

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report

DATES COVERED IN REPORT: March 5-17, 2022

1. Accomplished/Completed

- Specific items are covered below.

2. Coming Up

- **Public Hearing.** TPC holds a public hearing this Wednesday, March 23, on the request from Madeline School of the Arts for a conditional use permit to build two 6-room student dormitories.
- **Town Board Workshop on Affordable Housing.** Presentations from and discussion with UW Extension and Town's Affordable Housing Advisory Committee take place Wednesday March 30 at 5 p.m. We'd like to hold the workshop in the ESB Training Room, if you agree.

3. Town Board Agenda – Information/Comments

- **BIL Funding.** Public Works Director Ben Schram and I have researched this federal funding, which will be distributed through the Wisconsin Department of Transportation. We met March 17 with Ashland County Highway Department director Matt Erickson for further guidance on the application process.

We request authorization to apply for funding to repave Hagen, Mondamin, and South Shore roads as part of DOT funding cycles for fiscal years 2023-2026. If our application is successful, the Town would pay 20% of costs after the projects are completed.

The application deadline is June 3; decisions are expected in July. DOT would work with the Town to solicit a design engineer; to complete plans, specifications and estimates; to assign the fiscal year when construction takes place; and to handle all bidding, contracting, and construction management. The earliest the Town would need to commit money is calendar year 2023.

- **Seasonal Postings for Parks.** Ben Schram asks that you approve the following positions:
 - Campground Host #1 - \$16.65/hour from 5/19/22 – 10/14/22 (position will not exceed 860 hours)
 - Campground Host #2 - \$16.65/hour from 5/23/22 – 9/15/22 (position will not exceed 760 hours)
 - Campground Assistant - \$13.53/hour from 5/19/22 – 10/14/22 (position will not exceed 700 hours)
 - Parks #1 – \$18.50/hour from 5/2/22 – 9/30/22 (position will not exceed 800 hours)
 - Parks #2 - \$16.50/hour from 5/2/22- 10/14/22 (position will not exceed 860 hours)
 - Parks #3 - \$16.00/hour from 5/16/22 – 9/30/22 (position will not exceed 480 hours)
- **Planning and Zoning.** Please see the separate memo on the Gitchee Gumees Expandable Condominium plat.
- **Community Awards Committee.** The committee asks the Board for two motions:

RECEIVED
MAR 18 2022
Michael dg

- Declare that any island resident who served honorably in the armed forces is eligible for the Roll of Honor. (This clarifies that veterans are eligible even if they did not live on the island when they served.)
- Add “Outstanding Business” as an award category beginning next year.
- **Affordable Housing Advisory Committee.** The committee recommends that you appoint Marie Iannazzo, for a term that expires Aug. 31, 2023.
- **Chef’s Expo.** The Chamber requests closing off LeSueur and Bell Streets (to the Cadotte intersection) to increase pedestrian safety for visitors walking to and from the Expo. In response to earlier questions from TB members, the Chamber reports:
 - Vendors are allowed one vehicle each, and are directed to park in the Bell Street Tavern parking lot. They anticipate 15-20 vendors.
 - Vendors and guests are directed to park in the tavern parking lot; or to park on Col. Woods or in the Town lot adjacent to the school, then walk to the event along Wheeler Walkway.
 - During past events, most guests came from Bayfield and took advantage of a free walk-on passenger ticket on the ferry – which is not good for vehicles. Guests walk from the ferry dock to the event.
 - The Expo is an indoor event; guests will use restrooms in the Bell Street building. There is no need for portable restrooms.
- **Covid Policy.** Given the reduction in Covid spread regionally, I would ask that you suspend Paragraph 2 in the policy that you adopted on Jan. 28. If there is another spike, the requirements of Paragraph 2 then could be reinstated easily.
- **Agreement with State Park and RV Dump Station.** To follow up on your discussion at the March 8 meeting, we have included the 1990 agreement in your packet for review. You’ll note that Paragraph 5 does not allow the Town to charge State Park customers for use.
- **MOU for School Crisis Mutual Aid.** This agreement with the School District of Bayfield renews automatically. However, it is supposed to be reviewed annually. Given that it was signed four years ago, in March 2018, it would be appropriate for the Town Board to go on record as keeping the agreement in place, or authorizing a 30 days’ notification to cancel the agreement. Town Hall staff will update contact information.
- **Emergency Services Building Warranty Work.** I will give a verbal update at the meeting.
- **Emergency Services Building Use Policy.** Please see the separate memo attached to the proposed revisions.
- **Future Agenda.** The Comprehensive Plan Steering Committee would like to schedule a joint meeting with the Town Board and Town Plan Commission on Wednesday April 27. You received two reports from Baker Tilly from their 2020 audit of Town finances. We are scheduling representatives to speak with the Town Board about the 2020 and 2021 audits at your meeting on June 28, 2022.

