

TO: Town Board  
FROM: Michael Kuchta  
RE: Town Administrator's Report

DATES COVERED IN REPORT: Sept. 10-23, 2021

**1. Accomplished/Completed**

- No updates

**2. Coming Up**

- **Wisconsin Towns Association Convention.** At your suggestion, I registered for the convention for one day, Monday Oct. 11. I expect to attend workshops on USDA rural development funding, updating a town comprehensive plan, and road funding. I should be back on the island in time for the Oct. 12 TB meeting.

**3. Town Board Agenda – Information/Comments**

- **Purchase Agreement for Passenger Shelter.** In March and again in May, the Board rejected bids for a passenger shelter at the end of the Town Dock because costs far exceeded the \$27,000 budget. Public Works is recommending that you approve a scaled-down, 20-by-10-foot aluminum and tempered glass shelter, which more closely resembles a heated, curbside transit shelter. The estimated purchase and delivery cost is \$27,050; that does not include staff time for installation, additional site work, and an electrical contractor. A Wisconsin Coastal Management Program grant will cover 55 percent (up to \$15,000); that grant already has been extended twice, but expires on Dec. 31, 2021. The purchase agreement and supporting documentation is in your packet.
- **Update Policy and Procedures for Boards, Committees and Commissions.** The draft eliminates outdated portions of the policy and makes minor technical or grammatical changes to improve readability. It also makes some changes in substance; see the separate memo for details.
- **Affordable Housing Advisory Committee.** The committee is asking for two commitments from the Town Board:
  - That you allocate the Town's first installment of federal American Rescue Plan funding toward research and development of affordable housing on Madeline Island. The first installment -- \$13,659.52 -- was deposited earlier this year in a segregated account. (A second installment of the same amount is due in 2022.) There are 15 broad categories in which ARP funding can be spent; housing is one of the few in which there is a logical match for La Pointe.
  - That the Town update the housing component of the Comprehensive Plan, and utilize them to lead the work in that area.
- **Update Grant Policy and Procedures.** At your Sept. 14 meeting, members asked me to review our policy for seeking and accepting grants. See the separate memo for details of suggested revisions.
- **Wisconsin Coastal Management Program.** Public Works and I are seeking your go-ahead to pursue a grant for engineering work to design accessibility improvements to the lagoon and beach in Big Bay Town Park. The goal is to replace and widen the existing stairs and bridge, plus create additional ADA-compliant access. Preliminary estimates from 2016 put engineering at

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roughly \$40,000; we expect updated figures before the application deadline. The local match would be 50 percent. The grant application deadline is Nov. 5.

- **Great Lakes Island Alliance.** GLIA has cancelled its summit, scheduled for Oct. 3-6. Please decide whether we should a) seek return of our \$100 registration fee or b) donate it to the organization.
- **Passenger Landing Fee.** Our town attorney continues to investigate the possibility of an “embarkation” fee for passengers and vehicles arriving at and using the Town dock, short of new language in state statute. He believes the route he is pursuing would be allowed by existing statute and lease language.
- **Purchase Agreement with Pete’s Trailer Sales.** The Fire Department is asking that you approve this purchase of a truck bed, which will be mounted on an existing Dodge chassis. This will be the platform for the department’s new brush truck; the existing truck will be decommissioned and put up for auction.

#### 4. Follow Up on Previous/Ongoing Projects

- **Ferry Line.** Robbin Russell shared the revised fall ferry schedule with us a few days before it was published. The new schedule (through Nov. 28) runs the same number of boats as published earlier this year; however, it generally extends the day to include earlier and later boats to and from the island. (Of course, that means there are longer gaps between service during parts of the day.) A summary: The earliest boat to the island is now 7 a.m. (vs. 7:30); the latest boat to the island is 5:30 weekdays (no change) and 8:30 Fridays (vs. 7 p.m.). However, this eliminates the current 6 p.m. weekday boat, which benefits the school district. The earliest boat to Bayfield is now 7:30 a.m. (vs. 8 a.m.); the latest boat to Bayfield is 6 p.m. weekdays (vs. 4:30) and 7:30 p.m. Fridays (vs. 6:30 p.m.)

#### 5. Grant Report

- **Office of Energy Innovation.** We received word on Sept. 17 that we will receive a state grant to study the feasibility of building one or more power microgrids for critical infrastructure in La Pointe. Estimated grant value is \$47,000. Except for ferry fees, all Town contributions would be in-kind. We have not received the paperwork yet for you to approve executing the grant.
- **County Road H Erosion Mitigation.** U.S. Sen. Tammy Baldwin’s office informed us on Sept. 16 that our joint application with Ashland County remains under consideration by the Senate’s Appropriations Committee. They expect to know more by the end of September.

#### 6. Lawsuits/Legal Issues

- No updates

#### 7. Other Information

- **Russell Land Transfer.** Gary and Robin would like to schedule a dedication ceremony for transfer of the Main Street parcels for Friday Oct. 15.
- **Friends of Madeline Island Historical Museum.** I continue to facilitate discussion among residents who plan to form a Friends group to support and advocate for the museum. About a half-dozen residents met with representatives from the Wisconsin Historical Society on Sept. 16. I will be phasing out my participation as the residents get closer to adopting bylaws, incorporating as a 501.c.3 organization, and create a memorandum of agreement with the historical society.

- **Bayfield School District.** Glenn Carlson and I met Sept. 20 with Beth Papp, administrator for the School District of Bayfield. We talked primarily about ferry schedules, the district's proposal for new classroom space for the La Pointe School, and resistance within the district to that kind of investment on the island. She hopes to set up listening sessions on the island and mainland in late November/early December to discuss the proposal, her vision for the school's role in the district, and different viewpoints.
- **La Pointe Post Office.** Sen. Baldwin's office called to ask how well the Postal Service has resolved service issues the Town had raised in spring. I will forward any comments you wish to share.

(5) TB. Michael, Barb, Micaela,  
Ben, Public

## MEMO

To: Town Board

From: Michael Kuchta, Town Administrator

Re: Dock Passenger Shelter

September 24, 2021

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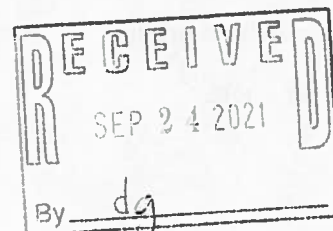
This is an updated memo from what appears in my TA report.

In March and again in May, the Board rejected bids for a custom passenger shelter on the Town Dock because costs far exceeded the \$27,000 budget.

Public Works is recommending that you approve a scaled-down, 8-by-15-foot aluminum and tempered glass shelter, heated, which more closely resembles a standard curbside transit shelter. The estimated purchase and delivery cost is \$18,350; that does not include staff time for installation, additional site work, and a licensed electrical contractor. The shelter would be installed near the Madeline landing slip.

A Wisconsin Coastal Management Program grant will cover 55 percent (up to \$15,000); that grant already has been extended twice, but expires on Dec. 31, 2021. The grant manager has approved the scaled-down version of the shelter. After applying the grant, the Town share of purchasing this shelter would be \$8,257.50.

The purchase agreement, purchase order, and supporting documentation are in your packet.





## TOWN OF LA POINTE

MADLINE ISLAND

240 Big Bay Road

PO Box 270

LA POINTE, WI 54850

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### PURCHASE AGREEMENT BETWEEN THE TOWN OF LA POINTE AND Austin Mohawk and Company LLC

The Town of La Pointe ("Town") agrees to enter into a transaction with Austin Mohawk and Company LLC ("Supplier") for the following purchase. The Town and Supplier agree to these provisions:

- The Town will purchase an 8-by-15-foot heated, custom aluminum passenger shelter, as described in Quote Q0211168 (EXHIBIT A).
- Price will not exceed \$18,350, including shipping and delivery.
- Supplier will ship and deliver goods to Town Dock.
- Supplier will cover ferry fees and any additional incidental costs.
- Town will pay a 30 percent deposit upon completion of the purchase agreement. Balance will be paid within 30 days of delivery of goods.

This agreement is subject to the laws and regulations of the State of Wisconsin.

