson/ S. Brenna, 5 Ayes, Motion Carried.

D. Schedule Board of Review for 2021: Motion to schedule Open Book for June 2, 2021 from 3:00-5:00pm and Board of Review on June 9, 2021 from 4:00-6:00pm, M. Anderson/ J. Carlson, 4 Ayes, 1 Abstain (J. Patterson), Motion Carried.

E. Town Administrator Hiring Process and Updates: Town Board will be conducting Zoom interviews with four candidates on 3/11/2021.

F. Public Officials Bond Coverage/ Policy: Not available yet, will be on the next agenda. Motion to table, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

G. Write Off of Some Delinquent Personal Property Tax Bills: Motion to approve writing off some delinquent Personal Property Tax Bills based on Treasurer Carol Neubauer's recommendation, totaling \$106.82, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

H. Madeline Island Marathon 2021 Cancellation: Discussion on whether to return the money they sent if it does not cause a problem for them.

VI. Alternative Claims: Motion to approve Alternative Claims for February 2021 in the amounts of \$2,477,235.30, \$386,274.93, and \$5,428.90 for the Library, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

VII. Treasurer's Report: Motion to approve the Treasurer's Cash Summary Report as of February 28, 2021 showing a total of \$2,676,032.48 and a total available checking of \$1,308,506.52, J. Patterson/ G. Carlson, 5 Ayes, Motion Carried.

VIII. Minutes

A. Regular Town Board Meeting February 23, 2021: Motion to approve as submitted, J. Carlson, M. Anderson, 5 Ayes, Motion Carried.

B. Special Town Board Meeting March 3, 2021: Motion to approve minutes as submitted, S. Brenna/ M. Anderson, 4 Ayes, 1 Abstain (J. Carlson), Motion Carried.

IX. Police Department

A. Police Chief's Report: Report prepared by William Defoe for February 2021 placed on file by Unanimous Consent. The Town Board thanked W. Defoe for assisting in the transport of the vaccines to the Island.

X. Emergency Services

A. Fire Chief's Report: Report prepared by Rick Reichkitzer placed on file by Unanimous Consent.

B. Updates on Construction of Emergency Services Building (ESB): Received a verbal okay from the building inspector, still a few final things to complete.

C. Fire Department Share of ESB Furniture Cost: there was an overage on the cost of the furniture, Rick Reichkitzer to decide where the money is to come from.

XI. Public Comment B:** None.

XII. Lawsuits & Legal Issues

A. William Defoe vs. Town of La Pointe, Case No. 19CV57: Nothing at this time.

B. Kevin Wiggins Wisconsin Equal Rights Division Case No. CR202001411: Nothing at this time.

C. Judgment on Michael Mattingly Properties 014-00208-0600 and 014-00208-0300: Nothing at this time.

XIII. New Agenda Items for Future Meetings: Preliminary resolution for special assessments on Big Arn's and Brian's Roads, public officials bond. The Town Board will get a tour of the new Emergency Services Building on Friday March 12, 2021 at 3:00pm.

XIV. Adjourn: Motion to adjourn, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 6:32pm.

Submitted by Micaela Montagne, Town Clerk.

TR(S) Lisa, Barb, Micaela,
public

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
THURSDAY MARCH 11, 2021
1:45pm at Town Hall
Draft Minutes**

Town Board Members Present via Teleconference: Jim Patterson, Michael Anderson, Sue Brenna, Glenn Carlson

Town Board Member Absent: John Carlson

Staff Present: Lisa Potswald, Elected Clerk Micaela Montagne

Public Present: Kevin Brunner of Public Administration Associates

Called to Order: 1:45pm

1. Public Comment: None.
2. Review Town Administrator Applications with Public Administration Associates and Conduct Interviews with Candidates

This meeting may, upon duly made motion, be convened in closed session under State Statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. If the Town goes into closed session, it will reconvene in open session before adjourning.

Motion to go into closed session, M. Anderson/ S. Brenna, 4 Ayes, Motion Carried.

3. Next Steps in Town Administrator Hiring Process

4. Adjourn: Motion to adjourn, S. Brenna/ M. Anderson, 4 Ayes, Motion Carried. Adjourned at 4:27pm.

Submitted by Micaela Montagne, Town Clerk.

