

TE 5 Lisa Barb, Michaela.
public

5/11/2021 Museum Agenda Item.
Please move this item to the beginning of the meeting.
Thanks!

Good evening, Michaela.

Our folks would very much like to attend the May 11 meeting. It's quite timely given the announcement of the Museum opening later this summer.

Thank you for moving their introduction to the beginning of the meeting, also. A list of those attending is below:

Christian Øverland, The Ruth & Hartley Barker Director & CEO
Angela Titus, Assistant Deputy Director and Chief Program Officer
Nick Hoffman, Administrator of the Division of Museums and Historic Sites
Keldi Merton, Madeline Island Museum Director

Yes, please forward me the teleconference number and I will share it with them.

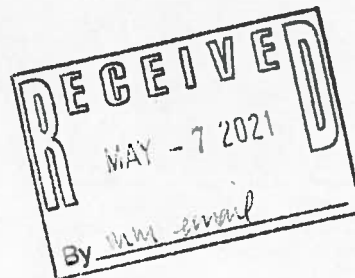
I will also ask them to join the meeting at 5:30, unless you instruct me otherwise.

Cordially,

Vicki Halverson
Executive Staff Assistant
Director's Office

Wisconsin Historical Society
816 State Street
Madison, WI 53706
608-264-6440

Wisconsin Historical Society
Collecting, Preserving and Sharing Stories Since 1846



Dorgene Goetsch

(5)TB, Lisa, Barb, Micaela,

Public

From: Micaela Montagne
Sent: Tuesday, May 4, 2021 1:29 PM
To: Dorgene Goetsch
Cc: Lisa Potswald
Subject: Fw: Madeline Island Museum Update
Attachments: 5-4-21_MIM Opening In July.docx

Micaela Montagne
La Pointe Town Clerk
PO Box 270 La Pointe, WI 54850
715.747.6913
clerk@townoflapointewi.gov

RECEIVED

MAY 4 2021

Initial: dg

From: CHRISTIAN OVERLAND <christian.overland@wisconsinhistory.org>
Sent: Tuesday, May 4, 2021 1:15 PM
To: Micaela Montagne <clerk@townoflapointewi.gov>
Cc: KELDI LEIGH MERTON <keldi.merton@wisconsinhistory.org>; Nicholas Hoffman <nick.hoffman@wisconsinhistory.org>; ANGELA TITUS <angela.titus@wisconsinhistory.org>; VICKI HALVERSON <vicki.halverson@wisconsinhistory.org>
Subject: Madeline Island Museum Update

Town of La Pointe
Town Clerk
PO Box 270 La Pointe, WI 54850
(715) 747-2005
clerk@townoflapointewi.gov

Dear Micaela Montagne,

I hope you are safe, healthy and enjoying the spring on Madeleine Island.

I am writing to inform you and the Town Board of La Pointe of our decision to open Madeline Island Museum this year, Thursdays through Sundays starting on July 22, 2021. We are very excited about this transition and later today we will be sending out the attached press release, which explains what has been happening during the past eight months and how we are reopening the museum for the public to enjoy.

In the spirit of my past communications with the Town Board, I would like to attend a board meeting in the near future with our Madeline Island Museum Site Director, Keldi Merton along with Nick Hoffman, Administrator for Museums and Historic Sites as well as Angela Titus, Assistant Deputy Director and Chief Program Officer for the Wisconsin Historical Society. The purpose of this brief presentation is to introduce you to our team and further our relationship building with the Town of La Pointe.

Please do not hesitate to contact Nick Hoffman if you have questions.

All the best,

Christian

Christian W. Øverland
The Ruth and Hartley Barker Director & CEO

Wisconsin Historical Society
816 State Street
Madison, WI 53706
608-264-6440
christian.overland@wisconsinhistory.org

Wisconsin Historical Society
Collecting, Preserving, and Sharing Stories Since 1846

For Immediate Release

Contact: Kara O’Keeffe

kara.okeeffe@wisconsinhistory.org

DATE

Madeline Island Museum to reopen to the public in July

La Pointe, WI – The Wisconsin Historical Society is excited to announce that Madeline Island Museum will be open Thursdays through Sundays by appointment only starting July 22, 2021. The store at the museum will also be open for in-person shopping.

“We are excited to welcome guests back to the Madeline Island Museum in July,” said Keldi Merton, Madeline Island Museum site director. “Guests will be able to explore exhibits and artifacts while learning about the history of the island and surrounding area.”

For the last eight months, staff at the museum have been reassigned to the Department of Health Services to help with the frontline COVID effort for the state of Wisconsin. During the months of May and June, staff will be preparing the museum collections, the building, grounds and hiring staff to reopen in July.

Information on programs and exhibits will be released in the coming months.

“We greatly appreciate the flexibility and patience shown by our members, guests, supporters, and the local community as we navigated the last year,” continued Merton. “We look forward to reconnecting and sharing Wisconsin history with guests.”

The Wisconsin Historical Society is committed to prioritizing the health and safety of our guests, members, and staff at our historic sites. To view the health and safety protocols that are now in place visit us online at wisconsinhistory.org/sites.

For more information on Madeline Island Museum visit madelineislandmuseum.wisconsinhistory.org.

About Madeline Island Museum

Founded in 1958, the Madeline Island Museum tells the story of Madeline Island and surrounding region. Owned and operated by the Wisconsin Historical Society since 1969, the Madeline Island Museum is located in La Pointe, Wisconsin. The Museum is located half a block from the ferry dock. Visit madelineislandmuseum.org or call 715-747-2415 for more information.

About Wisconsin Historical Society

The Wisconsin Historical Society, founded in 1846, ranks as one of the largest, most active and most diversified state historical societies in the nation. As both a state agency and a private

membership organization, its mission is to help people connect to the past by collecting, preserving and sharing stories. The Wisconsin Historical Society serves millions of people every year through a wide range of sites, programs and services. For more information, visit wisconsinhistory.org.

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**TOWN OF LA POINTE, ASHLAND COUNTY, WISCONSIN
ORDINANCE NO. 2020-01
Amended - Extended**

AN ORDINANCE CREATING "FACE COVERING REQUIREMENTS DURING THE COVID-19 PANDEMIC"

Whereas, as of September 2020, COVID-19 cases have been on the rise in Wisconsin, Ashland County, and the South Shore in recent weeks; and

Whereas, public spaces and businesses are open for in-person operations in La Pointe, increasing the potential for community spread of COVID-19; and

Whereas, COVID-19 is primarily spread via respiratory droplets when people are in close proximity with each other and people that are infected speak, sneeze, or cough. People can be infected and have no symptoms (asymptomatic) and they are still able to transmit the virus; and

Whereas, the Centers for Disease Control (CDC), based on their review of the latest science, affirms that cloth face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used universally within communities, and

Whereas, wearing a face mask is one of the most effective ways to reduce person to person transmission of COVID-19. Face masks serve as a protection to prevent droplets from entering the air, which is known as source control. When combined with other preventive measures, including physical distancing and proper hygiene practices, wearing face masks is a simple and effective way to reduce the risk of COVID-19 transmission; and

Whereas, the risk of COVID-19 transmission remains high, particularly in indoor settings with an increased likelihood of close contact and the sharing of air that may contain coronavirus contaminated respiratory droplets and/or aerosols; and

Whereas, evidence cited by the Centers for Disease Control and Prevention (CDC) indicates that a significant portion of individuals with the coronavirus are asymptomatic, and that pre-symptomatic persons can transmit the virus to others before showing symptoms; and

Whereas, the Town of La Pointe is a destination for travelers and visitors from all over Wisconsin and the United States, including from states with higher per capita rates of COVID-19 infection than the State of Wisconsin or Ashland County; and

Whereas, in open meeting on July 28, 2020, the La Pointe Town Board found and declared that the restrictions and prohibitions imposed pursuant to this Ordinance are appropriate and necessary in order to slow and prevent the transmission of COVID-19 and more effectively protect the lives and property of people within the Town of La Pointe; and

NOW THEREFORE, at a regular meeting of the Town Board of La Pointe, Ashland County, Wisconsin, held on October 27, 2020, by a favorable vote of the members being present and therefore, said Board does ordain as follows:

SECTION 1

RECEIVED

MAY 6 2021

Initial: dg per Micaela

"Face covering requirements during the Covid-19 pandemic," 2020-01 of the Municipal Code of the Town of La Pointe is hereby extended as follows:

Face covering requirements during the Covid-19 pandemic.

A. As used in this Ordinance, the following terms shall have the meaning indicated:

"Commercial business" means any for-profit business open to the general public for the purchase of goods, entertainment or services, including by way of example but not limited to retail stores (such as grocery stores, convenience stores), restaurants, and service businesses.

"Town and public buildings" means any buildings owned by local government or not for profit organizations, including public restrooms.

"Face covering" means a material covering the nose and mouth for the purpose of ensuring the physical health or safety of the wearer or others. A face covering can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Acceptable, reusable face covering options for the general public include bandanas, neck gaiters, homemade face coverings, scarves, or tightly woven fabric such as cotton t-shirts and some types of towels.

"Outdoor spaces" means any outdoor location where people are unable to distance themselves a minimum of six feet.