Approved by Town Board (date): \_\_\_\_\_

Signed:

\_\_\_\_\_  
Town Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Supplier

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_

Attached:

Town purchase order

Supplier quote



# AUSTIN MOHAWK and COMPANY, LLC

2175 Beechgrove Place  
 Utica, New York 13501-1797  
 (315) 793-3000 Fax (315) 793-9370

# QUOTATION

Date 9/9/21  
 Quote No. Q0211168  
 Cust ID. 21886  
 Expires: 10/9/21

Bill To: **TOWN OF LAPOINTE**  
 PUBLIC WORKS  
 240 BIG BAY ROAD PO BOX 270  
 LA POINTE, WI 54850

ATTN: RAY HAKOLA

PHONE: 715-663-0191  
 FAX:

Office Contact	Ship Via	F.O.B. Point	Sales Rep.	Quoted Terms
Lawrence Hagan	BEST WAY	FOB UTICA, NY	MIDWEST	30% DEP BAL NET 30 ON APPROVAL

Part #	Description	Qty	Unit Price	Amount
ALS815.A1HB	8' X 15' ALUM SHELTER HIP ROOF 1 OPEN	1	\$11,800.00	\$11,800.00

A. General: Unassembled modular shelter is fabricated from low maintenance, lightweight corrosive resistant aluminum (factory fabricated). Site assembly required.

- Dimensions: Width and Length as stated above - with a TBD exterior height and 80" minimum clearance height.
- Frame Construction: Provide structural framing of 6063-T6 aluminum alloy extrusions. Members shall have a Quaker Bronze finish. Connections shall be fastened internally to framing systems using mechanical fasteners or MIG welded where necessary. Exposed fasteners on framing system are not acceptable. No ventilation space at bottom of unit. One front opening (with door).
- Roof/Ceiling Assembly: Standing seam hip roof shall be constructed using 18 ga. galvanized frame with 24 ga. interlocking pan sections. Sections are 1-3/4" high. Color to be determined from manufacturers standard color selection chart. Roof drains into full perimeter gutter system. Interior ceiling shall provide smooth flat interior, constructed from 20 GA, pre-finished white steel.
- Windows: Fixed windows are single pane 1/4" minimum clear tempered safety glass, glazed within wall system extrusions and not fastened to exterior wall. Glass sealed with concealed gasket system.
- Door: Swing door shall be an aluminum commercial grade, full glass and hydraulic closer/storm chain. Door shall be supplied with pull handle exterior and push bar interior, removable core type cylinder compatible with Best cc exterior and interior thumb turn lock cylinder. Door color shall be Dark Bronze.
- Anchoring: Shelter installation requires concrete pad to be 12" minimum larger than shelter in both length and width dimensions. Pad must be level within 1/2" over length and width of structure. Shelter to be anchored to pad using height adjustable aluminum boot and anchored down using 1/4" X 1 7/8" Hilti Kwik HUZ-EZ screw anchors.
- Performance: PE Stamped drawings are not included. Available upon request.

FULLBENCH	FULL LENGTH BENCH FOR SHELTER *OPTIONAL*	1	\$625.00	\$625.00
	1. Bench: Full length anodized aluminum bench system includes aluminum plank bench and aluminum plank backrest, end caps, brackets and hardware. Bench and backrest install directly to shelter frame.			



# AUSTIN MOHAWK and COMPANY, LLC

2175 Beechgrove Place  
Utica, New York 13501-1797  
(315) 793-3000 Fax (315) 793-9370

# QUOTATION

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Quote No. Q0211168  
Cust ID. 21886  
Expires: 10/9/21

Bill To: TOWN OF LAPOINTE  
PUBLIC WORKS  
240 BIG BAY ROAD PO BOX 270  
LA POINTE, WI 54850

ATTN: RAY HAKOLA

PHONE: 715-663-0191  
FAX:

Office Contact	Ship Via	F.O.B. Point	Sales Rep.	Quoted Terms
Lawrence Hagan	BEST WAY	FOB UTICA, NY	MIDWEST	30% DEP BAL NET 30 ON APPROVAL

Part #	Description	Qty	Unit Price	Amount
IRHEATER	INFRARED HEATER *OPTIONAL*	1	\$425.00	\$425.00
S&H AUSTIN	SHIPPING & HANDLING	1	\$0.00	\$0.00

1. Infrared Heater: Shall be ceiling mounted, 1500 Watts, 120V, BTU output 5120. Fastens directly to ceiling of shelter using two adjustable mounting brackets. Heater unit extends down 6 1/2" from ceiling. Hand guard is included. Installed and wired by others in the field.

\*\*Shipping is via flatbed trailer. Route includes ferry and price will be determined at time of shipment. Estimate approx \$5,500.00\*\*

Production lead time will be provided at order acknowledgement and will be commence after acceptance of order with terms and conditions and receipt of signed approved submittal prints (including PE or Third Party reviews when required).

Unit will be shipped knocked down and crated.  
Unloading and assembly on site by others.  
\*Typical Forklift / Crane needed at time of delivery for unloading.  
Freight charges reflect CRATING and SHIPPING to LA POINTE, WI (1,200 miles).

\*\*All Freight is FOB Utica, NY, Freight Prepaid & Add.  
\*\*Liftgate delivery service is NOT included, unless otherwise specified.



# AUSTIN MOHAWK and COMPANY, LLC

2175 Beechgrove Place  
Utica, New York 13501-1797  
(315) 793-3000 Fax (315) 793-9370

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PUBLIC WORKS  
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ATTN: RAY HAKOLA

PHONE: 715-663-0191

FAX:

Office Contact	Ship Via	F.O.B. Point	Sales Rep.	Quoted Terms
Lawrence Hagan	BEST WAY	FOB UTICA, NY	MIDWEST	30% DEP BAL NET 30 ON APPROVAL

Part #	Description	Qty	Unit Price	Amount
<b>TOTAL QUOTATION</b>				<b>\$12,850.00</b>

Third Party plan review, PE stamped drawings and inspections are excluded from all quotations unless listed with a price above and included in the total. It is the responsibility of the customer to review their state and local codes, if it is found to be a requirement Austin Mohawk can provide this service through a Third-Party Design Approval Primary Inspection Agency (DAPIA) for an additional charge. In some cases a waiver of the Third-Party Review may be required.

### Standard Terms & Conditions

Terms are subject to credit approval. Standard Terms are Net 30, New Customers require 30% deposit, Orders less than \$5,000 Cash In Advance. FOB Utica NY. Warranty period is one (1) calendar year from date of delivery. If product is manufactured but cannot be delivered, a 2%/month storage fee will be charged after 5 days, or if order is cancelled a cancellation fee will apply. Customer is responsible for applicable municipal, county, state, and federal taxes. For deliveries in NY, NJ sales tax will be charged on invoice without a dated Resale, Direct Pay or Tax Exempt Certificate. All other states, seller is not registered to collect sales tax. Buyer is responsible for sales tax compliance.

This quotation reflects Austin Mohawk and Company, Inc. standard specifications and fabrication practices for Prefabricated Buildings and Shelters. The quoted specification may or may not conform to customer supplied specifications. It is the customer's responsibility for review of quoted specifications. Acceptance of this quotation means labor, materials and services will be paid in full without withholding any retainage whatsoever.

\*All quoted lead-times are subject to change.

\*\*All Freight is FOB Utica, NY, Freight Prepaid & Add.

\*\*\*All Freight estimates are subject to change.

To activate your order, please sign & return this quote form. Upon receipt, seller will forward the Release to Fabrication that is required to be signed and returned to release your project into our active schedule.

Purchase Order # \_\_\_\_\_ Delivery Request Date \_\_\_\_\_

Customer Acceptance by: \_\_\_\_\_ Date: \_\_\_\_\_





TOWN OF LA POINTE  
 PO Box 270  
 LA POINTE, WISCONSIN 54850  
 715-747-6913

GOVERNMENT AGENCY TAX EXEMPT  
 - All Sales are Tax Exempt -

# Purchase Order Form

Date of Request 9/23/2021 **Is this Expenditure Currently in the Budget?**  Y  N  
 Person's Name Ray Hakola **If not, where will funds come from?** \_\_\_\_\_  
 Budget Line Item # 57354-02 Currently in budget line item \$ 26,873.00  
 Project Name Dock Passenger Shelter Date Needed 12/31/2021  
 Purpose Provide heated shelter for passengers waiting for ferry  
 Amount Estimate \$ 27,000.00 Checked State Purchasing Website  Y  N  
 Date Town Board approved: \_\_\_\_\_ SDS Needed? \_\_\_\_\_  
 Actual Cost \_\_\_\_\_ Actual Purchase Date \_\_\_\_\_

Purchasing policy requires attaching 3 vendor quotes/estimates. Circle Selected Vendor:

Vendor #1 Austin Mohawk & Co. Amount \$ 18,350.00  
 Vendor #2 \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Vendor #3 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Why did you pick this vendor \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor #2 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor #3 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor #4 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor #5 \_\_\_\_\_ Date \_\_\_\_\_  
 Town Administrator \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Complete one Purchase Order for each vendor on a multi-vendor project.