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

e-mail - Ben, Bill, Cindy, Rick



**Town of La Pointe EMS Facility
Monthly Status Report
February 2021**

OUTSTANDING ITEMS
Ferry currently shut down
Using wind sends for contractor access to island
Awaiting opening of ice road
Substantial Completion and Final Completion delayed due to COVID and Weather - see highlighted dates this sheet
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PROJECT SUMMARY
This project replaces an older facility destroyed by fire. The project consists of an approximately 10,680 SF new single story fire station and EMS facility with living quarters for police personnel on an existing parcel in the town of La Pointe, Wisconsin.
Scope of the new building includes site work and utilities, building construction, HVAC construction, plumbing construction, electrical construction, and accepted Alternate #1 for a Fire Suppression system.

CONSTRUCTION % COMPLETION STATUS	
	97.15

4 WEEK LOOK AHEAD
Code inspection for occupancy by Jim Price on 3/8
Punch list items generated by code inspection
Punch list by Robble (Wendel) week of 3/1
Perform punch list items generated by inspections
Start up generator and perform 2 hour load test
Test sprinkler system including generator transfer
100% completion on the building
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Building Weather Tight	10/30/2020
All Materials to Site	12/15/2020
Substantial Completion Apparatus Bay and Fire Suppression	12/31/2020
Substantial Completion Remainder of Building	3/2/2021
Final Completion	3/18/2021

CONTRACTOR FINANCIAL COMPLETION STATUS			
Company	% Complete	On Track	Plan of Action
Nelson - Site/Utility	90.62	Y	
Berghammer - GC	100.00	Y	
Brown - HVAC	95.45	Y	
5 Star - Electrical	95.01	Y	
Brown - Plumbing	91.92	Y	

UPCOMING MEETINGS AND SITE VISITS
• Weekly Construction Progress Meetings Tuesdays @ 10:00 A.M.
• BI-Weekly Schedule Update Meetings - Every Other Tuesday @ 11:00 A.M.

RECEIVED
MAR 17 2021
Initial: _____

Town of La Pointe EMS Facility
Monthly Status Report
February 2021

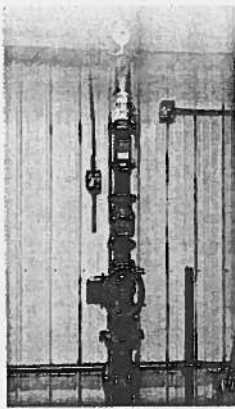
Above ceiling duct work in the Admin. area



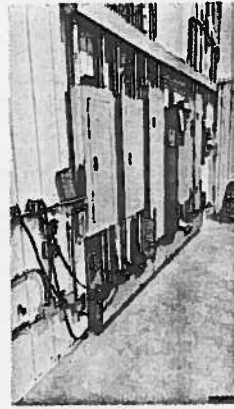
Ceiling grid installed in the training room



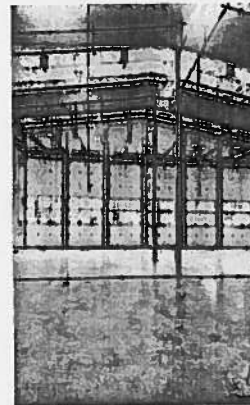
Sprinkler main Valve



Main electrical panels and transfer switch



Apparatus bay looking towards the front



Apparatus bay looking from the mezzanine



Restroom shower area



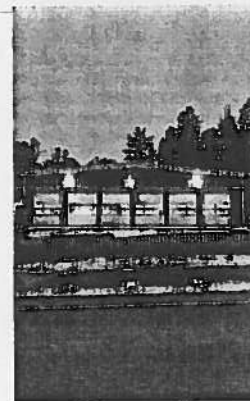
Gear washer room with residential laundry