B. MASK REQUIRED.

(1) While indoors in any Commercial Business or Town office, and in an Outdoor Space that is open to the general public, all customers, employees, and any other occupants or users of such area shall wear a face covering. While wearing a face covering, social distancing (6') shall still be maintained so far as possible as described by the Center for Disease Control and Prevention.

(2) An authorized representative, owner, or employee of any Commercial Business shall ensure that its customers and visitors comply with the requirements of this ordinance. Any customer or visitor of a Commercial Business that refuses to comply with these mask requirements must be asked to leave the Commercial Business.

C. EXCEPTIONS.

Exceptions for face coverings will be made under the following circumstances:

(1) A person who cannot wear a face covering due to a medical or behavioral health condition, including but not limited to anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance;

(2) Children who are under (5) years of age;

(3) A customer dining in a restaurant, while that customer is sitting at his or her table;

(4) A law enforcement officer or any emergency responder who reasonably deems it necessary to remove a face covering in the course of his or her duties;

(5) A person who reasonably deems it necessary to remove his or her face covering for safety reasons or in order to carry out his or her job duties;

(6) Persons in settings where it is not practical or feasible to wear face coverings, including when obtaining or rendering goods or services, such as the receipt of dental services or medical treatments.

D. PENALTY.

(1) Any violation of this Ordinance will be subject to the issuance of a citation as provided in Town of La Pointe Ordinances, Chapter 18, and penalties imposed shall be as described in Section 1-2 of the Town of La Pointe Ordinances.

(2) A Commercial Business's compliance with Section B.(2) of this ordinance is a mandatory requirement for any licenses, economic incentive, or permit issued by the Town of La Pointe, and the failure to comply with said Section B.(2) shall be grounds for denial of applications for licenses, economic incentives or permits for up to one year from the expiration of this Ordinance.

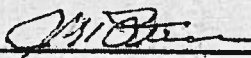
E. EXPIRATION

Unless abolished at an earlier date by the Town of La Pointe Town Board, this Ordinance shall be effective for a period of one hundred twenty (120) days from its effective date.

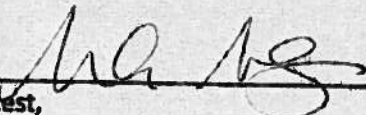
SECTION 2

This ordinance is effective on publication or posting.

The Office of the Town Clerk shall properly post or publish this ordinance, as required under s. 60.80, Wis. Stats.
Adopted this 21st day of October, 2020



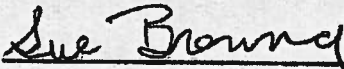
James Patterson, Chairman



Attest,
Micaela Montagne, Town Clerk



Mike Anderson, Supervisor

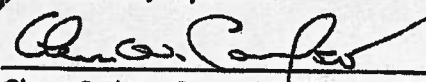


Sue Brenna, Supervisor



John Carlson, Supervisor

Posted on October 30, 2020



Glenn Carlson, Supervisor

TB(5) Lisa, Barb, Micaela,
public

TOWN OF LA POINTE
RESOLUTION #2021-0511
Appoint Alternate Members for Board of Review

WHEREAS, 1997 Wisconsin Act 237 has amended the procedures for Board of Review procedures commencing in the year 2000;

WHEREAS, one of the changes to Section 70.47 of the Wisconsin State Statutes authorizes the removal of Board of Review members for individual cases under specific circumstances;

WHEREAS, Section 70.47(6m)(c) authorizes the appointment of alternate members to serve on the Board of Review when standing members are removed from individual cases;

NOW THEREFORE, the Town Board Supervisors of the Town of La Pointe, Ashland, County, does ordain as follows:

1. ADOPTION:

Pursuant to Section 70.47(6m)(c) and Section 70.46(1) of the Wisconsin State Statutes, the Town Board of the Town of La Pointe hereby provides for the appointment of alternates to serve on the Town of La Pointe's Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. APPOINTMENTS:

The following electors of the Town of La Pointe are hereby named as alternates in the order indicated to serve as alternate Board of Review members:

- Alternate #1: Ralph 'Max' Imholte
- Alternate #2: Marie Noha

The appointments made in the resolution are for the year 2021 Board of Review proceedings and effective upon posting as provided by law.

Passed this 11th day of May 2021

Glenn Carlson, Chair

Posted: _____

Mike Anderson, Supervisor

Attest _____
Micaela Montagne, Town Clerk

Aimée Baxter, Supervisor

Sue Brenna, Supervisor

John Carlson, Supervisor

DRAFT

RECEIVED

MAY 4 2021

dg

TBS Lisa, Bawn, Micaela,
Public, Ben

5/2/21

La Pointe Town Board of Directors
240 Big Bay Road
La Pointe, WI 54850

Dear Chairman Carlson and Members of the Board,

I am writing to you this evening on behalf of the La Pointe Center for the Arts to ask for the Town's permission to utilize a small piece of town property for a summer fundraising campaign. As you know, the LPC has been supporting the work of local artists as well as other creative island endeavors for over 30 years. In recent years the LPC has sponsored an annual wine tasting event over Memorial Day Weekend to help raise funds for our work. Again this year, in support of decisions made by our local Chamber of Commerce and other island non-profit groups, LPC has decided to cancel that event due to lingering concerns over the COVID pandemic.

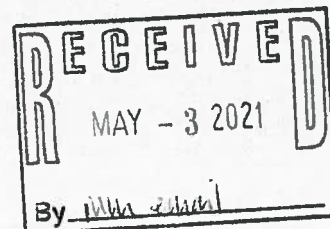
As a replacement fundraising event, we have decided to conduct a summer-long raffle ticket sale featuring locally donated prizes, and we would like to ask the Town for permission to use the stone circle in front of the gazebo, next to the Post Office to sell tickets once or twice a week during the course of the summer. Our board members will be conducting ticket sales. We would simply like to set up a sign board and table for a few hours once or twice a week to announce the raffle and offer tickets to anyone who might want to purchase them. We would not be doing any active soliciting either car-to-car or of pedestrians. We would simply set up a signboard to announce our event and offer tickets for sale in a central island location.

This fundraiser will be critically important in helping us fulfill our mission in this second year of COVID restrictions. We appreciate your consideration of this request and would be happy to provide you with additional information or answer any questions you might have.

Thank you,



Kenneth Myhre
LPC Board Member



TB LISA, Barb, Micaela,
public, police, Fire

Micaela Montagne

From: Bennie Netzley <bennie@hollywoodpyrotechnics.com>
Sent: Friday, April 30, 2021 12:36 PM
To: Micaela Montagne
Cc: Sharon Zanto
Subject: 2021 La Pointe Fireworks Permit (Resend)
Attachments: LaPointe-Madeline Island 2021 Fireworks Plan.pdf; MSU Duluth Fireworks Information Sheet - Madeline Island 2021.pdf; Show info 2021.pdf

Hi Micaela (and Sharon),

I had a sent email on April 16th that seems to have never gotten to you. I've added Sharon in hopes that it'll get through to at least one, if not both of you...

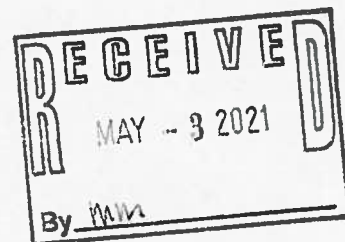
Here is a resend of the documents for the town permit. Our insurance is in the midst of renewal, and I will forward that once the policy is bound. That should be here in another week or two. In the meantime, here are the usual documents.

The permit for the Coast Guard was submitted about a month ago, and I do not anticipate any issues there as this is a "recurring event" for them.

Please let me know when you receive this email, so I can check this off the things to worry about!

Best,

Bennie Netzley
Manager and Display Operator
Hollywood Pyrotechnics, Inc.
1567 Antler Point
Eagan, MN 55122
Operations Center in Pine City, MN
763-218-1638
cell
866-PYRO411 tollfree
651-454-7975 fax
eMail: Bennie@HollywoodPyrotechnics.com
Web: www.HollywoodPyrotechnics.com
Facebook: www.Facebook.com/HollywoodPyrotechnics
Vimeo: www.vimeo.com/HollywoodPyrotechnics
YouTube: www.YouTube.com/user/HollywoodPyrotech



Great Fireworks for You!



