

TBE Lisa. Barb Micaela,
Ben. (public)

Micaela Montagne

From: Lisa Potswald
Sent: Friday, March 19, 2021 11:50 AM
To: Micaela Montagne; Dorgene Goetsch
Subject: FW: Proposal to Town Board from St John's re MRF Exchange
Attachments: "The Island Closet" Volunteer Job Description (1).docx; St. John's Island Closet Manager Position (2) (2).docx; Welcome to Island Closet.docx; St. John's Proposal for MRF Exchange.docx

From: Rachel Bauman <pastor@stjohnsmadelineisland.org>
Sent: Friday, March 19, 2021 11:30 AM
To: clerk@townoflapointe.wi.gov
Cc: Lisa Potswald <administrator@townoflapointewi.gov>; Knopf, Debbie <wellspring@cheqnet.net>
Subject: Proposal to Town Board from St John's re MRF Exchange

Dear Micaela,

On behalf of Debbie Knopf I am forwarding the attached documents related to St. John's Proposal for operating the MRF "Exchange" for the Town Board Meeting (3-23-21):

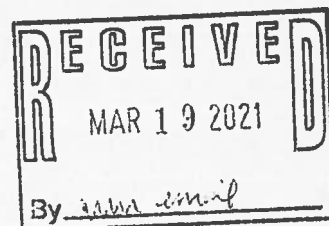
1. Proposal
2. Proposed Job Description for Manager
3. Proposed Job Description for Volunteers
4. Proposed Signage

We look forward to the conversation.

We were wondering about the possibility of coming in person (with masks and social distancing). Would that be permissible/advisable? And, if so, what time should we arrive?

Thanks so much and please let us know if you have questions or difficulty with any of these attachments

Best,
Rachel





Date: March 23, 2021
To: Members of Town Board
From: St. John's Exchange Task Team:
Re: St. John's Proposal for MRF Exchange

Introduction from Debbie Knopf, President of St. John's Church Council

Good evening. I'd like to introduce our committee that will be presenting to you this evening. Pastor Rachel of St. John's Church; Mary Whittaker, Board Chair of Woods Hall; Debbie Knopf, President of Church Council; Ron Harrold, Vice President of Church Council; Gwen Smith-Patterson, artist and member of St. John's; Carol Neubauer member St. John's and Town Treasurer.

We are here in response to an invitation, or request, the Church Council received in November 2020 from the Town Board. This request was an invitation to explore assuming responsibility for what has been historically known as "The Exchange" here on the island.

Our committee met weekly for the past several months and engaged discussions with Church Council and the Woods Hall Board as we explored and developed what we believe can be a working plan. We have also conferred with Lisa Potswald and Town staff to answer specific questions or concerns.

Consideration and Integration of Information from the Final MRF Report

One of the first steps we took was to review the "Final MRF Report" regarding "The Exchange," presented to the Town Board in June of 2020. The survey results indicated that our community values re-use in general and very strongly supports having a physical space on the island to accommodate it.

- 90% of survey respondents think it is important to have an Exchange
- 78% are willing to bring usable items to an Exchange
- 90% think a new Exchange should be expanded

In addition to numerous written statements of support, affirming strong community interest, there were a number of concerns raised and suggestions made for improvement. These fell, roughly, into three categories:

1. Access and ease of use – relating to hours of operation, being in cramped space, and lack of organization.
2. Inventory management – variety of comments regarding setting limits on what gets dropped off and how to keep things from simply piling up; and getting rid of things at the end of the year.

3. Management – several comments acknowledged that running an operation like the Exchange requires serious management and noted that better management plans were needed, similar to Goodwill or the ABC Thrift Shop.

The MRF Final Report made a number of Recommendations including honoring the community desire for a functional and successful “re-use” center. These included:

- Providing responsible management, with adequate guidelines and procedures
- Operating it with paid staff
- Communicating its place in the larger campaign to ‘reduce, reuse, recycle.’
- To tap community support to help with the project
- To have policies in place to make sure “stock” keeps moving & doesn’t pile up.

This full report was submitted in June 2020. In the months following, the Town reassessed its capacity to provide appropriate oversight and management of an Exchange project, given its current staff and work load. A decision was made to seek a 501c3 partner, such as St. John’s, to develop a collaborative partnership. Our committee has used the recommendations of the MRF Report in creating its plan.

The “Fit” with St. John’s

Another important question to answer was, “is this a good fit for St. John’s?”

The stated vision of St. John’s UCC is “to be a church and spiritual center for the whole community” and we see this project strongly aligned with that vision. Just as St. John’s has taken on other missions to serve our community, such as Woods Hall, the Food Shelf, supporting the Community Garden, and Wellness and Balance classes for individuals, a program such as an Exchange would serve the broader community of Madeline Island, helping to meet essential needs of its residents.

St. John’s also strives to be an organization that cares for the earth. This project is a way for us to directly act on that value because it is centered in recycling, upcycling, re-use and re-purposing (i.e., decreasing items going in to the landfill). We also look forward to opportunities, through this project, to support education for our community on how upcycling can be an important part of creating and sustaining our environmentally responsible community.

While St. John’s does not have additional funding to put into this endeavor, other than some initial start up funds, we do feel a strong commitment to find ways to make this a sustainable service for our community.