## CONTRACT PROCESSING

\$1,500 - \$5,000 - Signed by Town Administration  YES  NO  
 \$5,001 - Signed by Town Board  YES  NO Date Contract to TB \_\_\_\_\_  
 Publishing/posting Needed?  YES  NO If yes, date(s) \_\_\_\_\_

## MEMO

To: Town Board

From: Michael Kuchta, Town Administrator

Re: Policy and Procedures for Boards, Committees and Commissions.

Sept. 28, 2021

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This draft proposes the following changes in substance (the term "committee" also applies to boards and commissions):

- Clarifies that committee members are appointed by the Town Board for a specified period of time.
- Clarifies the definition of a quorum and what committees can or cannot do in the absence of a quorum.
- Clarifies that the Town Board must ratify bylaws.
- Adds a definition of "committee."
- Clarifies that applicants are ineligible to serve if they are delinquent in Town payments or have claims pending against the Town.
- Expands the ability of any community member – not only existing committee members – to make a claim of ineligibility against a sitting committee member.
- Distinguishes between vacancies that occur when terms expire and vacancies that result from resignations.
- Establishes a 30-day requirement for notice of committee vacancies.
- Removes the implication that seated committee members retain their seat automatically.
- Updates required posting locations.
- Updates which committees to which the Town Administrator is assigned.

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sign-up sheet to fill vacancies shall be posted at the Post Office, the Library posting board, the Town Hall posting board, and in Town Hall for interested parties. Notice shall also be posted on the Town website.

Seated members of a board, committee or commission will be sent an email or a mailed letter (with a stamped postcard addressed to the Town of La Pointe) notifying them that their term is expiring. The member should return the postcard or respond to the email indicating that they intend either to:

1. Apply for another term; or
2. Elect not to serve another term.

If a response is received at Town Hall indicating that the member wishes to serve again, the Town Clerk will so note the name on the sign-up sheet at Town Hall.

**E. Appointment process.** New individuals who sign up for an open seat must complete an application, certify that they have read the policy that pertains to attendance (Section H), and acknowledge that they understand the duties and responsibilities of the position. The Town Clerk shall be responsible for the application's completeness.

The Town Board will jointly select the most qualified individuals for the available positions; the Board may take into account the body's recommendations for membership; seated members who wish to serve again; and the skills and experience of new applicants interested in a position. Applications will be kept on file in case of vacancies that arise through resignation or ineligibility (See F).

**F. Vacancies.** If an appointee fails to attend meetings as required and thus voluntarily resigns, or for other reasons resigns, the Town Board shall appoint a person to the unexpired term. The Town Clerk will solicit new applications from eligible residents, and verify with previous applicants if they are still interested in the position. All new and existing applications will be provided to Town Board members for their review. Residents who have an application on file may review and update their application before it is presented to the Town Board.

**G. No financial liability.** No member shall incur any financial liability in the name of the Town without proper authorization.

**H. Attendance.**

1. Active participation by all appointed members is necessary for proper functioning of boards, commissions, and committees. Once notice of a meeting has been supplied to members, it shall be the responsibility of members either to attend or, prior to the time of the meeting, notify the Town of their inability to attend. Attendance may be by telephone or computer if approved in advance by the committee.
2. Failure to attend three consecutive meetings without excused absences, or 75% of meetings in one year, will be considered as a voluntary resignation. The chair of the board, committee, or commission decides if an absence is excused or not.

**I. Town Staff Support for Committees.**

1. The Clerical Assistant provides administrative support to the chairs of the Winter Transportation Committee, the Energy Committee, the Community Awards Committee, and the Public Arts Committee to set meeting dates and establish an agenda, ensure information

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for each meeting is provided to members in advance, and ensure that meetings are recorded. The Clerical Assistant transcribes the minutes and distributes them in a timely manner.

2. The Zoning Administrator provides administrative support to the Town Plan Commission and the Zoning Board of Appeals to set meeting dates and establish an agenda, ensure information for each meeting is provided to members in advance, and ensure that meetings are recorded. The Zoning Administrator transcribes the minutes and distributes them in a timely manner.
3. The Library Director provides administrative support to the Library to set meeting dates and establish an agenda, ensure information for each meeting is provided to members in advance, and ensure that meetings are recorded. The Clerical Assistant transcribes the minutes and distributes them in a timely manner.
4. The Town Clerk provides administrative support to the Board of Review and Election Board to set meeting dates and establish an agenda, ensure information for each meeting is provided to members in advance, and ensure that meetings are recorded.
5. The Town Administrator serves as a Board representative to the following committees: Winter Transportation, Energy, Public Arts, Affordable Housing Advisory, and Comprehensive Plan Steering.

**J. Removal of members.** Except as provided in state statutes, the Town Board shall have the authority to remove, by majority vote, any member from their seat whenever, in its discretion, the best interests of the Town will be served.

I certify by my signature that I have read the applicable Board, Committee or Commission bylaws and this policy, and understand the duties and responsibilities of the position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

History: Approved November 9, 2004, reaffirmed March 8, 2008, amended April 12, 2008, amended January 26, 2016, amended September 11, 2018, amended October 23, 2018.

CURRENT

Name: \_\_\_\_\_  
Committee/Board \_\_\_\_\_

## TOWN OF LA POINTE BOARD/COMMITTEE MEMBERSHIP POLICY AND PROCEDURES

**A. Scope.** The terms of the Policy shall apply to the appointment of all current and future boards, committees and commissions appointed or created by the Town Board, except where in conflict with applicable state statutes, bylaws, contracts, or as otherwise provided.

**B. Definitions.**

**1. Board:** A Board is a type of statutory body that must be formed and perform duties according to the guidelines set out in state law. These include:

- Town Plan Commission – WI Stats 60.62(4) and 62.23
- Madeline Sanitary District Board - Chapter 60, Subchapter IX
- Zoning Board of Appeals – WI Stats 60.65
- Madeline Island Public Library Board– WI Stats 43.54
- Board of Review Alternate – WI Stats 70.46
- Election Officials - WI Stats 7.30

**2. Members:** All appointees described herein who have voting authority.

**3. Quorum:** A majority of a board’s members are present. A majority is over 50% of the members unless otherwise indicated in the bylaws.

**4. Bylaws:** Rules adopted governing its members and the regulation of its affairs.

**5. Commission:** A commission is a type of statutory body that must be formed and perform duties according to the guidelines set out in state law. These include:

**C. Eligibility.** Members must be eligible to vote in the Town of La Pointe, unless otherwise provided, and should not have any Town delinquent personal taxes, Town utilities or other Town assessments, and must not have any claim pending against the Town. Town staff will conduct a one-time check for delinquencies upon receipt of application. Present sitting members of any committee are excluded from this requirement. If a claim is placed by a current member of a board, commission, or committee, the member can be removed by a majority vote of the Town Board.

**D. Vacancies through term expiration or resignation.** A seated member of a Board, Committee or Commission will be sent a letter and email notifying them that their term of office is expiring. A self-addressed stamped postcard addressed to the Town of La Pointe will be enclosed with the letter, allowing the member to either:

1. Serve another term; or
2. Elect not to serve another term.

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A sign-up sheet for the position describing who is being resigned will be posted at the Post office, at the Brummer Company posting board, at the Town Hall posting board, and the Town Hall desk in the Town Hall meeting room for interested parties to sign up.

The member who wishes to serve again should return the postcard or respond to the email. If a postcard is received at the Town Hall indicating that the member wishes to serve again, the Town Clerk or Clerical Assistant will so note the name on the sign-up sheet on the Town Hall desk.

**E. Appointment process.** The Town Board will consider the following to decide to appoint a member includes these criteria:

1. The board, commission or committee's recommendation to the Town Board.
2. Seated members who wish to serve again.
3. New individuals interested in the open position.

A new individual who has signed up for an open seat must complete an application, certify that they have read the policy that pertains to attendance, and acknowledge they understand the duties and responsibilities of the position.

The Town Clerk shall be responsible for the applications' completeness. The Town Board will jointly select the most qualified individuals for the available positions. These will be kept on file in case of vacancies (See F).