PYROTECHNIC / FIREWORKS INFORMATION SHEET

Contact Information	
Event Sponsor: Madeline Island Chamber of Commerce	Pyrotechnic Supplier: Hollywood Pyrotechnics, Inc.
Point of Contact: Sharon Zanto	Point of Contact: Bennie Netzley
Address: PO Box 274 La Pointe WI 54850	Address: 1567 Antler Point Eagan MN 55122
Phone: 715-747-2801	Phone: 651-454-7976
Email: vacation@madelineisland.com	Email: bennie@hollywoodpyrotechnics.com

Fireworks Information					
Proper Shipping Name	UN Number	Hazard Class	Shell Size (Diameter in inches)	Quantity	Net Explosive Weight
Fireworks	UN0335	1.3G	Multishot Cake <1"	34	408 lbs
Fireworks	UN0335	1.3G	2.5"	300	90 lbs
Fireworks	UN0335	1.3G	3"	260	104 lbs
Fireworks	UN0335	1.3G	4"	120	85 lbs
Fireworks	UN0335	1.3G	5"	50	60 lbs

Site Radius:	350	Feet	
For proper site radius information, refer to NFPA 1123; Table 5.1.3.1 (70 feet per inch of largest diameter shell)			

Loading Site Information			
Address:	Breakwater off harbor at La Pointe WI, Madeline Island WI		
Loading Date / Time:	July 4 th , 2021, 8am		
Event Date / Time:	July 4 th , 2021, 10pm to 10:30pm, "rain date" is July 5 th from 10 to 10:30pm		
Person in Charge:	Ellie Fregni	Years Experience:	11
Fire Department:	La Pointe Fire Department	Phone:	(612) 205-3621
Personnel Authorized to Enter Loading Area			
1	Tamir Nolly	6	
2	Martha Chateliene	7	
3	Adam Weidewitsch	8	
4	Chad Wosepka	9	
5		10	

Vessel Information (if firing from land, leave this section <i>Blank</i>)			
Tug:		Barge:	
Official #:		Official #:	
Point of Contact:		Phone Number:	
		Email Address:	

Fireworks Show info:

July 4th, 2021
(rain date July 5th, 2021)

Sponsor is Madeline Island Chamber of Commerce

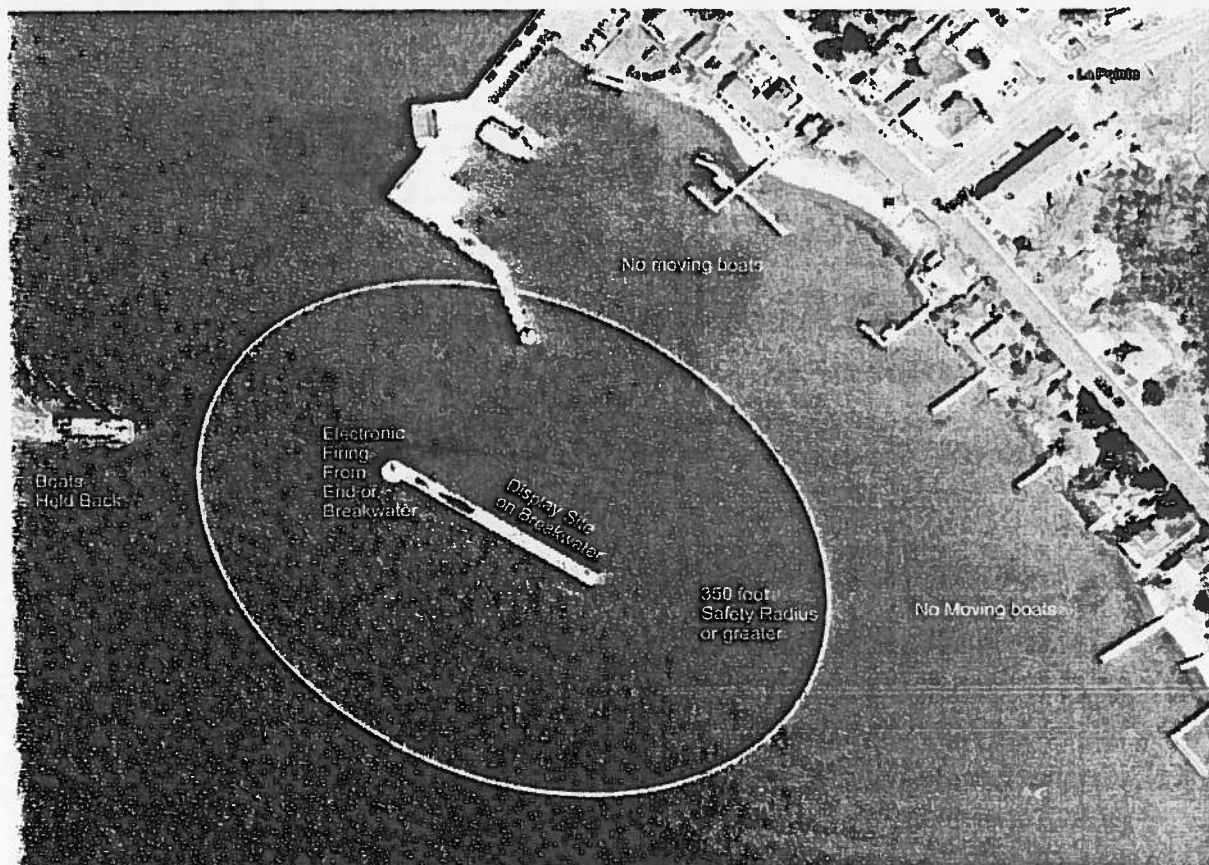
Display location is the breakwater outside of La Pointe WI on Madeline Island.

Shell size to 5", requiring 350 feet. This is from far South East area of the break water, furthest from docks and audience. Bulk of display is 3" to 4". Inner harbor is free of boats (not at the docks along shore, or North side of main city dock. Outside of the breakwater boats traffic to remain back 800+ feet to accommodate further safety distance.

Some water cakes fired into harbor area (distance 150 feet from breakwater).

Display is a reoccurring display. 2012 through 2019 permits were for Hollywood Pyrotechnics, Inc., and this year is the same.

Breakwater is concrete on a stone bolder ballast base.



LaPointe Wisconsin July 4th, 2021 Fireworks Display Contacts and Plan

Contact/Distribution List:

LaPointe Chamber of Commerce (Sharon Zanto - Sponsor)	715-747-2801
LaPointe VFD (Rick Reichkitzer, Chief)	Cell 715-209-1524
LaPointe PD (Rick Reichkizer, Chief)	fire hall 715-747-6667
	Cell 715-209-1524
Hollywood Pyrotechnics, Inc. (Ellie Fregni – Lead Shooter)	Cell 612-205-3621
Hollywood Pyrotechnics, Inc. (Bennie Netzley – Manager)	651-454-7976
	Cell 763-218-1638
Bayfield PD (Bud Casper, Chief)	715-779-5097
Bayfield VFD (Steve Dunn, Chief & Jon Nelson)	715-779-3333
USCG Station Bayfield (BMC Wayne Spritka, OinC)	715-779-5100
USCG Marine Safety Duluth (_____)	218-720-5286 (ext 124)
	Cell 218-522-0705
USCG Auxiliary 28-01 (Hugh Madson)	Home 715-747-5904
	Cell 651-238-2285
Madeline Island Ferry Lines (Gary Russell)	715-747-2051
	Cell 715-209-1574

Transport of Fireworks to Madeline Island:

1. Fireworks will be transported to Bayfield, Wisconsin by Hollywood Pyrotechnics, Inc. Arrival on the Main City Warf for delivery to Madeline Island Wednesday July 4th, 2021 at 7:00AM. The Warf is located on Wilson Avenue at the foot of South 2nd Street.
2. Notification will be provided to Bayfield PD and Bayfield VFD, who may elect to provide security and fire protection at the site while the truck with fireworks and equipment are on-loaded to the special ferry for transport to the LaPointe Town Dock.
3. Fireworks and equipment are to remain secured in the truck on the boat. An additional vehicle towing a small work boat will accompany the fireworks truck. A fire extinguisher will be located on the cargo deck.
4. The boat should depart the wharf in Bayfield at approximately 7:30AM to arrive at the LaPointe Town Dock.
5. The fireworks truck will be parked in a safe location near the LaPointe city dock. The fireworks truck will remain attended until all fireworks are removed from the truck.
6. Once the accompanying work boat is launched, fireworks and equipment will be moved to the LaPointe detached break wall (Light List No. 15456 and 15450).
7. The fireworks and equipment will be offloaded from the work boat and the detached breakwall will be restricted to authorized personnel only. The LaPointe VFD will position Engine 4 on the town dock during the transfer process.

8. The work boat will be secured at a ladder on the detached break wall for meal/break requirements and emergency egress of personnel until the fireworks display has been completed.

Discharge of Fireworks:

1. A 1000-foot safety zone will be established including the town dock and waters of Lake Superior surrounding the detached break wall (Light List 15456 and 15450.) from 9:15PM to 10:30 PM, July 4, 2020. USCG Bayfield Station to issue the appropriate Notice to Mariners.
2. An assigned USCG Auxiliary Vessel will patrol the safety zone from 8:00 PM until the completion of the fireworks display. USCG will maintain a radio guard on Marine VHF Channels 16 and 21 and LaPointe Fire/EMS UHF Channels 1 and 3.
3. The LaPointe PD will secure the town dock from all unauthorized personnel and vehicles after the last vehicle is loaded on the ferry "Madeline" for the 9:30PM scheduled departure. LaPointe VFD will position Engine 4 and personnel at the foot of the town dock.
4. Fireworks will commence when the ferry has cleared the safety zone sometime after the 9:30 PM departure and will be completed by 10:20 PM prior to the arrival of the ferry. The ferry will stand off of the safety zone, and delay arrival, if there are any delays in completing the fireworks display. Expected display length is 17-20 minutes.