Training room and kitchen area



Front view of building after dark



Project Budget Summary

Site/Utility Construction Contract No.01 - Nelson Construction		Original Contract	Approved CO to Date	Pending CO to date	Total Estimated Contract Value	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Fall Contract		\$ 85,066.00	\$ -	\$ -	\$ 85,066.00	\$ 84,221.00	\$ 75,798.90	99.01%	\$ 9,267.10	Pay App through 11/30/19
Spring Contract		\$ 329,872.00	\$ (59,414.00)	\$ -	\$ 270,458.00	\$ 237,971.00	\$ 226,072.45	87.99%	\$ 44,385.55	Pay App through 10/31/20
Item #1 Unit Cost	Undercut Below Foundations & Pad (@ \$7.64 CY)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Item #2 Unit Cost	Structural Fill Below Foundations & Pad (@ \$41.75 CY)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Contractor Construction Cost Subtotal:		\$ 414,938.00	\$ (59,414.00)	\$ -	\$ 355,524.00	\$ 322,192.00	\$ 301,871.35	90.62%	\$ 53,652.65	

General Construction Contract No. 02 - Berghammer Builders		Original Contract	Approved CO to Date	Pending CO to date	Total Estimated Contract Value	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Base Contract		\$ 1,428,612.00	\$ 5,928.16	\$ -	\$ 1,434,540.16	\$ 1,434,540.16	\$ 1,362,813.15	100.00%	\$ 71,727.01	Pay App through 2/28/21
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Contractor Construction Cost Subtotal:		\$ 1,428,612.00	\$ 5,928.16	\$ -	\$ 1,434,540.16	\$ 1,434,540.16	\$ 1,362,813.15	100.00%	\$ 71,727.01	

HVAC Construction Contract No. 03 - Brown Plumbing and HVAC		Original Contract	Approved CO to Date	Pending CO to date	Total Estimated Contract Value	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Base Contract		\$ 313,000.00	\$ -	\$ -	\$ 313,000.00	\$ 298,755.00	\$ 283,817.25	95.45%	\$ 29,182.75	Pay App through 2/28/21
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Contractor Construction Cost Subtotal:		\$ 313,000.00	\$ -	\$ -	\$ 313,000.00	\$ 298,755.00	\$ 283,817.25	95.45%	\$ 29,182.75	

Electrical Construction Contract No. 04 - S Star Electric		Original Contract	Approved CO to Date	Pending CO to date	Total Estimated Contract Value	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Base Contract		\$ 300,000.00	\$ (450.00)	\$ -	\$ 299,550.00	\$ 284,600.00	\$ 270,370.00	95.01%	\$ 29,180.00	Pay App through 2/28/21
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Contractor Construction Cost Subtotal:		\$ 300,000.00	\$ (450.00)	\$ -	\$ 299,550.00	\$ 284,600.00	\$ 270,370.00	95.01%	\$ 29,180.00	

Plumbing Construction Contract No.05 - Brown Plumbing and HVAC		Original Contract	Approved CO to Date	Pending CO to date	Total Estimated Contract Value	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Base Contract		\$ 114,000.00	\$ (450.00)	\$ -	\$ 113,550.00	\$ 104,370.00	\$ 99,151.50	91.92%	\$ 14,398.50	Pay App through 2/28/21
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
Contractor Construction Cost Subtotal:		\$ 114,000.00	\$ (450.00)	\$ -	\$ 113,550.00	\$ 104,370.00	\$ 99,151.50	91.92%	\$ 14,398.50	

Total Construction Cost:		\$ 2,570,550.00	\$ (54,385.84)	\$ -	\$ 2,516,164.16	\$ 2,444,457.16	\$ 2,318,023.25	97.15%	\$ 198,140.91	
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Project Budget Summary