4. Follow Up on Previous/Ongoing Projects

- **Ashland County Law Enforcement Agreement.** The county board is scheduled to vote on the agreement this Tuesday, March 22, at 9 a.m. We have not seen an agenda or the proposed resolution; we have been told it will be the Finance Committee resolution, which continues full funding for calendar year 2022, but terminates the agreement in calendar year 2023. Glenn is planning to attend.
- **WHEDA Rural Affordable Workforce Housing Initiative.** The 8-month pilot project for Ashland and Bayfield Counties officially begins this week. I expect to attend the initial session, which

takes place over 8 hours on March 22-23. In theory, there will be weekly, regional work-group meetings, then larger project meetings again in June and September.

- **Madeline Sanitary District.** I have contacted Zach Montagne to discuss the district's concerns about high-strength septic loads. I am waiting for him to propose possible meeting dates.
- **Comprehensive Plan Steering Committee.** I am continuing discussions with Northland College and the Survey Research Center at UW-River Falls for possible assistance with interns and survey work as part of the committee's upcoming community engagement activities.

5. Grant Report

- **Badger Bounceback.** We received word that La Pointe will receive \$7,000 as part of the state's \$50 million program to support "community safety" initiatives. There seems to be wide discretion on how communities can apply the money; we have not received details. (Ashland County receives \$24,700.)
- **Workforce Innovation Grant.** I talked with Mike Radtke from Madeline Island Ferry Line about whether they believe it would be worth pursuing a state grant to help recruit, train and retain captains. In general, he does not believe it would be helpful, but will continue looking into one potential option.

6. Lawsuits/Legal Issues

- **Judgment on Michael Mattingly Properties.** Sale of the properties is scheduled for Friday April 1. The Town Attorney will release the lien upon payment of \$63,000.

7. Other Information

- **Bayfield Schools.** Superintendent Beth Paap holds a "coffee break" for community members on Wednesday March 23 at 9:30 a.m. at the Madeline Island Library.
- **"Qualified Payments."** A member of the Fire Department passed along a memo he received from a professional organization about a change in federal tax code that affects payments to volunteer fire and ambulance members. The change exempts up to \$600 a year from federal taxes. Our payroll company, Oasis, did not apply this exemption in 2021, and seems to know nothing about it. Barb and I have asked them, the Wisconsin Towns Association, and the League of Wisconsin Municipalities for additional research.