Cleanup of Fireworks Site:

1. The Fireworks crew will examine the fireworks site for any unsafe conditions, Correct or inform/treat as required, and begin teardown/cleanup. The boat will transport the equipment and personnel off the Break Water at approximately 11:30PM to be reloaded into the truck waiting at the town dock. All cleanup will be completed the evening of July 4th.

Optionally a 'Rain Date' of July 5th is planned in case of high winds towards LaPointe, or high wave conditions cresting the Break Water risking personnel or firework loss into the lake. We ask that the fireworks display lead, be kept apprised of weather / lake conditions for the day and evening. Hollywood Pyrotechnics can setup and fire in rain conditions.

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

Dorgene Goetsch

From: Lisa Potswald
Sent: Thursday, April 29, 2021 10:19 AM
To: 'John Carlson'; xchief@cheqnet.net; Sue Brenna (susanbrenna01@gmail.com); Aimée Baxter; 'Glenn Carlson (glenncarlson453@gmail.com)'
Cc: Micaela Montagne; Ric Gillman; Dorgene Goetsch
Subject: RE: Road Right of Way for Town of La Pointe
Attachments: 014-00215-0600.pdf

Hi, All.

Please see email below and the attachment from Ashland County. Ric Gillman and I discussed this and we agree that the property is of no current or future value to the Town. In addition, if the Town took it over, the Town could be responsible to develop it as a road for access by property owners who currently have no access to Mondamin. Purchasing this property opens a can of worms for the Town that we believe we don't want or need.

This will be on the May 11th Town Board agenda for your discussion and decision. Please let me or Ric know if you have any questions. Dorgene will put copies of the information in your boxes next Tuesday.

Regards,

Lisa Potswald
Town Administrator
Town of La Pointe
PO Box 270 – 240 Big Bay Road
La Pointe, WI 54850
715-747-6914
administrator@townoflapointewi.gov

From: Jillian Koleski <Jillian.Koleski@co.ashland.wi.us>
Sent: Wednesday, April 28, 2021 3:22 PM
To: Micaela Montagne <clerk@townoflapointewi.gov>
Cc: Jennifer Solberg <Jennifer.Solberg@co.ashland.wi.us>
Subject: Road Right of Way for Town of La Pointe

Good afternoon, Micaela,

Ashland County owns a piece of property in the Town of La Pointe that consists of road right of way. I've attached a map of Parcel 014-00215-0600 for reference.

Could you ask the Chairman or whomever it may concern if the Town of La Pointe would be interested in acquiring this parcel? Please let us know at your convenience.

Kind regards,

Jillian Koleski
Ashland County Assistant Property Lister & Real Estate/Vital Records Clerk
201 West Main Street, Room 205

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MAY 4 2021

Initials dg



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DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

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

Public

#2020-0324 ALTERNATIVE CLAIMS

April 2021

Date	Payable to Who	Check #	Amount	Description
4/13/2021	Anich, Wickman & Lindsey, S.C.	78828	740.00	TownDock, Mattingly, Cell tower, Mask
""	APG Media of WI/Ashland Daily Pres	78829	488.04	Town Hall Capitals, Lib Capital, Audit, L
""	Arrowhead Consulting & Testing, Inc.	78830	155.00	Testing of THall floor for abestos OK
""	Associated Bag Company	78831	2,854.50	Parks 10 cs 3 mil, 15 cse 2 mil
""	Barany Residential/Commercial Clear	78832	500.00	Cleaning of Cadotte House Police
""	Bobcat of Duluth	78833	18.68	Gasket for MRF Bobcat
""	Cardmember Services (PAW)	78834	1,614.52	Parks#06 Transmission, MRF Skidsteer
""	Charlie's Locksmith Service, LLC	78835	84.00	Re-keyed ESB locks, cut/stamped door keys
""	Deere Credit, Inc.	78836	1,815.17	Leased #444 Pay #21/#36
""	ESC Systems	78837	678.00	2021 ESB Monitoring \$21.50mo/\$35 mo
""	Evan & Evan Landscaping,	78838	90.00	Rental MRF Roof Genie TZ-50
""	Evan & Evan Landscaping,	78838	300.00	Rental Airport brushing Log Buster&Skid
""	Fastenal Company	78839	116.00	Rds 25 3/4" 10 LHT FHN SS
""	Heart Graphics, Inc.	78840	259.00	MRF Posters (20) 8x11, (10) 11x17
""	Island Gazette	78841	447.00	Reg TB 12/22-2/23/2021 Minutes
""	Jefferson Fire Safety	78842	2,875.24	FD Hose Tester PO#2021-11
""	L & M Fleet Supply	78843	15.56	Roads Shop Keys, glue, borax
""	Madeline Island Ferry Lines	78844	634.50	March ferry/freights
""	Madeline Island Ferry Tickets	78845	1,550.00	Swipes PD, Rds & MRF Employee
""	Madeline Island Yacht Club	78846	58.05	MRF Bobcat misc parts
""	Madeline Sanitary - Taxes/Deli	78847	64.88	2020/2021 Lottery credit
""	Madeline Sanitary - Taxes/Deli	78847	496.46	2019 Deliquent J Szymanski
""	Madeline Sanitary District	78848	714.00	1st Qtr 2021 all but Library
""	Midland Services, Inc.	78849	207.73	March fuels - Truck & Rolloff
""	NAPA - Washburn	78850	1,395.12	PO#2021-30 FD Battery Charger, Bobcat
""	Nelson Construction, Inc.	78851	9,700.38	2020-2021 WTC Startup, LA#1 repairs
""	Neubauer, Carol	78852	71.18	12/28-4/1 Postages, mileages DG
""	Norvado, inc.	78853	8,495.00	PO#2020-64 Install ESB Phone system
""	Norvado, inc.	78853	1,580.23	April phones, fax, DSL, ESB Work
""	Olson Building Materials	78854	1,154.20	Materials - temp ESB to Rds/Parks shop
""	PowerPlan	78855	280.41	MRF Bobcat snowblower parts
""	Public Administration Associates, LLC	78856	5,461.75	Balance TA Search agreement
""	Quill Corporation	78857	98.39	Misc office supplies
""	Schram, Ben	78858	300.00	2021 Change \$100 quarters, \$200 dollars
""	Stainless Software, Inc.	78859	2.00	March 2021 BBTP Reservations
""	Stainless Specialists, Inc.	78860	573.05	FD Hose reel materials
""	Superieur Petrol, LLC	78861	1,271.75	393 gals Diesel @ \$3.236 delivered
""	Superior Tech Services, LLC	78862	946.78	Balance PO#2020-62 ESB Tech package
""	The Horton Group	78863	1,284.00	Insure ESB \$2,900,000 + \$200,000
""	U.S. Post Office	78864	275.00	5 rolls first class stamps
""	Uline	78865	623.67	MRF dolly tubs & grey tubs for paper
""	Uline	78865	405.55	PD Shelving/Cabinet ESB
""	Unemployment Insurance	78866	86.13	Balance March Parks (pd 3/11/21)
""	VantageFlex, LLC	78867	48.00	April 2021 Flex/Section 125 admin
""	Verizon Wireless	78868	246.66	2/22-3/21/2021 cell phones, iPads, Jet pa
""	Wal-Mart Community BRC	78869	49.88	PD ESB Outfitting doorstops, hooks
""	Wal-Mart Community BRC	78869	301.56	PD ESB Outfitting kitchenware, lamp, bluR
""	Warren Drapery Company, LLC	78870	3,752.33	ESB Window coverings
""	Waste Management Of Wisconsin, In	78871	901.12	March SW Trip 9.86 tons
""	Wendel Architecture, P.C.	78872	16,944.65	-2/28/2021 Construct admin, expenses
""	Wendel Architecture, P.C.	78872	630.00	-1/31/2021 Construct Admin
""	Windsled Transport, Inc.	78873	784.96	2020-2021 start ups
""	Wisconsin Towns Association	78874	572.19	2021-2022 Membership
""	Xcel Energy, Inc.	78875	267.04	-4/2/2021 Street Lights
""	Xerox Corporation	78876	44.23	2/22-3/22/2021 8,042 copies
""	Zifko Automotive	78877	549.05	New tire for Fire Dept truck

4/13/2021 TB Meeting vouchers:

\$75,872.59 Under Resolution #2020-0324

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APR 20 2021

April 2021

Date	Payable to Who	Check #	Amount	Description
4/27/2021	Abhold, Joseph	78897	220.99	4/12-4/14/2021 Per Diem, fuel new MRF Truck
""	Andres Medical Billing, LTD	78898	36.59	March 2021 Collections \$243.91 x 15%
""	Bayfield Ace Hardware	78899	29.10	BBTP Misc keys, markers
""	Defoe, William	78900	192.50	Advance Per Diem 5/16-5/19/2021
""	EMC Insurance Companies	78901	11,687.50	3rd Qtr 2021 Work Comp billing
""	Emergency Medical Products	78902	15.57	Ambulance SaniCloth wipes
""	Erickson, Evan R	78903	1,007.44	4/12-4/14/2021 mileage new MRF Truck
""	Erickson, Evan R	78903	513.82	Per diem, hotel, fuel in new 2004 MRF truck
""	Evan & Evan Landscaping,	78904	280.00	4/21/21 rental Mini-exca Mondamin Culvert
""	Fields, Curtis	78905	543.06	4/16-4/21 PerDiem,Mileage WITC Ashland
""	Grainger, Inc.	78906	237.67	Rds brake cleaner/MRF round center punch
""	Heart Graphics, Inc.	78907	264.00	2021 NMV Stickers (95) (6) round decals
""	Island Septic	78908	110.00	4/6/2021 RV Dump pumpout
""	Jefferson Fire Safety	78909	428.07	Fire Dept Kochek Ice Strainer
""	L & M Fleet Supply	78910	69.41	2004 Int Rolloff 1st Aid,Fire ExtTriangles
""	L & M Fleet Supply	78910	251.80	Rds tools, wrenchs,hose, crescent wrench
""	Lakeside Products, Inc.	78911	751.50	BBTP TP, Liners, can liners
""	Lakeside Products, Inc.	78911	771.50	BBTP TP, hand soap
""	Nelson Surveying, Inc.	78912	500.00	Land Swap EJE Retainer EJE to pay 50%
""	On The Rock Roofing, LLC	78913	4,170.00	Town Hall painting 20% 20% remaining
""	PowerPlan	78914	1,394.38	772 grader Manual hydro valve, gasket
""	Sabre, Susan	78915	96.00	Bayfield Inn - PAC Red Cliff Presentation
""	Syphard, Michael	78916	192.50	5/16-5/19/21 Advance Per Diem
""	Wal-Mart Community BRC	78917	49.00	Police Roku for ESB
""	Windsled Transport,Inc.	78918	169.20	Ice Rescue training & fuel
""	Xcel Energy, Inc.	78919	17.51	-4/7/2021 Greenwood cemetery electric
""	Xcel Energy, Inc.	78919	95.56	-4/7/2021 Cadotte hse FINAL electric
""	Xcel Energy, Inc.	78919	1,990.17	-4/7/2021 all electrics

4/27/2021 TB Meeting vouchers:

\$26,084.84 Under Resolution #2020-0324

APRIL 2021 TOTAL:	\$101,957.43
Processed under R#2020-0324	

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

ALTERNATIVE CLAIMS 2021

April 2021

Date	Payable to Who	Check #	Amount	Description
4/8/2021	Oasis Payroll #7		44,792.08	Payroll ending 4/03/2021 taxes & fees
4/8/2021	Emplover/Deferred Comp	EFT#6057	100.00	Payroll #07 Deferred Employee Contrib
4/8/2021	Dept of Employee Trust funds	EFT#2021-05	17,070.34	May health insurance premium
4/12/2021	Northern State Bank	78826	11,547.53	April Bank Loan Pay #28/#60
4/12/2021	The Horton Group	78827	890.00	2 yr Public Official Bond policy
4/14/2021	On The Rock Roofing, LLC	78878	12,300.00	60% on THall flooring contract
4/13/2021	Stone, David Lee	78825	49,900.00	Purchase of 2004 MRF Truck
4/15/2021	Cardmember Services (LP)	78879	572.19	Meetings, TPC Survey, TA
4/15/2021	Cardmember Services (RJL)	78880	52.01	Gas in 2019 squad
4/15/2021	Cardmember Services (TWE)	78881	5,234.16	ESB outfitting, Ice Rescue, 66.0608
4/15/2021	Cardmember Services (WJD)	78882	331.89	Uniforms, Radio batteries
4/15/2021	Cardmember Services (BTS)	78883	2,634.24	ESB items, MSHA training, MRF Gate casters
4/16/2021	Registration Fee Trust	78884	169.50	License/Title of 2004 International
4/19/2021	Cardmember Services (BLN)	78885	2,394.00	TA Lodging, ESB Treadmill PO#2021-02
4/19/2021	Cardmember Services (PAW)	78886	70.70	Rds Shop items, late
4/22/2021	Oasis Payroll #8		31,917.96	Payroll ending 4/17/2021 taxes & fees
4/22/2021	Emplover/Deferred Comp	EFT#6058	100.00	Payroll #08 Deferred Employee Contrib
4/22/2021	Wisconsin Retirement System	EFT#04-2021	9,532.97	Aprila retirement & employee contributions
4/23/2021	Wisconsin Dept of Revenue	EFT#03-2021	1,674.77	March sales tax collected/calculated
4/28/2021	Hollywood Pyrotechnics	78920	7,500.00	50% on 2021 Fireworks contract
4/28/2021	Public Administration Associ	78921	488.40	Agreed travel expenses for TA search

APRIL 2021 TOTAL:

\$199,272.74

RECEIVED

MAY 4 2021

Initial _____

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

ALTERNATIVE CLAIMS 2021

MI Library

April 2021

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
4/21/2021	Library Board approved vouchers		6,087.20	
4/22/2021	Amazon	78887	428.84	AMAZON: Archery bow & supplies, Greenhouse
" "	Cardmember Service (LS)	78888	46.83	Apostle Island Books, Adobe
" "	Library Journal	78889	157.99	Subscription
" "	Madeline Sanitary District	78890	102.00	#049 Library 1st Qtr 2021
" "	Moore, Janet	78891	500.00	3/9-3/18/2021 (4) Programs
" "	New York Times	78892	40.00	Sundays only mail
" "	Norvado, inc.	78893	181.09	Library April 2021
" "	On The Rock Roofing, LLC	78894	4,142.50	Lib exterior painting 10% down
" "	Quill Corporation	78895	112.95	Library office products
" "	Whitaker, Zachary	78896	375.00	3/4-3/18 (5) Library Programs

APRIL 2021 TOTAL:	\$6,087.20
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\$0.00

RECEIVED

MAY 4 2021

Initial: dg

TB(S) Lisa, Barb, Michael,
Public

**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY APRIL 27, 2021
5:30 PM AT TOWN HALL
Draft Minutes**

Town Board Members Present via Teleconference: Chair Glenn Carlson, Supervisor Michael Anderson, Supervisor Aimée Baxter, Supervisor Sue Brenna, Supervisor John Carlson
Staff Present: Town Administrator Lisa Potswald, Elected Clerk Micaela Montagne
Public Present: Paul Brummer
Called to Order: 5:30pm

I. Public Comment A*: Clerk Montagne read a public comment from Robin Trinko Russell requesting the Town to keep a face covering ordinance.

II. Town Administrator's Report: Report prepared and presented by Lisa Potswald dated April 23, 2021 placed on file by Unanimous Consent. Brief discussion on the final walk through of the Town Dock project that will occur on May 11, 2021.

III. Open Bids

A. Open Bids for the Passenger Shelter: One bid received from Angelo Lupino for \$51,903. Future of project will be on the next agenda.

B. Open Proposals for Audit Services: four proposals received. 1. Kerber Rose for \$11,875. 2. From RSM for \$25,000, 3. from Bauman Associates for \$12,000 and 4. From Baker Tilly for \$17,900.

IV. Public Works

A. Roads, Dock, Harbor: Nothing at this time.

B. Parks: Nothing at this time.

C. Materials Recovery Facility (MRF): Nothing at this time.

D. Airport: Nothing at this time.

E. Greenwood Cemetery: Nothing at this time.

V. Committees

A. **Planning and Zoning:** Nothing at this time.

VI. Town Hall Administration

A. Accounting Administrator's Report: Motion to accept and approve the report, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

B. Grant Updates: Lisa Potswald is not currently working on any grants.

C. Public Administration Associates Travel Expenses: Because they had to do a second round of interviews, PAA is requesting some travel expenses be covered. Motion to approve paying \$488.44, half of the travel expenses for PAA, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

D. Contract Amendment with Nordquist Appraisal, Name Change to North Country Assessment Services, LLC: Motion to approve the amendment as presented, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

E. Contract with Hollywood Pyrotechnics Inc. for July 4, 2021 Fireworks: Discussion that this contract does give the Chamber of Commerce and Hollywood Pyrotechnics permission to proceed, however, the permit for the fireworks will still need Town Board approval at a later date. Motion to approve the Display Agreement, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

F. Attachment 'B' to 2021 Compensation Resolution #2020-1223, Motion to approve as presented, J. Carlson/ A. Baxter, 5 Ayes, Motion Carried.

G. Use of Personal Vehicle for Work Related Activities Policy: Motion to table to get more feedback from employees, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

H. Town Administrator Transition Plan: The new Town Administrator is planning on starting June 1, 2021, however, is still trying to secure housing. The rest of the transition plan will be discussed at a future meeting.

I. Follow up from Annual Town Meeting

1. Virtual or In-person Board Meetings: Due to Town Hall renovations, the earliest the meetings would happen is the first meeting in June.

J. Schedule a Town Board Workshop & Discuss Agenda Items

1. Compensation in Lieu of Health Insurance Benefits: Motion to table to schedule after the new Town Administrator begins, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

K. Resolution 2021-0427: Elected Officials Salaries: Motion to approve as presented, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

L. Maitland, Singler & Van Vlack Agreement for 2020 State Reporting and Audit Prep, Motion to approve the agreement as presented (\$5,000), M. Anderson/ S. Brenna, 5 Ayes, Motion Carried.