A/E/CM Fees/Inspections/Owner Items		Original Contract			Total	Completed to Date	Billed to Date Less Retention	Percent Complete	Balance to Complete	Notes
Wendel	A/E Fee for Bid # 1 and # 2	\$ 185,000.00	\$ -	\$ -	\$ 185,000.00	\$ 185,000.00	\$ 185,000.00	100.00%	\$ -	Services through 12/31/21
	A/E Fee for Re-Design	\$ 56,000.00	\$ -	\$ -	\$ 56,000.00	\$ 56,000.00	\$ 56,000.00	100.00%	\$ -	Services through 12/31/21
	A/E Fee for CA	\$ 42,000.00	\$ -	\$ -	\$ 42,000.00	\$ 40,950.00	\$ 40,950.00	97.50%	\$ 1,050.00	Services through 12/31/21
	A/E Reimbursable Expenses	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 7,689.34	\$ 7,689.34	76.89%	\$ 2,310.66	Services through 12/31/21
	CM Pre-Construction Bid # 1 and # 2	\$ 33,000.00	\$ -	\$ -	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	100.00%	\$ -	Services through 1/31/21
	CM Re-Design Pre-Construction	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	100.00%	\$ -	Services through 1/31/21
	CM Fee at 3.0% of Total Construction	\$ 76,058.73	\$ -	\$ -	\$ 76,058.73	\$ 68,452.86	\$ 68,452.86	90.00%	\$ 7,605.87	Services through 1/31/21
	CM Labor/Expenses at 10 Months	\$ 168,750.00	\$ -	\$ 15,241.00	\$ 183,991.00	\$ 120,961.83	\$ 120,961.83	65.74%	\$ 63,029.17	Services through 1/31/21
	CM Reimbursable Expenses	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 9,595.68	\$ 9,595.68	47.98%	\$ 10,404.32	Services through 1/31/21
	Sub-Total Wendel Costs	\$ 610,808.73	\$ -	\$ 15,241.00	\$ 626,049.73	\$ 541,649.71	\$ 541,649.71	86.52%	\$ 84,400.02	
Town of La Pointe	Owner Contingency	\$ 126,764.55	\$ (15,241.00)	\$ 54,385.84	\$ 165,909.39	\$ -	\$ -	0.00%	\$ 165,909.39	
	Special Inspection Allowance (Twin Ports)	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 15,492.50	\$ 15,492.50	61.97%	\$ 9,507.50	Services through 11/6/20
	Utility Service Fee Allowance	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	0.00%	\$ 50,000.00	
	Permitting and Inspection Allowance (James Price)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	0.00%	\$ 10,000.00	
	Purchase Additional Propane Tank	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	0.00%	\$ 3,000.00	
	Site Survey for Design	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	100.00%	\$ -	
	Soil Borings	\$ 5,555.00	\$ -	\$ -	\$ 5,555.00	\$ 5,555.00	\$ 5,555.00	100.00%	\$ -	
	Paving (place holder)	\$ 66,500.00	\$ -	\$ -	\$ 66,500.00	\$ -	\$ -	0.00%	\$ 66,500.00	
	Town Insurance Costs	\$ 2,530.00	\$ -	\$ -	\$ 2,530.00	\$ -	\$ -	0.00%	\$ 2,530.00	
	Sub-Total Town Costs	\$ 292,349.55	\$ (15,241.00)	\$ 54,385.84	\$ 331,494.39	\$ 24,047.50	\$ 24,047.50	7.25%	\$ 307,446.89	
	Sub-Total Owner Costs	\$ 903,158.28	\$ (15,241.00)	\$ 69,626.84	\$ 957,544.12	\$ 565,697.21	\$ 565,697.21	59.08%	\$ 391,846.91	
	Total Project Budget	\$ 3,473,708.28	\$ (69,626.84)	\$ 69,626.84	\$ 3,473,708.28	\$ 3,010,154.37	\$ 2,883,720.46	86.66%	\$ 589,987.82	

Change Order Detail

Line Item	Description	Spring Contract Amount	Approved CO to Date	Pending CO	Total Estimated Contract Value	Notes
1	Nelson Construction	\$ 414,938.00	\$ (59,414.00)	\$ 25,000.00	\$ 380,524.00	
2	CE # 001 Bulletin # 1 Credit		\$ (59,414.00)			
3	Undercut Below Foundations & Pad (@ \$7.64 CY)			\$ 3,867.00		
4	Structural Fill Below Foundations & Pad (@ \$41.75 CY)			\$ 21,133.00		
5						
6						
7						
8						
1	Berghammer Builders	\$ 1,428,612.00	\$ 5,928.16	\$ -	\$ 1,434,540.16	
2	CE # 002 Credit for Builders Risk Insurance		\$ (3,375.00)			
3	CE # 006 Foundation design		\$ 335.00			
4	CE # 007 Credit for roof color/dorm room door		\$ (1,572.00)			
5	CE # 008 Credit for wall/corner guards		\$ (385.94)			
6	CE # 009 Credit for OH Doors		\$ (1,626.40)			
7	CE # 010 Door Hardware		\$ 814.00			
8	CE # 011 Backsplash		\$ 4,506.00			
9	CE # 012 Dorm Rooms		\$ 4,250.00			
10	CE # 013 App Bay Liner Panel		\$ 2,400.00			
11	CE # 014 Deduct Bollard NE Corner		\$ (989.50)			
12	CE # 015 Add exterior lettering		\$ 664.00			
13	CE # 012 Add another mezzanine gate		\$ 1,082.00			
14	CE # 012					
15	CE # 012					
1	HVAC - Brown	\$ 313,000.00	\$ -	\$ -	\$ 313,000.00	
2						
3						
4						
5						
6						
7						
8						
1	Electrical - 5 Star	\$ 300,000.00	\$ (450.00)	\$ -	\$ 299,550.00	
2	CE #003 Credit for Builders Risk Insurance		\$ (450.00)			
3						
4						
5						
6						
7						
1	Plumbing - Brown	\$ 114,000.00	\$ (450.00)	\$ -	\$ 113,550.00	
2	CE #005 Credit for Builders Risk Insurance		\$ (450.00)			
3						
4						
5						
6						
7						