**F. Vacancies.** Vacancies occurring shall be filled for the unexpired term by appointment of the Town Board from completed applications. If no completed applications are available, the Town Clerk will solicit applications from eligible citizens. All applications will be provided to Town Board members for their review. If an applicant has an application on file and applies for another vacancy, the applicant must review and update their on-file application

**G. No financial liability.** No member thereof, shall incur any financial liability in the name of the Town without proper authorization.

**H. Attendance.**

1. Active participation by all appointed members is necessary for proper functioning of boards, committees and commissions. Once notice of a meeting has been supplied to a member, it shall be the responsibility of that member to either attend or, prior to the time of the meeting, notify the Town of his/her inability to attend. Attendance may be by telephone or computer if approved in advance by the committee.
2. Failure to attend three consecutive meetings without excused absences or 75% of meetings in one year, may be considered as a voluntary resignation. The Board, Committee, or Commission Chair decides if the absence is excused or not.
3. If an appointee fails to attend as required herein and thus voluntarily resigns, or for other reasons resigns, the Town Board shall appoint a person to the unexpired term.

CURRENT

**I. Town Staff Support for Committees.**

1. The Clerical Assistant provides administrative support to the Chairs of the Winter Transportation Committee, the Energy Committee, the Community Awards Committee, the Public Arts Committee and the Harbor Committee to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Clerical Assistant transcribes the minutes and distributes them in a timely manner.
2. The Zoning Administrator provides administrative support to the Town Plan Commission and the Zoning Board of Appeals to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Zoning Administrator transcribes the minutes and distributes them in a timely manner.
3. The Library Director provides administrative support to the Library Board to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Library Board Secretary transcribes the minutes and distributes them in a timely manner.
4. The Town Clerk provides administrative support to the Board of Review and the Election Board to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance.
5. The Town Administrator serves as the administrative representative to the following committees: Winter Transportation, Energy Committee, and Harbor Committee.

**J. Removal of members.** The Town Board, by majority vote, shall have the authority to remove any member from their seat whenever, in its discretion, the best interests of the Town shall be served thereby, except as provided in state statutes.

I certify by my signature that I have read the applicable Board, Committee or Commission bylaws and this policy and understand the duties of the position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**2021 Town Board Budget Condensed Summary Report - Approved 12/23/2020**

**REVENUES:**

	Approved 2021 budget	2021 Amended Budget	2021 Actual -Aug 2021	2021 Budget Remaing	2020 Actual -Aug 2020
<i>Includes Amend #2</i>					
Taxes:	\$ 1,946,177	\$ 1,946,177	\$ 1,860,504	\$ 85,674	\$ 1,861,943
Intergovernl Revenues:	\$ 167,274	\$ 167,274	\$ 114,326	\$ 52,948	\$ 934,282
Licenses & Permits:	\$ 32,041	\$ 32,041	\$ 30,583	\$ 1,458	\$ 29,800
Fines/Forfeitures:	\$ 3,575	\$ 3,575	\$ 2,500	\$ 1,075	\$ 1,938
Public Services Chrgs:	\$ 441,134	\$ 428,289	\$ 462,373	\$ (34,084)	\$ 321,865
Intergovernl Chrgs:	\$ 173,900	\$ 173,900	\$ 129,907	\$ 43,993	\$ 134,758
Misc. Revenue:	\$ 110,785	\$ 149,714	\$ 158,601	\$ (8,887)	\$ 287,165
Other Fin. Sources:	\$ 706,341	\$ 2,003,479	\$ 700,000	\$ 1,303,479	\$ 1,365,938
<b>TOTAL REVENUES:</b>	<b>\$ 3,581,227</b>	<b>\$ 4,904,449</b>	<b>\$ 3,458,793</b>	<b>\$ 1,445,656</b>	<b>\$ 4,937,689</b>
	0	0	0	0	0

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**EXPENDITURES**

	Approved 2021 budget	2021 Amended Budget	2021 Actual -Aug 2021	2021 Budget Remaing	2020 Actual -Aug 2020
General Government	\$ 602,471	\$ 634,033	\$ 374,053	\$ 259,980	\$ 313,791
Public Safety:	\$ 639,931	\$ 652,239	\$ 365,941	\$ 286,298	\$ 400,410
Public Works:	\$ 824,657	\$ 838,012	\$ 489,594	\$ 348,418	\$ 456,671
Health & Human Services:	\$ 38,662	\$ 38,662	\$ 29,812	\$ 8,851	\$ 5,465
Culture, Parks & Rec:	\$ 399,373	\$ 399,373	\$ 271,960	\$ 127,413	\$ 261,229
Conservation & Devel:	\$ 45,355	\$ 46,182	\$ 21,309	\$ 24,873	\$ 21,326
Capital Outlay:	\$ 478,237	\$ 1,743,407	\$ 1,289,166	\$ 454,241	\$ 1,563,836
Debt Service:	\$ 494,940	\$ 494,940	\$ 351,951	\$ 142,989	\$ 789,167
Other Financing Needs:	\$ 57,600	\$ 57,600	\$ 27,600	\$ 30,000	\$ 5,600
<b>TOTAL EXPENDITURES:</b>	<b>\$ 3,581,227</b>	<b>\$ 4,904,449</b>	<b>\$ 3,221,387</b>	<b>\$ 1,683,062</b>	<b>\$ 3,817,495</b>
	0.00	0.00	0.00	0.00	0.00

ok

**2021 Actuals & Comparisons to 2020 Actuals**

Year to Date	August 2021 to August 2020	2021	2020	Change	UP
<b>REVENUES:</b>		<b>\$2,758,793</b>	<b>\$3,571,751</b>		<b>(\$812,958)</b>
	<i>(excludes Other Financings Sources - borrowing, transferred designated funds)</i>				<i>un-favorable</i>
All Tax collections		\$1,860,504	\$1,861,943	(\$1,439)	
Collection % of entire tax roll		99.6%	100.0%		
Transportation aids, state funding		\$103,832	\$112,686	(\$8,854)	<i>Expenditure Restraint Program</i>
Grants & Reimbursements for 2019 expenses		\$8,851	\$811,904	(\$803,053)	<i>Harbor Grant</i>
BBTP Campground, shellers, NMV		\$226,188	\$172,953	\$53,235	<i>Campground: 2020 COVID</i>
Airport, Docks & Harbor Fees, revenues		\$105,487	\$97,945	\$7,542	
Permits, tickets, licenses, Ambulance		\$41,013	\$40,367	\$646	
MRF Fees, sales		\$134,288	\$39,747	\$94,541	
Misc Revenue		\$9,164	\$4,246	\$4,918	
County & Intermunicipal re-imburements		\$129,907	\$134,758	(\$4,851)	<i>County H</i>
Misc leases, property sales, interest, contributions		\$132,946	\$177,323	(\$44,377)	<i>ESB Insurance</i>
					<i>Bayfield School (windslid), Rural ESB reimbursements</i>