VII. Minutes

A. Regular Town Board Meeting April 13, 2021, Motion to approve the minutes as presented, J. Carlson/ M. Anderson, 4 Ayes, 1 Abstain (A. Baxter), Motion Carried.

VIII. Emergency Services

A. Ambulance Director's Report: Report prepared by Cindy Dalzell for April 2021 placed on file by Unanimous Consent.

B. Updates on Construction of Emergency Services Building (ESB): Final paperwork in the works. Discussion on missing floor outlets, Five Star Electric will be submitting a change order to refund the Town some money and provide an option for putting in ceiling outlets.

C. Contract with Big Water Apparatus, LLC for Maintenance and Repairs of Emergency Operations Vehicles and Equipment: Motion to approve the contract as presented (1/1/2021 to 12/31/2022), S. Brenna/ M. Anderson, 5 Ayes, Motion Carried.

IX. Public Comment B:** None.

X. 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.

XI. New Agenda Items for Future Meetings: tabled items; Use of Personal Vehicles, Town Administrator transition process, scheduling workshop. Mask Ordinance.

XII. Adjourn: Motion to adjourn, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried. Adjourned at 6:12pm.

Submitted by Micaela Montagne, Town Clerk.

DRAFT

TBE Lisa. Barn Micaela
public

**TOWN OF LA POINTE
SPECIAL TOWN BOARD MEETING
TUESDAY MAY 4, 2021
5:00pm at Town Hall
Draft Minutes**

Town Board Members Present via Teleconference: Chair Glenn Carlson, Supervisor Michael Anderson, Supervisor Aimée Baxter, Supervisor Sue Brenna, Supervisor John Carlson
Staff Present: Town Administrator Lisa Potswald, Elected Clerk Micaela Montagne
Called to Order: 5:00pm

1. Public Comment: None
2. Consider an Auditing Firm for Audit to be Done for the Year Ending 12/31/2020: Discussion on the four proposals, one company, Baker Tilly, has done a lot of municipal work including Bayfield. Their proposal came in at \$17,900. Motion to begin the process to hire Baker Tilly for the audit firm to do the audit for the year ending 12/31/2020, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.
3. Adjourn: Motion to adjourn, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried. Adjourned at 5:07pm.

Submitted by Micaela Montagne, Town Clerk.



(5) TB, Lisa, Barb, Micaela, Bill, Public
LA POINTE POLICE DEPARTMENT

MADELINE ISLAND
270 MAIN STREET
LA POINTE, WISCONSIN 54850

PHONE: (715) 747-6913
FAX: (715) 747-3096
police@townoflapointewi.gov

To: Town Board
From: William Defoe
Date: 5/6/2021
Re: Monthly Police Report for May 2021

During the month of April 2021, the La Pointe Police responded to the following:

61	Incidents/Complaints (calls for service)
23	Citizen Assists
0	Accidents
0	Civil Process
0	False Alarm
0	Call Out
2	Animal Calls
1	Parking Citations

Seasonal people and day trip tourists are starting to show back up. Beach Club has opened to those who are vaccinated. Things are on pace to be a busy summer. My main concern is staffing and patrol hours. I have been trying to recruit part time officers, it is not going very well. With our current staffing, and normal summer business, we will not be able to patrol hours we would be doing normally. I am working on a solution, hopefully I will be able to present it to the board in the next few weeks.

Officers attended training at WITC in Ashland in April, Mike Syphard and I will be attending WITC in Rice Lake in May to complete our mandatory 24-hour training for the fiscal year. We will still have to have some mandatory inhouse training such as firearms, arrest tactics and taser refresh. The Taser instructor we have used in the past is no longer in law enforcement, Sgt Rossberger took it upon himself to go become a taser instructor so we can also hold annual taser refresh and be compliant.

We have been spending a lot of time at the new hall, organizing, reorganizing, and moving things from the office in the town hall to the ESB and generally, going through things. The new hall has been a learning curve and finding bugs here and there. We are looking forward to the full competition.

If there are any questions or wish to discuss things within the department, please feel free to come talk to me.

RECEIVED
MAY 8 2021
dg



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

LA POINTE POLICE DEPARTMENT

MADLINE ISLAND
270 MAIN STREET
LA POINTE, WISCONSIN 54850

PHONE: (715) 747-6913
FAX: (715) 747-3096
police@townoflapointewi.gov

To: La Pointe Town Board
CC: file
From: Chief William Defoe
Date: 4/27/2021

Re: Retention of Curt Fields

It seems like a year ago that I requested to keep Part Time officer Curt Fields, his retention expires at the end of May.

Once again due to his retirement status, we must make a request to keep him on staff again this year, but we can ask to make him a permanent employee.

I am formally requesting that Curt Fields be retained permanently for Part Time Employment at the current Part Time rate of \$22.05 per hour for no more than 590 hours per year.

Chief William Defoe

RECEIVED

APR 28 2021

Initial: dg

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

TO: Town Board

FROM: Lisa Potswald

RE: Ambulance Service Position Descriptions

DATE: May 4, 2021

Attached you will find amended position descriptions for the Ambulance Service Director and the Assistant Ambulance Service Director. Both have been reviewed by Cindy and Sarah.

Please let me know if you have any questions.

RECEIVED

MAY 4 2021

cg

APPOINTED OFFICIAL JOB DESCRIPTION

AMBULANCE DIRECTOR draft 3-5-21

Immediate Supervisor:

Town Board Administrator

Classification:

Appointed Official

~~All Appointed Officials who are expecting to be absent from the Island for more than 50% of a month, must, at least 2 weeks prior to this absence, make written arrangements with the Town Board as to pay and performance of his/her duties, or the appointed official may request an unpaid leave of absence.~~

The Ambulance Director is appointed by the Town Board as recommended by the entire Ambulance Service. The Director represents the EMS organization at state, county, city and town government levels, and must have the ability to exercise sound judgment and make decisions during emergency or stressful situations. This Position is to be elected by a majority of the Madeline Island Ambulance Service in February of every even year. A person may only hold one job position per term. (Exp. An officer may not be a team leader.)

It is ~~hoped~~ desired that the Director ~~will be~~ is a member of the Ambulance Service. If no EMT wants to serve as Director, it is up to the Town Board to appoint a director (whether a member of the Ambulance Service or not.)

I. DUTIES:

- A. Serves as head of the Ambulance Service and has the ultimate responsibility for the day-to-day operations of the service. Enforces Town and Department policies and procedures.
- B. Supervises Assistant Director(s), EMT's, EMRs Drivers, and ~~has~~ the direct responsibility for their actions.
- C. Serves as the link between the ambulance crew and the Town Administrator government. Works with other Town Emergency Services and Public Works directors on planning and implementation of issues related to the ambulance service and/or general welfare of the Island community.
- D. Conducts himself/herself in a professional manner and maintains a positive community attitude toward the Madeline Island Ambulance Service.
- E. Attends meetings as ~~necessary~~ required.

Administrative Officer

Ambulance Director Appointed Official Job Description

Approved by Town Board 3/8/11, Approved December 27, 2011, Approved ????

Page 1 of 3 Pages

1. Organizes, attends, and conducts the monthly Ambulance Service meetings (2nd Wednesday of the month). Sets agenda and prepares meeting materials.
2. Attends at least 3 Bayfield-Ashland County EMS Council monthly meetings in the calendar year.

F. Operations:

1. Complies with all the operational job duties as described for the Emergency Medical Technician (see Emergency Medical Technician job volunteer description).
2. Maintains Policy & Procedures Manual as written by the Medical Director and Medical Advisory Committee of the Bayfield-Ashland EMS Council.
3. Submits written monthly report to the Town Board.
4. Submits hourly report for Director.
5. Maintains, accesses and protects confidential patient records in accordance with HIPPA regulations.
6. Exercises discretion regarding the means for ensuring that full EMT crews are on call 7 days per week, 24 hours per day.

G. Supplies/ Durable Equipment

1. Coordinates purchase and repair of all patient assessment equipment and patient handling equipment etc.
2. In coordination with the entire EMT service and Assistant Director, maintains inventory of expendable supplies for the ambulance, and EMT bags. Maintains an adequate stock of spare supplies on hand, shopping for the best price.
3. In coordination with the entire EMT service, purchases durable equipment based on research and specific needs unique to service.

H. Licensure:

1. Coordinates with Assistant Director(s)/Personnel regarding licensure for EMT Basic and EMRs (both initial and renewal), Advanced Skills, and Ambulance Service Provider license.
2. Ensures that all EMS personnel receive adequate training to meet applicable federal, state, and local requirements.

Administrative Officer

Ambulance Director Appointed Official Job Description

Approved by Town Board 3/8/11, Approved December 27, 2011, Approved ????

Page 2 of 3 Pages

- I. Budget and Funding:
 - 1. Coordinates Department budget by preparing budget worksheets and attending budget workshops. Track budget and spending within budget limits on a monthly basis.
 - 2. Prepares Funding Assistance Program (ACT 102) applications and reports.
 - 3. Coordinates preparation of vouchers for services and supplies.
 - 4. Oversees ambulance run reporting and ambulance run coding for billing. Assists ~~Town Hall staff &~~ and hired billing agency with ambulance billings.
 - 5. Submits monthly payroll compensation vouchers for all members of Ambulance Service.