TOWN OF LA POINTE POSITION OPENING

Campground Host 1

Wage \$16.65/hour

Start Date May 19, 2022 to End Date October 14, 2022

Full Time Temporary Employee

Provide Excellent Customer Service to Campers at Big Bay Town Park
Monitor Campground Facilities

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

DRAFT

Applications Due April 18, 2022

Applications available at the Town Hall and on the Town's Website
www.townoflapointewi.gov Or call/email the Town Hall at (715) 747-
6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

RECEIVED
MAR 17 2022
CS

TOWN OF LA POINTE POSITION OPENING

Campground Host 2

Wage \$16.65/hour

Start Date May 23, 2022 to End Date September 15, 2022

Full Time Temporary Employee

Provide Excellent Customer Service to Campers at Big Bay Town Park
Monitor Campground Facilities

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

Applications Due April 18, 2022

Applications available at the Town Hall and on the Town's Website
www.townoflapointewi.gov

Or call/email the Town Hall at (715) 747-6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

TOWN OF LA POINTE POSITION OPENING

Campground Assistant

Wage \$13.53/hour

Start Date May 19, 2022 to End Date October 14, 2022

Full Time Temporary Employee

Must possess a valid Driver's License

Must be able to perform physical tasks under varying working conditions

Monitor and maintain Big Bay Town Park campground facilities

Please Submit Application to

Town Clerk

PO Box 270

La Pointe, WI 54850

DRAFT

Applications Due April 18, 2022

Applications available at the Town Hall and on the Town's Website

www.townoflapointewi.gov

Or call/email the Town Hall at (715) 747-6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

TOWN OF LA POINTE POSITION OPENING

Parks I

Wage \$18.50/hour

**Start Date May 2, 2022 to End Date September 30, 2022
Full Time Temporary Employee**

**Must possess a valid Driver's License.
Must be able to perform heavy physical tasks
under varying working conditions.**

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

Applications Due April 18, 2022

Applications available at the Town Hall and on the Town's Website
www.townoflapointewi.gov
Or call/email the Town Hall at (715) 747-6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

DRAFT

TOWN OF LA POINTE POSITION OPENING

Parks 2

Wage \$16.50/hour

**Start Date May 2, 2022 to End Date October 14, 2022
Full Time Temporary Employee**

**Must possess a valid Driver's License.
Must be able to perform heavy physical tasks
under varying working conditions.**

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

DRAFT

Applications Due April 18, 2022

Applications available at the Town Hall and on the Town's Website
www.townoflapointewi.gov
Or call/email the Town Hall at (715) 747-6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

TOWN OF LA POINTE POSITION OPENING

Parks 3

Wage \$16.00/hour

**Start Date May 16, 2022 to End Date September 30, 2022
Part Time Temporary Employee**

**Must possess a valid Driver's License.
Must be able to perform heavy physical tasks
under varying working conditions.**

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

DRAFT

APPLICATIONS DUE APRIL 18, 2022

Applications available at the Town Hall and on the Town's Website
www.townoflapointewi.gov
Or call/email the Town Hall at (715) 747-6913/clerk@townoflapointewi.gov.

Questions? Call Foreman (715) 747-6855. foreman@townoflapointewi.gov

The Town of La Pointe is an Equal Opportunity Employer

MEMO

To: Town Board

From: Michael Kuchta, Town Administrator / Ric Gillman, Zoning Administrator
Re: Plat Map for Gitchee Gumees Expandable Condominium

March 22, 2022

The property owner has made changes to the condominium plat document, as requested by the Town Board, to address concerns you raised at your Feb. 8 meeting, when you tabled the matter. Specifically:

- The plat removes any reference to “glamping.”
- Because this is a condominium plat, there is no need – in fact, according to the Town Attorney, there is no authority – under Ashland County ordinance for the Town Board to “approve” the plat. As a result, the plat will not require signatures from the Town Board chair or from the zoning administrator in order for the plat to be recorded with the County. This is another concern you raised in February.

Further, the property owner has delineated wetlands and agreed that all roads and driveways will comply with the Town’s current private driveway and roadway ordinance.