Business Plan

As this is a new endeavor under a new model we have given it a new name: The Island Closet – a ministry of St. John’s UCC on Madeline Island

Purpose

1. To establish an environment whereby the Madeline Island Community can repurpose a variety of personal and household items.

2. To support a project that cares for our natural environment by facilitating recycling, re-use and repurposing.
3. To extend the church's mission of helping meet the essential needs of the Madeline Island community. The ability to offer clothing, household goods, etc. at no or reduced cost will be possible through the donations of those who support this project.

Season of Operation & Open Hours

The Town is offering use of the building to the church from April 15 to October 15, at which time it will need to be emptied for the winter season. We are proposing, for 2021, to be open to the public from May 15 through October 10, after taking the month of April for set-up. We will operate only on the days the MRF is open (currently Monday, Wednesday and Saturday). The hours of operation would be 9am-2pm for the public, however the manager would be on site from 8:30am – 2:30pm for cleaning, organizing and overseeing drop-off of goods.

Start-Up Costs

A number of tables, shelving units and clothing racks will need to be purchased initially, in addition to printed signage, additional lighting, two small heating units, and an addendum to our insurance policy to cover any liability issues.

Total estimated start-up costs are \$2500 plus first month of Manager's wages (\$1672) for a total of \$4172. We have secured a loan for that amount from St. John's Unrestricted Memorial Funds.

Ongoing Costs of Operation

1. Rent of building: \$6.00. (\$1.00 per month, April 15 to October 15)
2. End of Season Disposal Fees: \$300 estimate
3. Porta Potty pump out, once a season - \$80.00 (Porta Potty donated by Island Septic)
4. Employee: 1 manager @ \$18.00 per hour at 18 hours a week
 $Wage\ of\ \$18/hr \times 18\ hrs/wk = \$324 + 20\% \text{ payroll } (\$64.80) = \$388.80/wk$
 $\$388.80 \times 4.3 \text{ weeks} = \$1671.84/month, \text{ six months} = \$10,031.04$

Summary of operating costs:

Wages	\$10,031.04
Rent	\$ 6.00
Disposal	\$ 300.00
Pump Out	\$ 80.00

$\$10,417.04 \text{ for the season}$
 divided by the five months we will be open = \$2083.41/month
\$ 484.51/week
\$ 161.50/day

It is our hope that monetary donations from our community will cover these expenses for a clean, well-operated program.

Questions from Town Board

“The Island Closet” Manager Position

We are looking for a manager who can help maintain “St. John’s Island Closet.” The manager will keep the site clean and ensure that only quality items are accepted. The successful candidate will be responsible for coordinating volunteers to help maintain “The Island Closet,” collect donations, both monetary and goods, and ensure that items don’t become stagnant. Manager would be responsible for being onsite during MRF operating hours. And needs to work respectfully with MRF staff and Church Council.

QUALIFICATIONS AND SKILLS

- Must be able to lift 25 lbs.
- Experience in customer service
- Experience with working with volunteers
- Strong communication skills
- Must have a valid driver’s license and use of a car
- Ability to be assertive and uphold rules set by MRF and Church Council

JOB DUTIES

- Recruit volunteers for yearly start up of “St. John’s Island Closet”
- Coordinate and schedule volunteers for running the establishment throughout season
- Place articles in Gazette, Lighthouse and possibly on Facebook
- At start of shift tidy and clean up area and clean porta jon
- Accept qualifying donations and deny donations that are not acceptable
- Collect monetary donations and deliver them to staff at church
- Clean out area regularly and take items to Good Will or other second hand shop
- At end of season coordinate with volunteers closing of “St. John’s Island Closet”

SALARY: \$18.00/hr

HOURS: M,W,Sat 8:30 AM - 2:30 PM

"The Island Closet" Volunteer Job Description

"The Island Closet" can't operate without the help of volunteers. The job of the volunteers involves assisting the manager and will answer to the manager with the day to day operations of the "The Island Closet." These duties may include:

- Assisting the manager with setting up the "Island Closet" at the beginning of the season.**
- Assisting the manager with tearing down the "Island Closet" at the end of the season.**
- Put material donations on shelves and tables**
- Tidy up shelves and tables**
- Sweep the floor**
- Accept material donations when manager not available**
- Deny material donations that are not acceptable when manager not available**
- Cover shifts if manager is not available, including opening and closing for the day**
- Clean porta jon**
- Take excess clothing and other material donations to second hand stores**
- Accept cash donations**

Welcome to the Island Closet,

A ministry of St. John's UCC on Madeline island

St. John's invites you to join us in supporting our community's commitment to reduce—reuse—and recycle!!

The Island closet is here to ensure that our community has access to nice quality clothing and household items to meet their needs, in exchange for donations whenever possible.

The island closet will also receive clean clothing and household items for reuse, keeping them out of local landfills.

Your monetary donations make it possible for us to pay our staff and maintain a clean and well-managed facility, and keep the island closet operational for all.

Please refer to the posted suggested donation signs for guidance, if needed.

The island closet will be open Monday, Wednesday, and Saturday from 9 to 2, when the MRF is open.

Items may only be dropped off at the island closet when the staff is on-site and available to approve the items for distribution.

It takes approximately \$160 per day, three days per week to operate the island closet. All donations work together to keep this community project open!