- J. Personnel:
 - 1. Recruits and screens new personnel; schedules and assigns duties.

II. Qualifications:

- A. Preferably is a Wisconsin licensed Emergency Medical Technician – Basic with certification in all of the advanced skills used by the Madeline Island Ambulance Service.

- B. Possession of a valid ~~Wisconsin~~ Driver's license.

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 ~~Administrative Officer~~ Ambulance Director for the Town of La Pointe.

Employee Signature

Date

APPOINTED OFFICIAL JOB DESCRIPTION

AMBULANCE DIRECTOR 5-3-21

Immediate Supervisor:

Town Administrator

Classification:

Appointed Official

The Ambulance Director is appointed by the Town Board as recommended by the entire Ambulance Service. The Director represents the EMS organization at state, county, city and town government levels, and must have the ability to exercise sound judgment and make decisions during emergency or stressful situations. This Position is to be elected by a majority of the Madeline Island Ambulance Service in February of every even year. A person may only hold one job position per term. (Exp. An officer may not be a team leader.)

It is desired that the Director is a member of the Ambulance Service. If no EMT wants to serve as Director, it is up to the Town Board to appoint a director (whether a member of the Ambulance Service or not.)

I. DUTIES:

- A. Serves as head of the Ambulance Service and has the ultimate responsibility for the day-to-day operations of the service. Enforces Town and Department policies and procedures.
- B. Supervises Assistant Director(s), EMT's, EMRs and has the direct responsibility for their actions.
- C. Serves as the link between the ambulance crew and the Town Administrator. Works with other Town Emergency Services and Public Works directors on planning and implementation of issues related to the ambulance service and/or general welfare of the Island community.
- D. Conducts himself/herself in a professional manner and maintains a positive community attitude toward the Madeline Island Ambulance Service.
- E. Attends meetings as required.
 - 1. Organizes, attends, and conducts the monthly Ambulance Service meetings (2nd Wednesday of the month). Sets agenda and prepares meeting materials.
 - 2. Attends at least 3 Bayfield-Ashland County EMS Council monthly meetings in the calendar year.

F. Operations:

1. Complies with all the operational duties as described for the Emergency Medical Technician (see Emergency Medical Technician volunteer description).
2. Maintains Policy & Procedures Manual as written by the Medical Director and Medical Advisory Committee of the Bayfield-Ashland EMS Council.
3. Submits written monthly report to the Town Board.
4. Submits hourly report for Director.
5. Maintains, accesses and protects confidential patient records in accordance with HIPPA regulations.
6. Exercises discretion regarding the means for ensuring that full EMT crews are on call 7 days per week, 24 hours per day.

G. Supplies/ Durable Equipment

1. Coordinates purchase and repair of all patient assessment equipment and patient handling equipment etc.
2. In coordination with the entire EMT service and Assistant Director, maintains inventory of expendable supplies for the ambulance, and EMT bags. Maintains an adequate stock of spare supplies on hand, shopping for the best price.
3. In coordination with the entire EMT service, purchases durable equipment based on research and specific needs unique to service.

H. Licensure:

1. Coordinates with Assistant Director(s)/Personnel regarding licensure for EMT Basic and EMRs (both initial and renewal), Advanced Skills, and Ambulance Service Provider license.
2. Ensures that all EMS personnel receive adequate training to meet applicable federal, state, and local requirements.

I. Budget and Funding:

1. Coordinates Department budget by preparing budget worksheets and attending budget workshops. Track budget and spending within budget limits on a monthly basis.
2. Prepares Funding Assistance Program (ACT 102) applications and reports.
3. Coordinates preparation of vouchers for services and supplies.
4. Oversees ambulance run reporting and ambulance run coding for billing.

Assists hired billing agency with ambulance billings.

5. Submits monthly compensation vouchers for all members of Ambulance Service.

J. Personnel:

1. Recruits and screens new personnel; schedules and assigns duties.

II. Qualifications:

A. Preferably is a Wisconsin licensed Emergency Medical Technician – Basic with certification in all of the advanced skills used by the Madeline Island Ambulance Service.

B. Possession of a valid driver's license.

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 Ambulance Director for the Town of La Pointe.

Signature

Date

APPOINTED OFFICIAL POSITION DESCRIPTION

ASSISTANT AMBULANCE DIRECTOR

DRAFT 5/3/21

Immediate Supervisor:

Ambulance Director

Classification:

Appointed Official

Wage Rate

See Current Wage Resolution

~~All Appointed Officials who are expecting to be absent from the Island for more than 50% of a calendar month, must, at least 2 weeks prior to this absence, make written arrangements with the Town Board as to pay and performance of his/her duties, or the appointed official may request an unpaid leave of absence.~~

The Assistant Ambulance Director is appointed by the Town Board as recommended by the Ambulance Director and Team Leaders. A person may only hold one job position per term. (Example: An officer may not be a team leader.)

I. DUTIES

- A. Serves as head of the Ambulance Service in the absence of the Ambulance Director.
- B. Serves as a link between the EMT's, EMRs & ~~Drivers~~ and Director
- C. Maintenance
 - 1. Coordinates all vehicle maintenance and repair.
 - 2. Maintains and coordinates repair of radios/ telephone dispatch equipment.
- D. Attends and plans meetings as necessary.
 - 1. Organizes, attends and conducts training meetings monthly during the months of November through April. (usually the 4th Wednesday of the month)
 - 2. Organizes, attends and facilitates the refresher course for all EMT's and EMR's.
 - 3. Organizes, attends and facilitates the CPR refresher.
 - 4. Attends at least 1 Bayfield-Ashland County EMS Council monthly meeting in a calendar year.
- E. Operations
 - 1. Complies with all the operational job duties as described for the Emergency Medical Technician.

2. Sets up monthly on call schedule, updates and distributes.
3. Fills in schedule as necessary to maintain 24/7 service.
3. Distributes updated Policy and Procedures Manual to each EMT during refresher class.
4. Submits monthly time report.
5. Fills out Monthly Vouchers for members' on-call schedule.

F. Licensure

1. Coordinates licensure for EMT-Basic and EMR's (both initial and renewal),
2. Coordinates licensure for annual CPR renewal.

G. Personnel

1. Recruits new volunteers.

H. Budget and Funding

1. Calculates the annual budget needs of training personnel.
2. Coordinates with the Director in preparing the annual budget.
3. Researches and writes grant applications for the Service.

- I. Conducts himself/herself in a professional manner and maintains a positive community attitude toward the Madeline Island Ambulance Service.

II. Qualifications:

- A. Is a Wisconsin Licensed Emergency Medical Technician – Basic with certification in all of the advanced skills used by the Madeline Island Ambulance Service.
- B. Possession of a valid Wisconsin Driver's license.

This appointed official job 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 Assistant Ambulance Director for the Town of La Pointe.

Employee Signature

Date

APPOINTED OFFICIAL POSITION DESCRIPTION

ASSISTANT AMBULANCE DIRECTOR

DRAFT 5/3/21

Immediate Supervisor:

Ambulance Director

Classification:

Appointed Official

Wage Rate

See Current Wage Resolution

The Assistant Ambulance Director is appointed by the Town Board as recommended by the Ambulance Director and Team Leaders. A person may only hold one position per term. (Example: An officer may not be a team leader.)

I. DUTIES

- A. Serves as head of the Ambulance Service in the absence of the Ambulance Director.
- B. Serves as a link between the EMT's, EMRs and Director.
- C. Maintenance
 - 1. Coordinates all vehicle maintenance and repair.
 - 2. Maintains and coordinates repair of radios/ telephone dispatch equipment.
- D. Attends and plans meetings as necessary.
 - 1. Organizes, attends and conducts training meetings monthly during the months of November through April. (usually the 4th Wednesday of the month)
 - 2. Organizes, attends and facilitates the refresher course for all EMT's and EMR's.
 - 3. Organizes, attends and facilitates the CPR refresher.
 - 4. Attends at least 1 Bayfield-Ashland County EMS Council monthly meeting in a calendar year.
- E. Operations
 - 1. Complies with all the operational duties as described for the Emergency Medical Technician.
 - 2. Sets up Monthly on call schedule, updates and distributes.
 - 3. Fills in schedule as necessary to maintain 24/7 service.

3. Distributes updated Policy and Procedures Manual to each EMT during refresher class.
4. Submits monthly time report.
5. Fills out Monthly Vouchers for members on-call schedule.

F. Licensure

1. Coordinates licensure for EMT-Basic and EMR's (both initial and renewal),
2. Coordinates licensure for annual CPR renewal.

G. Personnel

1. Recruits new volunteers.

H. Budget & Funding

1. Calculates the annual budget needs of training personnel.
2. Coordinates with the Director in preparing the annual budget.
3. Researches and writes grant applications for the Service.

- I. Conducts himself/herself in a professional manner and maintains a positive community attitude toward the Madeline Island Ambulance Service.