That said, we believe it is in the best interest of the Town to go on record that the 86.71-acre plat does conform with Town zoning for an R-1 residential district. This stipulation helps to separate the plat from other issues currently and potentially connected to the Gitchee Gumees proposal. We recommend the following motion:

The Town Board:

- Acknowledges the expandable condominium plat, titled “Gitchee Gumees Expandable Condominium,” which combines Parcels #014-00206-2001, #014-00206-2103, #014-00206-2130, and #014-00206-2132.
- Stipulates that the expandable condominium plat conforms to Town zoning for an R-1 residential district.
- Recognizes that the plat indicates each residential building in the proposed condominium would have two units which, by definition, makes the buildings multi-family dwellings. Multi-family dwellings are allowed in R-1 residential districts only with a conditional use permit. Pursuing a CUP would require a public hearing, separate approval by the Town Plan Commission, and separate approval by the Town Board.
- States for the record that accepting the condominium plat in no way indicates or implies support for, opposition to, or approval of the “glamping” components that the property owner has described publicly; that it remains to be determined whether the “glamping units” the property owner has described could meet requirements to conform with building code; and that a campground or “glamp ground” is not allowed in an R-1 residential district.

Further background

Wis. Stats. Chapter 703 provides for the processes and procedures of establishing and recording condominium instruments, and for establishing an expandable condominium. The Town Attorney points out that approval of a condominium plat under Wis. Stats. Chapter 703 is a separate and distinct process from approving any actual land use or construction within the proposed condominium.

The property owner has requested that the Town Board review and approve his expandable condominium plat. However, Ashland County Ordinance does not grant the Town any formal role in the approval and recording of a condominium plat, a condominium declaration, or other condominium instruments. Thus, the language of our recommended motion does not "approve" the plat.

Nonetheless, we will request those condominium instruments for review when they become available. Given our early understandings of the property owner's proposal, it is likely that the condominium instruments will lend insight to the nature of the development and its operation. This insight will be crucial in assessing whether the use of the development (not the plat itself) conforms with R-1 zoning.

GITCHE GUMEE EXPANDABLE CONDOMINIUM

LOT 3 OF CSM NO. 323, RECORDED IN VOLUME 2, PAGES 186-187, AS DOCUMENT NO. 267035, AND OTHER PARCELS OF LAND LOCATED IN THE NE 1/4 OF THE SW 1/4, SW 1/4 OF THE SW 1/4 AND SE 1/4 OF THE SW 1/4, ALL IN SECTION 32, T. 50 N., R. 3 W., IN THE TOWN OF LA POINTE, ASHLAND COUNTY, WISCONSIN