		2021	2020	Change	UP
<b>EXPENDITURES:</b>		<b>\$2,841,836</b>	<b>\$3,022,728</b>		<b>(\$180,892)</b>
	<i>(excludes Debt Service (borrowing) &amp; Other Financing Uses)</i>				<i>favorable</i>
<b>General Government</b>		<b>\$374,053</b>	<b>\$313,791</b>	<b>\$60,262</b>	
UP Legal, Personnel & benefits, Audit, Work Comp & Gen Insurance					<i>un-favorable</i>
DOWN Computer/Web-site, treasurer expenses					
<b>Law Enforcement</b>		<b>\$207,552</b>	<b>\$217,403</b>	<b>(\$9,851)</b>	
UP CODY expense, general insurance, uniforms, training					<i>favorable</i>
DOWN Personnel & benefits, supplies, building					
<b>Fire Dept.</b>		<b>\$61,197</b>	<b>\$78,443</b>	<b>(\$17,246)</b>	
UP: Equipment purchases, repairs & maintenance, Compensation/CEUs, ice rescue					<i>favorable</i>
DOWN truck maintenance, fire supplies (2020 grant purchases)					
<b>Ambulance Service</b>		<b>\$97,193</b>	<b>\$104,564</b>	<b>(\$7,371)</b>	
UP Education, directors expense					<i>favorable</i>
DOWN Utilities, Compensation, supplies, bldg, length of service					
<b>Roads</b>		<b>\$300,861</b>	<b>\$264,977</b>	<b>\$35,884</b>	
UP Ice Road, Winter Transport/Ice Road, Gravel purchases, Insurances, culverts, Rd maint					<i>un-favorable</i>
DOWN Fuels, parts, subs					<i>favorable</i>
<b>Airport</b>		<b>\$29,102</b>	<b>\$27,059</b>	<b>\$2,043</b>	
UP TV145 equipment repairs, maintenance (CARES Grant expenses)					<i>un-favorable</i>
DOWN Insurance (2020 timing), utilities					
<b>DOCK/HARBOR</b>		<b>\$6,180</b>	<b>\$15,475</b>	<b>(\$9,295)</b>	
UP Town labor					<i>favorable</i>
DOWN Admin/Engineering					
<b>CEMETERY</b>		<b>\$5,754</b>	<b>\$3,209</b>	<b>\$2,545</b>	
UP Chapel Expenses (some will be off-set by Michael chapel maint fund), added Sextons					<i>un-favorable</i>
DOWN General expenses					
<b>MRF</b>		<b>\$153,452</b>	<b>\$149,160</b>	<b>\$4,292</b>	
UP - Self-hauling expenses, SW & Recycling hauling/disposals, expenses					<i>un-favorable</i>
DOWN Personnel & insurance, MRF Facility costs, equip repairs					
<b>Library</b>		<b>\$128,087</b>	<b>\$131,645</b>	<b>(\$3,558)</b>	
MI Public Library Board handles					<i>favorable</i>
<b>Parks</b>		<b>\$139,718</b>	<b>\$125,873</b>	<b>\$13,845</b>	
UP Unemployment, general expenses, vehicle, BBTP, insurances					<i>un-favorable</i>
DOWN Labor					
<b>Recreation Center</b>		<b>\$4,156</b>	<b>\$3,711</b>	<b>\$445</b>	
UP Insurances, utilities, Town Labor					<i>un-favorable</i>
DOWN					
<b>Capital Outlays</b>		<b>\$1,289,166</b>	<b>\$1,563,836</b>	<b>(\$274,670)</b>	
UP Purchases, improvements					<i>favorable</i>
2021 Town Hall Painting & flooring	\$43,473				
2021 Ambulance 2019/2020 Mercedes LED Lighting	\$2,475				
2021 Rds Equipment (Steamer)	\$10,427				
2021 Town dock improvement Project	\$145,127				
2021 Town dock Passenger Shelter	\$321				
2021 MRF Hauling Truck	\$54,755				
2021 Rec Center Bathrooms remodel	\$1,423				
2021 MRF Building Improvements	\$14,669				
2021 Library exterior painting	\$4,312				
Capital Before ESB Project	\$276,982				
2021 ESB Site Construction	\$862,372				
2021 ESB Site Architect/Engineering	\$100,644				
2021 ESB Site Town expenses	\$49,169				
ESB Project	\$1,012,185				
2020 Police - 2019 squad outfitting			\$10,348		
2020 Town Hall Security			\$1,007		
2020 Ambulance			\$153,711		
2020 Rds new equipment /Joni's beach			\$5,537		
2020 Airport improvements			\$1,943		
2020 Waterfront Curve Sidewalk			\$1,553		
2020 HAP Town Dock Improvement Project			\$836,667		
2020 Cemetery Chapel walkway			\$6,116		
2020 Rec Center			\$1,957		
2020 ESB Site			\$544,997		
2020 Cty Garage into Temp ESB			\$0		

## 2021 Town Board Designated Funds Breakdown

2021  
Budgeted  
Yr end Bal

	<u>Aug-21</u>	<u>Jul-21</u>	= <u>CHANGE</u>	<u>2021 Budgeted Yr end Bal</u>
ADDITIONAL ROOM TAX FUND:	24	24	0	0
MI Cof COMMERCE/FIREWORKS:	19,076	17,076	2,000	11,645
			<i>+ donations</i>	
Town Admin:Cell Tower/Am Rescue F	513,707	513,694	13	500,240
			<i>+ Interest</i>	
Public Arts Committee	0	0	0	40,000
ZONING (Fire # Project)	34,362	34,362	0	0
LAW ENFORCEMENT:	15,320	7,595	7,725	16,544
			<i>+ Budget, County contrib</i>	
FIRE DEPARTMENT:	69,745	54,744	15,001	89,093
			<i>+Budget transfer, interest</i>	
AMBULANCE:	25,544	24,544	1,000	41,798
			<i>+donations</i>	
ESB RECOVERY FUND (Donations)	600	600	0	0
ESB Ambulance VEHICLE INSURANC	0	0	0	0
ESB Fire Dept VEHICLE INSURANCE	615,916	623,457	(7,541)	0
			<i>+interest, radios installed work</i>	
ESB BLDG INSURANCE FUND	0	0	0	0
ESB Insurance Contents	50,942	51,594	(652)	0
			<i>-purchases + interest</i>	
PARKS:	48,358	46,389	1,969	46,733
			<i>+interest + donations</i>	
REC CENTER: General Recreation Center, Softball fund	5,495	5,495	0	5,491
CEMETERY FUND	9,242	9,242	0	4,109
WINTER TRANSPORTATION FUND:	20,906	20,905	1	27,388
ALTERNATIVE ENERGY FUND:	91	91	0	90
LIBRARY:	94,844	91,083	3,761	74,446
			<i>+ interest, donations-program costs</i>	
<b>TOTAL DESIGNATED FUNDS:</b>	<b>1,500,894</b>	<b>1,490,061</b>	<b>10,832</b>	<b>\$857,577</b>

(S) TB, Michael, Barb, Micaela,  
Public

## MEMO

To: Town Board

From: Michael Kuchta, Town Administrator

Re: Grant Policy and Procedures

Sept. 28, 2021

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This draft proposes the following changes in substance:

- Restructures language so the process is spelled out in more of a sequential order.
- Clarifies the existing practice in which committees also prepare grant applications.
- Clarifies the roles of the Town Administrator and Accounting Administrator in the grant application process.
- Makes it clear that the Town Board must approve all grant contracts.
- Makes it clear that the Town Board must approve all grant applications above \$5,000.
- Requires the Town Administrator to inform the Town Board of all grant applications, including those of less than \$5,000.

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dg

DRAFT

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

## GRANT POLICY AND PROCEDURES TOWN OF LA POINTE

Grants can be an important source of funding for various Town operations and projects. Grants, however, have conditions associated with their use; those conditions and any associated costs must be thoroughly evaluated as part of the application process.

1. All grant application opportunities must be reviewed and approved by the Town Administrator and Accounting Administrator before a Department Head or Committee begins drafting a grant application. The Department Head or Committee must provide all essential information required by the Town Administrator and Accounting Administrator.
2. All grant contracts and all grant applications above \$5,000 must be submitted to the Town Board for approval, and signed before being submitted. The Accounting Administrator must review all proposed grant agreements/contracts before approval.
3. The Town Administrator can approve grant applications for up to \$5,000, including any match, without seeking Town Board approval. However, the Town Administrator must, in a timely manner, inform the Town Board of any grant applications, including the purpose of the application, how the potential grant fits within the department's functions, and the potential grant's fiscal implications.
4. No actual or anticipated grant proceeds can be spent before Town Board approval of a grant contract/agreement.
5. Any required match must be identified in and included in the department's existing budget prior to submitting a grant application.
6. Whenever possible, grant funding should provide sufficient funds to pay all grantee and support agency marginal costs for the administration activities necessary to manage the grant.
7. Positions funded by grants shall be discontinued (or reduced) upon the discontinuance (or reduction) of the funding grant(s).

### **EXCEPTIONS**

1. Scheduled grant applications that have been approved by resolution do not have to go before the Town Board each time they are submitted. These include the RUG grant (MRF) and Act 102 funding for the Ambulance Service.
2. This Policy and Procedures does not apply to the Madeline Island Public Library unless the Library Board approves the policy.

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## **GRANT POLICY AND PROCEDURES TOWN OF LA POINTE**

### **POLICY**

Grants can be an important source of funding for various town operations and projects. Grants, however, have conditions associated with their use, and those conditions and any associated costs need to be thoroughly evaluated prior to the application process.