(5) TB, Lisa, Baub, Micaela
Bill, Cindy, Rick, Public

TO: Town Board

FROM: Lisa Potswald

RE: Emergency Services Building Policies and Procedures

DATE: March 19, 2021

Cindy, Rick, Bill, Ray and I met on Thursday, March 18, 2021 to discuss policies and procedures for the new ESB – attached is the result of that discussion. This document has been reviewed and approved by all involved.

While they recognize that policies and procedures will continue to evolve over time, each person thought it was important to set the rules immediately for the new building. Each member of the three departments will be given a copy of this document and must sign off that they have received it.

We ask that you approve this document in its current form, knowing that it will change over time. The document will be brought back to the Board should there be significant changes.

Please let me know if you have any questions.

RECEIVED

MAR 19 2021

Initial dg



EMERGENCY SERVICES BUILDING POLICIES AND PROCEDURES

Drafted March 19, 2021

INTRODUCTION

The new Town of La Pointe Emergency Services Building is a building like none other on the Island and is very different from its predecessor in many ways. It was designed and built to be a closed site - this means that the building is to remain locked at all times, and **only current members** of the Ambulance Service, Fire Department, and Police Department have access to the building. These policies and procedures are put into place to assist in maintaining the building and protecting the very important and expensive equipment located inside. The primary contacts for each policy section are listed after each heading below.

1. BUILDING USE – General Policies – Ambulance Service Director, Fire Chief, Police Chief

- The ESB is a commercial building owned by the Town of La Pointe and managed by the Town's Facilities Manager. Any mechanical or other problems with the building should be directed to the Facilities Manager to ensure that any changes, adjustments or repairs are handled correctly.
- The Ambulance Service Director, Fire Chief and Police Chief make up the operational ***Management Committee*** for the ESB. All decisions about building usage and day-to-day practices should be brought to the Management Committee through your department's chain of command.
- The ESB is not a community center. Only members of the Fire Department, Ambulance Services and Police Department will be allowed into the building. No family members or friends should or will have access or should be in the building at any time.
- The ESB is not available to current department members to work on private vehicles and/or personal equipment or for other personal activities.
- All service and department members must keep all rooms in the building neat and clean. Please clean up after yourselves and put/replace equipment and tools in the proper locations.
- Do not bring in any personal equipment, furniture or other items into the building or on to the ESB property without first bringing to and gaining approval from the Management Committee.
- Do not hang, post or install anything on the walls of the building until it has been reviewed and approved by the Management Committee.

a. Exercise Room – Sarah Schram/Jay Wiltz

- Only active Ambulance Service, Fire Department, and Police Department members can use the exercise room. Family members and friends are not allowed in the building, nor can use the exercise equipment.
- Department members must be properly trained in using the new equipment prior to using – see Sarah or Jay for training. You will be required to sign off

that you have received training, and the form will be kept in your personnel file.