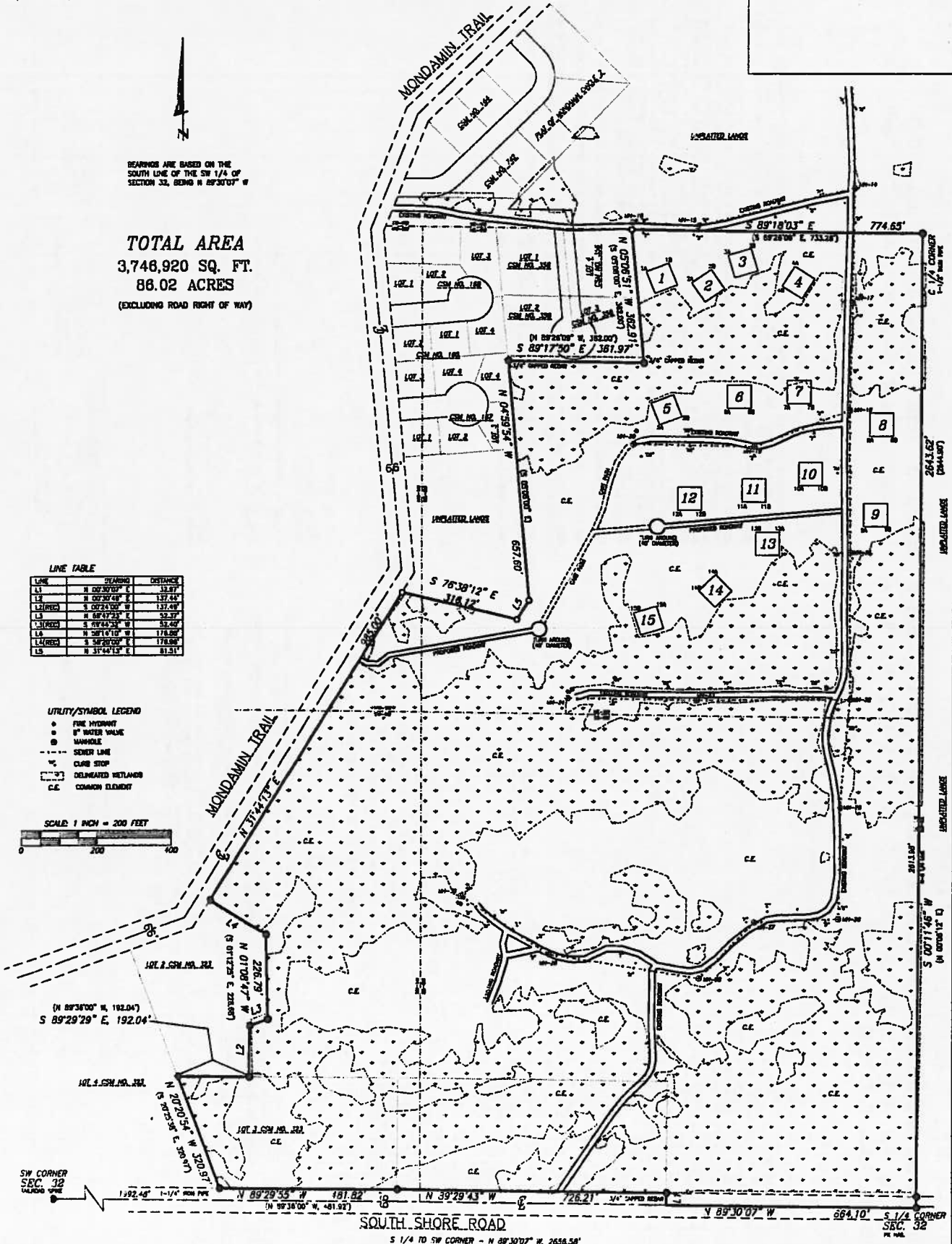
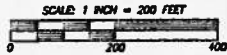
SEARCHES ARE BASED ON THE SOUTH LINE OF THE SW 1/4 OF SECTION 32, BEING N 89°30'07" W

TOTAL AREA
3,746,920 SQ. FT.
86.02 ACRES
(EXCLUDING ROAD RIGHT OF WAY)

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 02°30'07" E	131.97
L2	N 02°30'48" E	137.44
L3 (RHS)	S 02°21'00" W	137.49
L4	N 89°47'25" E	25.37
L5 (RHS)	S 02°28'52" W	53.49
L6	N 50°10'10" W	178.06
L7 (RHS)	S 50°20'00" E	178.06
L8	N 31°44'15" E	81.51

- UTILITY/SYMBOL LEGEND**
- FIRE HYDRANT
 - 6" WATER VALVE
 - MANHOLE
 - SEWER LINE
 - ⊕ CURB STOP
 - ▭ DELINEATED WETLANDS
 - C.E. COMMON ELEMENT