II. Qualifications:

- A. Is a Wisconsin licensed Emergency Medical Technician – Basic with certification in all of the advanced skills used by the Madeline Island Ambulance Service.
- B. Possession of a valid driver's license.

This appointed official job 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 Assistant Ambulance Director for the Town of La Pointe.

Signature

Date

APPOINTED OFFICIAL DESCRIPTION

FIRE INSPECTOR

Immediate Supervisor:

Fire Chief

Classification:

Chosen by Fire Chief

I. DUTIES:

1. Under the supervision of the Fire Chief, the Fire Inspector is responsible for inspecting buildings to ensure they are up to fire control standards, detects possible fire hazards and issues warnings if buildings are not in compliance.
 - Ensure buildings are equipped with fire control equipment as required, including fire extinguishers.
 - Identify fire code violations and cause them to be corrected.
 - Issue correction orders to bring properties into compliance.
 - Conduct inspections onsite.
 - Check for accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits.
 - Ensure that fire protection systems are being tested.
 - Keep abreast of current fire safety codes and firefighting procedures.
 - Evaluate evacuation procedures.
 - Issue and update permits.
 - Serve condemnation notices when fire code violations are not corrected.
2. This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue emergency response personnel according to the following job performance requirements.
 - Collect and prepare evidence and present it in court.

RECEIVED

MAY 6 2021

Initial: dg

- Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately, and the inspector's demeanor is professional.
3. This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.
- Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards.
 - Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.
 - Inspect properties that store, handle, and use hazardous materials to ensure compliance with laws, codes, and regulations.
4. Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the process is initiated, and the complaint is resolved.
- Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

II. QUALIFICATIONS:

A. EDUCATION AND TRAINING

1. Requires equivalent experience, and an equivalent combination of education, training, and/or experience which provides the demonstrated knowledge, ability and skill necessary to perform the job satisfactorily.

B. LICENSES/CERTIFICATIONS

1. Possess a valid driver's license.

C. KNOWLEDGE

1. Knowledge of applicable codes and standards in fire prevention adopted by the jurisdiction and policies of the jurisdiction.
2. Knowledge of permit policies of the jurisdiction and the rationale for the permit.

3. Knowledge of the legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.
4. Knowledge of occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.

D. SKILLS AND ABILITIES

1. The ability to interpret codes and standards.
2. The ability to communicate orally and in writing.
3. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.
4. The ability to make observations and correct decisions.

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

Employee Signature

Date

(5) TB, Lisa, Barb, Micaela,
Ben, Bill, Cindy, Rick, Public

TO: Town Board

FROM: Lisa Potswald

RE: Work Proposed at the ESB Above and Beyond Contracts

DATE: May 6, 2021

There is additional work that Town staff recommend completing at the ESB that was not included in the contracts:

1. Add two sidewalks to the man doors on either side of the equipment bays (Berghammer) - \$4,560 (quote attached). We need to have a load of concrete come to the ESB to fix some chips/cracks in the slab in front of the main entrance so it would be a good time to do these additional sidewalks too.
2. Prep areas for sidewalks (\$1,300) and improve drainage strategy on the east side of the ESB (\$2,700) (Nelson) - \$4,000 (quote attached).
3. Add parking lot to the southeast side of the ESB – waiting for a quote from Arnie.

I checked with Barb and she said there should be a balance of approximately \$40,000 in the ESB designated fund. She said there also may be enough funds in the building construction Capital Outlay to cover these expenses.

Ben and Ray recommend adding the sidewalks and doing the drainage work. We have to wait until we receive the bid on the gravel parking lot from Arnie to determine whether to recommend it or not.

RECEIVED

MAY 6 2021

Initial dg



702 Clayton Ave W - P.O. Box 152 - CLAYTON, WI 54004
Phone: (715) 948-2811 - 1 (800)337-4121 - FAX: (715) 948-2456
Email: Office@BerghammerBuilders.com

Date: May 4th, 2021
Project: La Pointe Emergency Services Building
PCO Description: Sidewalks on South Side of Building

PCO Inclusions:

- Add 5'-0" wide x 4" deep sidewalks off the East and West sides of the Apparatus Bay apron.
- Both sidewalks to attach to existing stoop or sidewalk.
- Install Nomaflex expansion joint between existing and new concrete pours.
- Broomed finish with (1) coat of Cure & Seal.

PCO Cost Breakdown:

• Concrete Materials and Ferry Fees	ADD	\$1,637
• Berghammer Labor	ADD	\$2,508
• Berghammer Builder's 10% Profit	ADD	\$415

Cost of this Potential Change Order:

\$4,560.⁰⁰

*Acceptance of this Potential Change Order will increase/decrease the total contract price. Materials will be ordered, and the work will be scheduled as outlined above. Any deviations in the future may constitute additional price changes.

Customer: _____ Date _____

Printed Name: _____

Berghammer Builders: Ron Lahner Date 5/4/2021

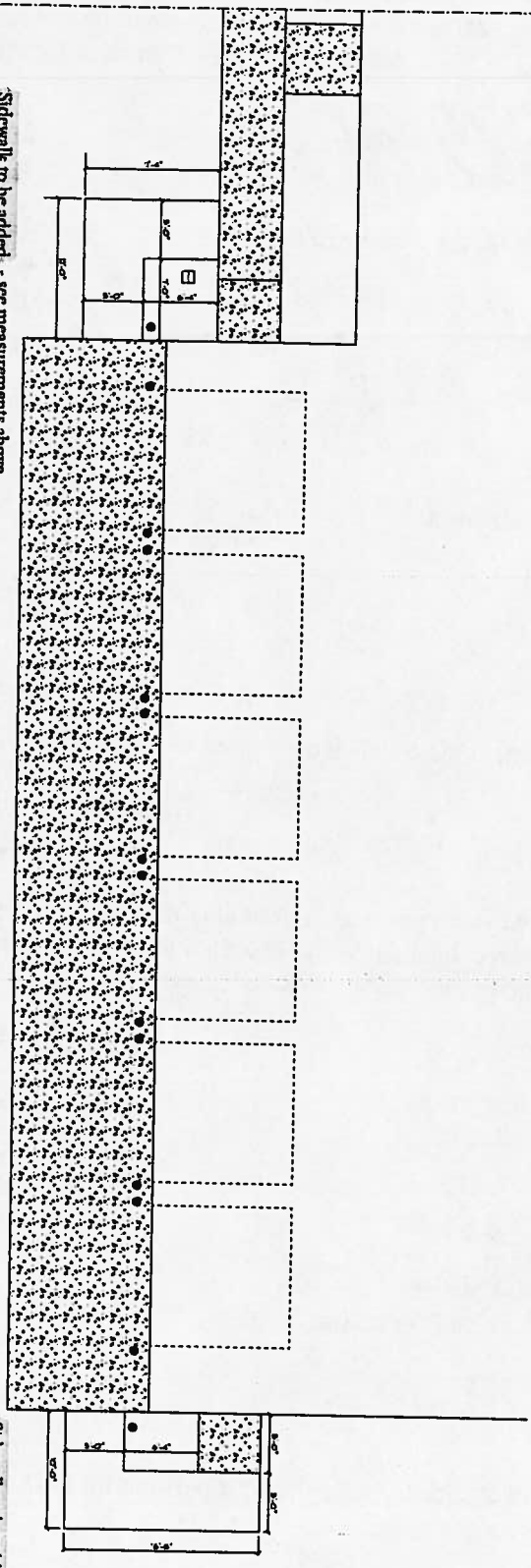
Printed Name: Ron Lahners - Project Manager

*Please note: This price is will require review if accepted more than 30 days of proposal date.

SIDEWALKS

SCALE: 1" = 10'-0"

Sidewalk to be added - see measurements above



SOFTPLAN
ARCHITECTURAL DESIGN SOFTWARE

PHONE:
FAX:
MOBILE:



SECTION
LETTER

PAGE
NUMBERS

La Pointe Emergency Services

PHONE:
FAX:
MOBILE:

DRAWN BY:
SCALE: 1" = 10'-0"
DATE: Tuesday, May 4, 2021

PAGE:
1 / 1
ADD SIDEWALKS

*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

May 4, 2021

Lisa Potswald, Town Administrator
Town of La Pointe
PO Box 270
La Pointe, WI 54850

Dear Lisa;

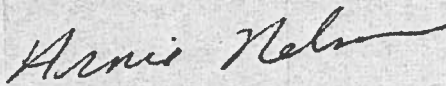
Tim Gagner of Wendel asked me to work up a price to remove clay and add back sand and compact for two (2) new sidewalk areas:

OUR PRICE IS \$650.00 EACH: \$1,300.00

Tim also asked me to give you a price to dig out clay down to the existing drain tile, put in a 4" tee, and add 5' of drain tile up to the surface, backfill with ¾" rock and sand. This is for the three (3) downspouts to dump into instead of dumping on the ground on the East side of the fire hall:

OUR PRICE IS \$900.00 EACH: \$2,700.00

Respectfully submitted,



Arnold Nelson, President/Owner
Nelson Construction Co of La Pointe, Inc.

Ps. Does the Town want a price to build the East parking lot too? Let me know. Thank you. Arnie