1. For this reason, all grant application opportunities must be reviewed and approved for application by the Town Administrator and Accounting Administrator prior to beginning the application process.
2. The Department Head must provide information to the Town Administrator who must then inform the Town Board of any impending grant applications, including the purpose of the application, how the grant fits within the department's functions, and the fiscal implications prior to the grant application submittal.
3. Any required match must be identified in and included in the department's existing budget prior to the grant application's submission.
4. Whenever possible, grant funding should provide sufficient funds to pay all grantee and support agency marginal costs for the administration activities necessary to manage the grant.
5. Positions created through a grant program are grant-dependent. It is the policy of the Town of La Pointe that positions funded by grants shall be discontinued (or reduced) upon the discontinuance (or reduction) of the funding grant(s).
6. Following the policy above, the Town Administrator can approve grant applications and grant awards for up to \$5,000, including any match, without going to the Town Board for approval at the Administrator's discretion.

### **PROCEDURES**

1. If a grant has been approved by the Town Board for submission, all grant applications, agreements/contracts must be reviewed by the Accounting Administrator prior to Town Board approval of the grant contract.
2. All grant agreements/contracts must then be reviewed, approved and signed by the Town Board.
3. No expenditure of grant proceeds shall be made until such time that the Town Board approves acceptance of the grant.

CURRENT

**EXCEPTIONS**

1. Scheduled grant applications that have been approved by resolution do not have to go before the Town Board each time they are submitted. These include the RUG grant (MRF) and Act 102 funding for the Ambulance Service.
2. This Policy and Procedures does not apply to the Madeline Island Public Library unless the Library Board approves the policy.
3. In most state and federal grants, no eligible expenditures can be made until there is a fully executed (both parties have signed) grant agreement in place.



(5) TRS, Michael, Land, Michael,  
Ben, Bill Public

### SPECIAL EVENT PERMIT

-original in folder

FILE NUMBER \_\_\_\_\_

Organization/Sponsor(s) of Event: Family Fall Fest

Contact: Sharon Zanto  
(First Name) (Last Name)

Address: 127 Middle Road

La Pointe WI 54850 Phone: 715-747-2801  
(City) (State) (Zip Code)

E-mail address: vacation@madelineisland.com

Date(s) Requested: 10-16-21 10-3pm

Mapped route (if any): Green space by Grampa Tonys w/ Billo La seur St  
closed for Coast Guard, Apple Islands Lakeshore + a few vendors

Description of event: Family fun activities with informational booths & vendors

I/We have read the attached §347-12 Special Event Ordinance and agree to abide by said ordinance. I/We agree to pay for the cost incurred by the Town for the event (50% of anticipated costs due with permit application, remainder due after event once costs are totaled):

Sharon Zanto Signature 10/22/21 Date

Deposit Paid: \$ 100<sup>00</sup> / CHK Received by: Doreen Goetsch Date: 9-22-21  
Amount Paid: \$ 150.00 / 7502 Received by: " Date: "  
Amount Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

THIS PERMIT WILL BE VALID ONLY FOR: \_\_\_\_\_ TO \_\_\_\_\_  
(Start Date & Time) (End Date & Time)

Approved by Town Clerk: \_\_\_\_\_  
(Signature of Town Clerk/Deputy Clerk) (Date)

Permit: \$150.00 Deposit: \$100.00  
(Please pay with 2 separate checks.)

Fees approved by Town Board December 08, 2020 for 2021

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by



#2020-0324 ALTERNATIVE CLAIMS

(5) TB, Michael, Barb, Michaela,  
Carol, Public

August 2021

Date	Payable to Who	Check #	Amount	Description
8/10/2021	A T & T Mobility	79179	81.10	Police cell phone & hot spot
" "	Alex Air Apparatus, Inc.	79180	779.90	FD Compressor service & Annual test
" "	Anich, Wickman & Lindsey, S.C.	79181	360.00	July Town Dock, Russell land, TPC, PD
" "	APG Media of WI/Ashland Daily Pres:	79182	276.91	Rec Capital, Dust, Big Arn Assess, Propan
" "	ASDCO Construction Supply	79183	465.00	600sy wooven Mirafli
" "	Ashland County Highway Dept.	79184	2,053.08	Dust abatement PO#2021-59
" "	Ashland County Highway Dept.	79184	1,391.94	Grader and plow blades
" "	Ashland TS	79185	330.00	1,100 lbs electronics dropped off
" "	Axiom, Inc.	79186	653.00	FD ESB shelving
" "	Baker Tilly US, LLP	79187	1,150.00	Payment #2 on 2020 audit services
" "	Bayfield Ace Hardware	79188	51.47	MRF breaker, Chapel paint, Rds joiners
" "	Big Water Fire Apparatus, LLC	79189	7,556.75	7/22-8/5 install FD donated radios
" "	Big Water Fire Apparatus, LLC	79189	6,328.23	7/12-7/21 FD vehicle work
" "	C & W Trucking Co. of Bayfield	79190	348.00	12-15 tons gravel picked up
" "	Central States Wire Products, I	79191	1,311.40	Baling wire/hand stretch wrap
" "	Chicago Iron	79192	84.65	Rds Welding tips, soapstone, tips
" "	Dalzell, Cynthia	79193	35.67	WAL-MART: Amb misc supplies
" "	Defoe, William	79194	286.72	8/1-8/4 Mileage Chiefs conference
" "	DSC Communications, Inc.	79195	1,413.40	(14) Assort Amb batteries
" "	Emergency Medical Products	79196	916.73	Responder bags, gloves, supplies
" "	Evan & Evan Landscaping,	79197	575.00	Airport mowing CARES
" "	Gall's Inc.	79198	701.99	Body armor pro vest & shirt
" "	Grainger, Inc.	79199	286.36	BBTP Control modules, water valve
" "	Heart Graphics, Inc.	79200	556.10	43 Amb navy tees
" "	Huhn Rx Drug	79201	734.14	Meds, Aspirin, Masks, Covid test
" "	Island Gazette	79202	268.50	6/8 & 6/28/2021 reg minutes published
" "	Island Septic, LLC	79203	320.00	8/5/21 Porta potties pumped
" "	Island Septic, LLC	79203	1,520.00	7/20-7/27/2021 pumpouts
" "	Island Septic, LLC	79203	1,360.00	7/27-8/3 pumpouts
" "	JB Systems, LLC	79204	149.85	3rd Qtr 2021 webhosting
" "	L & M Fleet Supply	79205	463.00	Parks swifters, 400 screws, rake, key bl
" "	L & M Fleet Supply	79205	310.67	Rds drill bits set, diesel auto shut nozzle
" "	Lakeside Products, Inc.	79206	283.50	Toilet paper for porta potties
" "	Madeline Island Ferry Lines	79207	3,524.44	July ferry/freight, Host cards
" "	Madeline Island Yacht Club	79208	12.94	FD Premium gas 3.088 \$4.19
" "	Midland Services, Inc.	79209	587.75	MRF Hauling fuels
" "	NAPA - Washburn	79210	685.53	Rds & FD Batteries & CORES
" "	Nelson, Julie	79211	258.72	Refund of 2020 BBTP Reservation
" "	Northland Fire & Safety, Inc.	79212	1,862.30	Annual service, parts & new
" "	Norvado, inc.	79213	1,498.02	August phones, fax, DSL
" "	Olson Building Materials	79214	12.94	FD Misc hardware
" "	PowerPlan	79215	613.09	772 grader hoses repair
" "	Ray's Auto Repair, Inc.	79216	291.42	2015 Squad serpentine belt
" "	Stainless Software, Inc.	79217	1,304.00	July 2021 reservations @ \$2
" "	Streicher's	79218	59.99	Police New hire pants
" "	Streicher's	79218	53.97	Handcuff case, nameplate, flashlight holde
" "	Superieur Petrol, LLC	79219	5,210.60	1,449 gals diesel @ \$3.596
" "	Synergy Coop	79220	117.50	Culvert DOT Grass seed
" "	ULine	79221	1,089.06	Ice melt material Dust testing
" "	ULine	79221	183.86	Trash pickers (3)
" "	VantageFlex, LLC	79222	52.00	August Flex admin
" "	Verizon Wireless	79223	277.69	-7/21 Cells, jet, Rds iPads, TA Cell
" "	von Briesen & Roper, S.C.	79224	4,032.00	-6/30/2021 Personnel Investigation
" "	Washburn County Highway Dept.	79225	1,848.11	PO#2021-58 Rds striping Hagen/Rice
" "	Waste Management Of Wisconsin, In	79226	6,456.14	July disposal fees 4 SW/3DemCon
" "	Xcel Energy, Inc.	79227	267.20	Street lights - 8/2/221
" "	Xerox Corporation	79228	42.64	6/30 - 7/27 Copier use 7,753 copies