LEGEND
 ● FOUND MONUMENT, 1-1/4" IRON PIPE, UNLESS NOTED
 ○ 1" x 18" IRON PIPE, WEIGHING 1.13 LBS/FT
 SET THIS SURVEY

CLIENT: ROBERT HARTZELL
 JOB NO.: R20/123
 DRAFTED BY: P. NELSON
 NOVEMBER 16, 2021

SCALE: 1 INCH = 200 FEET
 FILE# T50N32W/SEC32/
 PSDATA/R20_123
 ACAD_GITCHE GUMEE CLAMPING

NELSON SURVEYING
 INCORPORATED

101 W. MAIN STREET
 SUITE 100
 ASHLAND, WISCONSIN 54808
 (715) 682-2882

GITCHE GUMEE EXPANDABLE CONDOMINIUM

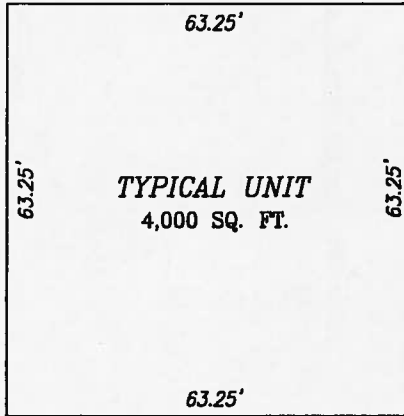
LOT 3 OF CSM NO. 323, RECORDED IN VOLUME 2, PAGES 186-187, AS DOCUMENT NO. 267035, AND OTHER PARCELS OF LAND LOCATED IN THE NE 1/4 OF THE SW 1/4, SW 1/4 OF THE SW 1/4 AND SE 1/4 OF THE SW 1/4, ALL IN SECTION 32, T. 50 N., R. 3 W., IN THE TOWN OF LA POINTE, ASHLAND COUNTY, WISCONSIN

UNIT CORNER TABLE

UNIT POINT	NORTHING	EASTING
1A	386937.14	529477.34
1B	386960.35	529536.18
2A	386907.48	529587.77
2B	386943.43	529649.81
3A	386982.66	529694.36
3B	387000.82	529754.94
4A	386952.13	529873.17
4B	386898.64	529839.41
5A	386520.52	529513.24
5B	386543.34	529572.23
6A	386566.08	529683.87
6B	386566.08	529757.12
7A	386579.00	529853.82
7B	386579.00	529917.17
8A	386490.32	530074.69
8B	386490.32	530137.94
9A	386243.36	530058.71
9B	386243.36	530121.96
10A	386355.50	529885.21
10B	386355.50	529848.46
11A	386309.93	529733.71
11B	386309.93	529796.96
12A	386287.00	529562.43
12B	386287.00	529625.68
13A	386227.54	529834.63
13B	386227.54	529771.38
14A	386111.28	529864.89
14B	386067.15	529619.37
15A	386023.72	529508.03
15B	386004.91	529445.64

SECTION CORNER TABLE

SECTION CORNER	NORTHING	EASTING
S 1/4 (PK NAIL)	384397.24	530202.87
SW COR. (RR SPIKE)	384420.33	527546.39
C 1/4 (1-1/2" IP)	387040.85	530211.92



NOTES:

UNIT DETAILS

ALL UNITS ARE 63.25 FEET SQUARE AND INCLUDE 4,000 SQUARE FEET.

REFER TO THE UNIT CORNER TABLE AND SECTION CORNER TABLE FOR LOCATIONS OF EACH UNIT.

ALL UNIT CORNERS ARE MONUMENTS WITH 1"(O.D.) x 18" IRON PIPES.

ALL AREA OUTSIDE OF THE UNITS IS COMMON ELEMENT, INCLUDING THE WETLANDS.

SITE DETAILS

THE WETLANDS SHOWN ARE BASED ON A WETLAND DELINEATION COMPLETED BY ANN KEY OF WETLANDS AND WATERWAYS, LLC, IN MAY OF 2021.

THE EXISTING ROADWAYS, SANITARY SEWER LOCATIONS AND WATER HOODUPS WERE FIELD LOCATED.

ALL EXISTING ROADWAYS MEET THE PRIVATE DRIVEWAY/PRIVATE ROADWAY ORDINANCE AS SET FORTH BY THE TOWN OF LA POINTE.