- Directions for sanitizing equipment will be posted and must be followed.
- No equipment will be brought into or out of the Exercise Room without the Management Committee's approval.
- Any questions or concerns, such as faulty equipment or questions about how to use the equipment can be directed to Sarah or Jay.
- Not more than three people can use the exercise room at a time while we still deal with pandemic concerns.

b. Laundry Facilities

- The laundry facility and equipment can only be used by current Ambulance Service, Fire Department and Police Department members, and only for equipment/gear/clothing used for services the departments provide. No private laundry is allowed.
- Department members must receive training on how to operate the gear extractor, gear dryer, clothes washer and clothes dryer before using them.

c. Police Dorm and Police Evidence Room – Police Chief

- Under no circumstances is anyone other than active Police Department staff allowed in the Police Dorms or the Police Evidence Room.

d. Training Room

- We will develop a list of people who are trained in using the conferencing system and will have instructions available. The instructions should remain in the Training Room.
- The kitchen countertop and sink should remain clear of dirty dishes and other unwashed items. Users are expected to clean up after themselves.

e. EMS Office – Ambulance Service Director/Assistant Director

- The Ambulance Service Office is accessible only by Ambulance Service Office keyholders.
- Ambulance Service computers print at the Training Room printer.

f. Watch Com/Fire Department Office – Fire Chief/Officers

- The Fire Department Office is accessible only by Fire Department members who have keys.
- Fire Department computers print at the Training Room printer.

g. EMS Storage Room – Ambulance Service Director/Assistant Director

- The EMS Storage Room is only accessible by Ambulance Service members.

h. Mezzanine – Facilities Manager

- The mezzanine is accessible only by the Facilities Manager. Nothing belonging to the Ambulance Service, Fire Department or Police Department can be stored on the mezzanine.

i. Washroom Hallway Lockers – Ambulance Service Director, Fire Chief, Police Chief

- These lockers are available for workout clothes and storage. They will be labeled as “Ambulance”, “Fire”, or “Police Department”. Some will be left unlabeled.

2. ACCESS POLICIES AND PROCEDURES - Ambulance Service Director, Fire Chief, Police Chief

a. Keyfobs – Police Department

- Every active member of the Ambulance Service, Fire Department and Police Department will have a keyfob. Each keyfob has a unique number that identifies the keyfob owner and the date and time entry is made when swiped to enter the building. This is your primary method for entering the ESB.
- **NOTE: Keep your keyfob in a safe place and with you at all times should you get a call.** If you lose your keyfob, **immediately** report it to your Chief or Director and to the Police Department so that keyfob can be deactivated. You must request a new keyfob from the Police Department.

b. Keys – Police Department

- All Ambulance Service members have keys that access the EMS Storage Room where lockers are located and the Training Room storage. Only the Director and Assistant Director have key access to the EMS office.
- Only select officers have key access to the Watch Com/Fire Department office. Those keys also access the Training Room storage.
- Police officers hold keys to their dorm areas and the Evidence Room. The keys also give access to the Training Storage room.

c. Exterior Key Pads/Codes – Police Department

- For security purposes, the exterior keypads are to be used only in situations where a keyfob is not working. Keyfobs are the first line of entry.
- The Police Department is in charge of setting the key codes, changing the codes on a regular basis, and providing that information to the Ambulance Director, Fire Chief and Facilities Manager.
- The codes are not to be shared with anyone other than who the Ambulance Director, Fire Chief, Police Chief and Facilities Manager deem necessary.
- Ambulance Service will have 5000 code numbers, Fire Department 3000 code numbers, and Police 1000 code numbers to differentiate which department is using the keypad to get into the building.

d. Security Cameras – Police Department

- Security cameras are located both outside and inside the building.
- The Police Department will be responsible for both operating and monitoring the system.

e. Garage Door Openers – Ambulance Director, Fire Chief, Police Chief

- Each opener is numbered and assigned to a specific vehicle. Do not remove the opener from the vehicle.

- Openers and associated vehicle each is assigned to is recorded at the Town Hall.
- Contact your Director or Chief immediately if a remote is lost, missing or not working.

f. Other information

- Outside and inside doors should not be propped open – use your keys for access.
- Any vendor or service person who needs to get into the ESB should stop at the Town Hall to check out a key for the building.

EMERGENCY SERVICES BUILDING POLICIES AND PROCEDURES

CONFIRMATION OF RECEIPT

By signing this document, I confirm that I have received a copy of the Emergency Services Building Policies and Procedures. I understand that I am responsible for reading and understanding the document that I have received. I also understand that I am responsible to ask questions of my Chief/Director about the contents of this document should I have any.

This signature page will be entered into my Town of La Pointe Personnel file.

(Print Name)

(Department(s))

(Signature)

(Date)