8/10/2021 TB Meeting vouchers:

\$63,744.97

Under Resolution #2021-0730

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
8/24/2021	Abhold, Joseph	79239	51.50	Fuel put in 2004 MRF haul to Ladysmith
" "	Andres Medical Billing, LTD	79240	132.15	July Amb collects \$881.01 x 15%
" "	Associated Bag Company	79241	1,358.70	15 cs 22x22x47 2 ml clear can liners
" "	Bayfield School District	79242	50.00	2021 Annual well agreements (2)
" "	BellIn Health	79243	40.00	Random CDL testing
" "	C & W Trucking Co. of Bayfield	79244	348.00	12 tons gravel - DNR grant BBTP Trails
" "	Cardmember Services (TWE)	79245	71.37	Flags for ESB, Joni's Beach, Amazon connect
" "	Cardmember Services (WJD)	79246	338.27	Chiefs room 8/1-8/4, postage, misc supplies
" "	Cardmember Services (MK)	79247	456.07	Adobe for DG annual/MK monthly, North Coast lodging
" "	Cardmember Services (PAW)	79248	162.10	Gasket for MRF bobcat, rds shop tools
" "	Cardmember Services (BTS)	79249	2,490.56	Signs, sign posts, fan motors, Honda water pump
" "	Deere Credit	79250	1,815.17	Leased #444 Wheel loader #25/#36
" "	Doane Distributing	79251	108.00	12 waters picked up in Ashland by Rds
" "	Erickson, Evan J.	79252	150.00	Used mower for BBTP
" "	Heart Graphic, Inc.	79253	807.00	500 MRF Magnets recycling
" "	Island Septic, LLC	79254	1,600.00	8/6-8/13/2021 pumpouts
" "	Jefferson Fire Safety	79255	1,170.56	Adapters, nozzles, camlocks, cap w/chain
" "	L & M Fleet Supply	79256	248.88	8/16dx2, MRF Tool kit, bug repellants, misc
" "	Lulich Implement, Inc.	79257	430.35	TV145 maint. Items
" "	M.I. Chamber of Commerce	79258	24,260.37	2nd Qtr 2021 Room tax collect x 70%
" "	Madeline Sanitary taxes	79259	8,204.37	2020/2021 final tax levy settlement
" "	McMaster-Carr Supply Co	79260	1,399.02	2 sets broom wheels for leased #444
" "	Menards - Superior	79261	600.56	Ind. zone posts, BBTP bathroom items
" "	Northland Lawn, Sports	79262	155.29	Parks, JH mower blades
" "	Power Plan	79263	1,108.08	Bulk hoses, fittings, o-ring 772 grader
" "	Ray's Auto Repair, Inc.	79264	668.56	4 Grabber ties on 2019 Dodge squad
" "	Superieur Petrol, LLC	79265	3,265.17	300 gals gas delivered @ \$3.596
" "	Twin Ports Testing II, Inc.	79266	620.00	Testing of roads aggregate
" "	U.S. Post Office	79267	550.00	10 rolls, 1st class forever stamps
" "	von Briesen & Roper, P.C.	79268	1,606.50	Personnel- 7/31/2021 investigation
" "	Wendel Architure, P.C.	79269	2,218.09	-6/30/2021 CM & 1518:1518 Mileage
" "	Wiggins, Peter	79270	219.99	Midwest boots/Steel toe safety boots
" "	Xcel Energy, Inc.	79271	17.51	-8/5/2021 electric @Greenwood Cemetery

8/24/2021 TB Meeting vouchers:

\$56,722.19 Under Resolution #2021-0730

**AUGUST 2021 TOTAL:**

**\$120,467.16**

**Processed Under R#2021-0730**

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

## ALTERNATIVE CLAIMS 2021

August 2021

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
8/4/2021	Dept of Employee Trust Funds	EFT#09-2021	19,416.56	Sept Health Insurance & Employee contribs
8/6/2021	Midland Services, Inc.	79177	400.00	Revised ESB generator billing
8/6/2021	Northern State Bank	79178	11,547.53	Payment #32/#60 Loan payment
8/12/2021	Empower/Deferred Comp	EFT#6066	100.00	Payroll #16 Deferred Employee Contrib
8/12/2021	Oasis Payroll #16		55,454.41	Payroll ending 8/07/2021 taxes & fees
8/19/2021	Bremer Bank	79238	87,365.10	ESB Loan Payment #1
8/24/2021	Wisc Dept of Revenue	EF#07-2021	1,695.05	July sales tax
8/25/2021	Nelson Construction Co	79272	25,930.68	Close out of ESB contracts
8/26/2021	Empower/Deferred Comp	EFT#6067	100.00	Payroll #17 Deferred Employee Contrib
8/26/2021	Oasis Payroll #17		45,471.75	Payroll ending 8/21/2021 taxes & fees
8/26/2021	Wisconsin Retirement System	EFT#2021-08	9,995.66	August Retirement & employee contribs
8/26/2021	Xcel Energy	79273	2,412.35	-8/5/2021 electric (due b/4 next TB meeting)

**AUGUST 2021 TOTAL:**

**\$259,889.09**

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SEP 15 2021

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

**ALTERNATIVE CLAIMS 2021**

**August 2021**

**MI Public Library  
"MIPL"**

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
8/17/2021	Library Board approved vouchers		1,011.41	
8/18/2021	Amazon	79229	10.99	HDMI to VGA Adapter converter
" "	Bayfield Ace Hardware	79230	81.98	Library lock entry, wire
" "	Cardmember Services (LS)	79231	98.63	Magazine subscriptions, Adobe
" "	Demco	79232	91.48	(2) Book jackets 100 each type
" "	Madeline Isl;and Yacht Club	79233	175.96	Lib gas x 2 fills
" "	New York Times	79234	120.00	8/1-8/28 Sunday mail (may be over)
" "	Norvado, Inc.	79235	184.37	Library August phones, fax, DSL
" "	Schlichting, Gary	79236	110.00	Tune of Librayr piano
" "	Wisconsin Elevator Inspections	79237	138.00	7/20/2021 Annual inspection

**AUGUST 2021 TOTAL: \$1,011.41**  
**MI Public Library Board approved**

0.00

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Initial: *dcj*

Treasurer's Cash Summary as of August 31, 2021

*705 Michael Brown Miller, Cash*  
*Print*

		Balance Forward	Deposits	With-Drawals	Interest	Bank Charges	Transfers	End Balance
Checking Account	4460000563 1720010674	\$ 784,470.08	\$ 989,644.06	\$ (382,417.66)	\$ 19.34	\$ (51.15)	\$ (22,200.00)	\$ 1,369,464.67
Designated	167668	\$ 1,500,877.07			\$ 37.96		\$ 22,200.00	\$ 1,523,115.03
Sect. 125	3150485	\$ 9,930.66		\$ (179.65)				\$ 9,751.01
Tax	3142004	\$ 20,866.05			\$ 0.53			\$ 20,866.58
Library Savings		\$300.26						\$ 300.26
Ambulance (Hometown)		\$1,000.00						\$ 1,000.00
Totals		\$ 2,317,444.12	\$ 989,644.06	\$ (382,597.31)	\$ 57.83	\$ (51.15)	\$ -	\$ 2,924,497.55

Reported Bank Balance	\$ 2,963,431.62	Available Cash	\$ 1,369,464.67
Deposit in transit	\$ 7,834.51		
		Deposits	\$ 34,140.14
Subtotal		Checks	\$ (84,718.18)
Less Outstanding Checks	\$ (46,768.58)	Vouchers	\$ (92,464.59)
Checkbook Balance	\$ 2,924,497.55	Library Vouchers	
		Total Avail. Cking Account	\$ 1,226,422.04

Treasurer's Report \$ 2,924,497.55  
 Variance \$ -

7/30/2020 \$918,880.04  
 Balanced Outstanding commitme \$ (403,857.08)

Submitted by Carol Neubauer  
 September 28, 2021

Accounting Program Totals:	
General Funds	\$ 1,368,424.77
Designated Funds	\$ 1,524,154.93
Tax Account	\$ 20,866.58
Section 125	\$ 9,751.01
Library Savings	\$ 300.26
Ambulance	\$ 1,000.00
TOTAL	\$ 2,924,497.55

Treasurer's Report \$ 2,924,497.55  
 Variance \$ -

Balanced

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 SEP 27 2021  
 By *Carol Neubauer*

Michael Kuchta  
Micaela Montagne

**TOWN OF LA POINTE  
REGULAR TOWN BOARD MEETING  
TUESDAY SEPTEMBER 14, 2021  
5:30 PM AT TOWN HALL  
Draft Minutes**

**Town Board Members Present via telephone:** Chair Glenn Carlson, Supervisor Michael Anderson, Supervisor Aimée Baxter, Supervisor Sue Brenna, Supervisor John Carlson  
**Staff Present:** Town Administrator Michael Kuchta, Public Works Director Ben Schram, Zoning Administrator Ric Gillman, Elected Clerk Micaela Montagne  
**Public Present:** Mike Starck  
**Called to Order:** 5:30pm

**I. Public Comment A\*:** Clerk Montagne read a comment from Mike Starck regarding the possible grants from Enbridge. Mike Starck commented on having a Town Board member be on the steering committee for the Comprehensive Plan.