THE PROPOSED ROADWAYS, ONCE CONSTRUCTED, WILL MEET THE REQUIREMENTS OF THE PRIVATE DRIVEWAY/PRIVATE ROADWAY ORDINANCE AS SET FORTH BY THE TOWN OF LA POINTE. THE PROPOSED ROADWAY NEAR UNITS 10-15 WILL BE CONSTRUCTED PRIOR TO PLACEMENT OF STRUCTURES ON THOSE UNITS.

SURVEYOR'S CERTIFICATE

I, PETER A. NELSON, PROFESSIONAL LAND SURVEYOR IN THE STATE OF WISCONSIN, HEREBY CERTIFY:

THAT ON THE ORDER OF ROBERT HARTZELL, I HAVE SURVEYED AND PLATTED GITCHE GUMEE EXPANDABLE CONDOMINIUM, BLIND LOT 3 OF CSM NO. 323, RECORDED IN VOLUME 2, PAGES 186-187, AS DOCUMENT NO. 267035, AND OTHER PARCELS OF LAND LOCATED IN THE NE 1/4 OF THE SW 1/4, SW 1/4 OF THE SW 1/4 AND SE 1/4 OF THE SW 1/4, ALL IN SECTION 32, T. 50 N., R. 3 W., IN THE TOWN OF LA POINTE, ASHLAND COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BEGINNING AT A PK NAIL AT THE SOUTH 1/4 CORNER OF SAID SECTION 32, RUN N 89°30'07" W, 664.10 FEET ON THE SOUTH LINE OF SAID SECTION 32. THENCE LEAVING SAID SOUTH LINE, N 00°30'07" E, 32.87 FEET TO THE NORTH RIGHT OF WAY LINE OF SOUTH SHORE ROAD. THENCE ON SAID NORTH RIGHT OF WAY LINE, N 89°29'43" W, 726.21 FEET. THENCE N 89°29'55" W, 481.82 FEET. THENCE LEAVING SAID NORTH RIGHT OF WAY LINE AND ON THE WEST LINE OF SAID LOT 3 OF CSM NO. 323, N 20°20'54" W, 320.97 FEET. THENCE LEAVING SAID WEST LINE AND ON THE NORTH LINE OF SAID LOT 3, S 89°29'29" E, 192.04 FEET. THENCE LEAVING SAID NORTH LINE AND ON THE EAST LINE OF LOT 2 OF CSM NO. 323, N 00°30'49" E, 137.44 FEET. THENCE N 89°47'23" E, 82.37 FEET. THENCE N 01°08'47" W, 228.79 FEET. THENCE N 58°14'10" W, 178.88 FEET TO THE EASTERLY RIGHT OF WAY LINE OF MONDAMIN TRAIL. THENCE LEAVING SAID EAST LINE AND ON SAID EASTERLY RIGHT OF WAY LINE, N 31°44'13" E, 985.00 FEET. THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE, S 76°38'12" E, 318.12 FEET. THENCE N 31°44'13" E, 81.51 FEET. THENCE N 04°29'54" W, 657.60 FEET. THENCE S 89°17'50" E, 381.97 FEET. THENCE N 05°06'51" W, 382.91 FEET TO THE MONUMENTED E-W 1/4 LINE OF SAID SECTION 32. THENCE ON SAID E-W 1/4 LINE, S 89°18'03" E, 774.85 FEET TO THE CENTER 1/4 CORNER OF SAID SECTION 32. THENCE LEAVING SAID E-W 1/4 LINE AND ON THE MONUMENTED N-S 1/4 LINE OF SAID SECTION 32, S 00°11'46" W, 2843.82 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 3,746,820 SQUARE FEET WHICH IS 86.02 ACRES, EXCLUDING THAT LAND LYING WITHIN THE RIGHT OF WAY OF SOUTH SHORE ROAD.