**II. Administrative Reports**

- A. Town Administrator's Report: Prepared and presented by Michael Kuchta. Discussion on the upcoming Coastal Management Grant, the Board would like to review it.
- B. Public Works Director's Report: Prepared and presented by Ben Schram. Discussion that Town crew work done at the airport is paid for through federal funds.
- C. MRF Supervisor's Report: Prepared by Marty Curry
- D. Airport Manager's Report & Checklist: Prepared by Paul Wilharm. Many people have been dangerously on the runway, looking into more signage to create more security.
- E. Planning and Zoning Administrator's Report: Prepared and presented by Ric Gillman
- F. Accounting Administrator's Report: Prepared by Barb Nelson
- G. Police Chief's Report: Prepared by William Defoe
- H. Fire Chief's Report: Prepared by Rick Reichkitzer
- I. Ambulance Director's Report: Prepared by Cindy Dalzell

All reports for August 2021 placed on file by Unanimous Consent.

**III. Public Works**

**A. Roads, Dock and Harbor**

1. Request for School House Road Easement Access: Town of La Pointe Parcel # 014-00020-0210 EAST 1 1/2 RODS OF GOVT LOT 3 DESC V 93 PG 406 & V 703 PG 882 SEC. 3 T50N R2W .8A to access Parcel #014-00020-0200: The Town owns a strip of land 25 feet wide on the west side of School House Road after the turn from Big Bay. The adjacent property owner would like to put in a driveway that will cut through the Town's parcel around 115 feet from the corner for safety and visibility. Motion to approve the easement and have Attorney Max Lindsey draw up the deed providing the property owners pay for time and fees, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

**B. Parks**



1. Rec Center Bathroom Renovations: Though the project came in over budget, there is hope for additional funding from donations. Some of the budget may also be added to the 2022 budget as this project may go through the winter into spring.

2. Accept or Reject Bid from Angelo Luppino for Rec Center Bathroom Renovations: This was the only bid that came in at \$181,990.00. Motion to approve the bid and incorporate the change order (next agenda item) to reduce the total by \$42,733, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

3. Change Order #1 with Angelo Luppino Inc for Rec Center Bathrooms: approved in the previous motion.

4. Contract for Services with Angelo Luppino for Rec Center Bathroom Renovations: Motion to approve and have the Chair sign the contract for \$139,257.00, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

#### **IV. Committees**

A. Planning and Zoning

B. Create a Steering Committee for the Comprehensive Plan: Discussion on having Administrator Kuchta attend a Comprehensive Plan workshop with the Towns Association in October as well as pushing back the dates, so sign up sheets would be due November 30, the Board appointing members in December, and the Committee getting started in 2022 with a June 30, 2022 date for recommendations to the Town Board. The Steering committee would recommend to the Board plans for public participation, whether to create a new plan or modify the existing, which components to modify, how to structure work groups, a plan to coordinate with the Town Plan Commission and how to implement the components of the plan. Motion to create the steering committee with sign up due 11/30/2022, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

#### **V. Town Hall Administration**

A. Budget Timeline and Preliminary Considerations: Motion to approve the timeline as presented noting that there will be a longer portion for public comments and questions at the end of each workshop, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

**VI. Treasurer's Report:** Motion to approve the Treasurer's Cash Summary Report showing a total of \$2,317,444.12, J. Carlson/ A. Baxter, 5 Ayes, Motion Carried.

#### **VII. Minutes**

A. Regular Town Board Meeting August 24, 2021: Motion to approve as presented, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

B. Special Town Board Meeting August 26, 2021: Motion to approve as corrected (J. Carlson was absent), S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

#### **VIII. Emergency Services**

A. Updates on Construction of Emergency Services Building (ESB): M. Kuchta working on finalizing the contract and possible change order with Five Star Electric for floor outlets that were not installed.

B. Amendment to Contract for Services with Big Water Fire Apparatus: Motion to approve the amendment which allows for prepayment for invoices to purchase equipment or supplies, J. Carlson/ A. Baxter, 5 Ayes, Motion Carried.

**IX. Public Comment B\*\*:** John Carlson commented on having people communicate with a Town Board member directly instead of another community member on Town related matters.

**X. Lawsuits & Legal Issues**

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

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

**XII. New Agenda Items for Future Meetings:** WI Coastal Management Grant, Passenger Shelter options.

**XIV. Adjourn:** Motion to adjourn, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried. Adjourned at 6:20pm.

Submitted by Micaela Montagne, Town Clerk.



(5) TB, Michael, Barb, Micaela,  
Fire, Public  
(original in folder)



TOWN OF LA POINTE  
MADELINE ISLAND  
240 Big Bay Road  
PO Box 270  
LA POINTE, WI 54850

**PURCHASE AGREEMENT BETWEEN THE TOWN OF LA POINTE  
AND PETE'S TRAILER SALES INC.**

The Town of La Pointe ("Town") agrees to enter into a transaction with Pete's Trailer Sales Inc. ("Supplier") for the following purchase. The Town and Supplier agree to these provisions:

- Town will purchase a Hillsboro 3500 Series aluminum truck bed.
- Supplier will provide and install the truck bed on the chassis provided by the Town.
- Price will not exceed \$7,375.00 including installation. (The Town is exempt from sales tax.)
- Town will deliver the chassis, then pick up the completed truck.
- Town will be billed after acceptance of quote (EXHIBIT A). A deposit of \$500 will be paid upon acceptance of quote and completion of Purchase Agreement. Full payment will be made within 30 days of delivery of goods.

This agreement is subject to the laws and regulations of the State of Wisconsin.

Approved by Town Board (date): \_\_\_\_\_

Signed:

_____	_____
Town Board Chair	Date
<u>Titus C.J. Worsley</u>	<u>9/15/21</u>
For Supplier	Date

Print name: TITUS CJ WORSLEY

Attached:

\_\_\_\_\_ Town purchase order

\_\_\_\_\_ Supplier quote

RECEIVED

2021

dqj



TOWN OF LA POINTE  
 PO Box 270  
 LA POINTE, WISCONSIN 54850  
 715-747-6913

GOVERNMENT AGENCY TAX EXEMPT  
 - All Sales are Tax Exempt -

# Purchase Order Form

Date of Request 9/15/2021 **Is this Expenditure Currently in the Budget?**  Y  N

Person's Name Alan Hardie **If not, where will funds come from?** \_\_\_\_\_

Budget Line Item # #57790-03 / #34161-04 Currently in budget line item \$ 616,016.23

Project Name Brush Truck bed Date Needed 9/15/2021

Purpose Install on existing Dodge chassis, to replace existing brush truck

Amount Estimate \$ 7,500.00 Checked State Purchasing Website  Y  N

Date Town Board approved: \_\_\_\_\_ SDS Needed? \_\_\_\_\_

Actual Cost \_\_\_\_\_ Actual Purchase Date \_\_\_\_\_

Purchasing policy requires attaching 3 vendor quotes/estimates. Circle Selected Vendor:

Vendor #1 Pete's Trailer Sales Amount \$ 7,375.00

Vendor #2 Stainless & Repair Inc. (new) Amount \$ 38,639.00

Vendor #3 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Why did you pick this vendor Cheaper to assemble truck than build new

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #2 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #3 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #4 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #5 \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Complete one Purchase Order for each vendor on a multi-vendor project.

## CONTRACT PROCESSING

\$1,500 - \$5,000 – Signed by Town Administration  YES  NO

\$5,001 - Signed by Town Board  YES  NO Date Contract to TB 9/28/2021

Publishing/posting Needed?  YES  NO If yes, date(s) \_\_\_\_\_