SAID PARCEL IS SUBJECT TO EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD OR USE, IF ANY.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 703 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE, THE TOWN OF LA POINTE SUBDIVISION CONTROL ORDINANCE AND THE ASHLAND COUNTY SUBDIVISION CONTROL ORDINANCE IN MAKING SAID SURVEY AND PLAT;

THAT THIS PLAT IS A TRUE REPRESENTATION OF GITCHE GUMEE EXPANDABLE CONDOMINIUM AND THE IDENTIFICATION OF EACH UNIT, THE COMMON ELEMENTS AND THE LIMITED COMMON ELEMENTS CAN BE DETERMINED FROM THE PLAT; AND

THAT SAID SURVEY AND PLAT ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PETER A. NELSON PLS - 3071

RECORDING CERTIFICATE

STATE OF WISCONSIN)
COUNTY OF ASHLAND)

This plat was received for recording on the ____ day of _____, 2022

at _____ M. and is recorded in Volume _____ of Condominium Plats on Pages _____

Julie Gleason
Ashland County Register of Deeds

UNIT DETAILS AND NOTES

CLIENT: ROBERT HARTZELL
JOB NO: 120/123
FILE#/TSONR3W/SEC32/
DRAFTED BY: P. NELSON
NOV. 14, 2021
NB 419 PG. 89
FIELDWORK COMPLETED: 12/7/2021

SCALE: 1 INCH = 200 FEET
FILE#/TSONR3W/SEC32/
PSDA/NOB.L.123
ASHL.GITCHE GUMEE CLAMPING

SHEET 2 OF 2 SHEETS

NELSON
SURVEYING
INCORPORATED

SURVEYING YOUR NECK OF THIS WOODS SINCE 1854 MAP NO. 5300

101 N. MAIN STREET
SUITE 100
ASHLAND, WISCONSIN 54806
(715) 682-2882

Date: March 16, 2022
To: Town Board
From: Dorgene Goetsch, Clerical Assistant
RE: Affordable Housing Advisory Committee (AHAC) Member Appointment for term ending 8/31/2023

The AHAC committee, at their 3/15/22 meeting, recommended the Town Board appoint Marie Iannazzo to this committee.

Supporting document is attached.

Thank You,

Dorgene

AFFORDABLE HOUSING ADVISORY COMMITTEE

Committee formed at 7/9/2019 Town Board Meeting.

By-laws approved by Town Board 12/30/2019.

Committee members will hold staggered terms and be appointed for a two-year term, beginning September 1 and terminating August 31. The Committee will be composed of at least 5 members nominated by the Town Chairperson and appointed by the Town Board.

PURPOSE: To assist and advise the Town Board in advancing the objectives and policies of the Housing Component of the Town of La Pointe Comprehensive Plan.

MEMBERS:

- Tom Kromroy
- Mark Pass
- Lauren Schuppe
- Jane Vogt
- Ken Myhre
- James Peters, Vice Chair**
- Katie Sanders, Chair**
- Charlie Bertel

TERM EXPIRES:

- August 31, 2022
- August 31, 2022
- August 31, 2022
- August 31, 2022
- August 31, 2023
- August 31, 2023
- August 31, 2023
- August 31, 2023

TOWN OF LA POINTE, MADELINE ISLAND

Application to Serve on a Board and/or Committee

Complete and return to Town Hall (PO Box 270) or email to clerk@townoflapointe.wi.us

1. Please select the board and/or committee to which you see to be considered for appointment (you may select more than one)

- Affordable Housing Advisory Committee
- Comprehensive Plan Steering Committee
- Energy Committee
- Public Arts Committee
- Winter Transportation Committee
- Other: _____
- Board of Review (alternate)*
- Election Board *
- Madeline Island Public Library Board
- Town Plan Commission*
- Zoning Board of Appeals *

*Members receive compensation for meeting attendance
** Members receive monthly compensation

2. Personal Information

Name Marie Tannahaz Date 3/14/22

Mailing Address PO Box 339 Lapointe WI 54950

Phone numbers _____ Email Address _____

Town Resident? Full-time Part-time Other

3. Have you served on any other Town boards/committees in the past? YES _____ NO

If yes, what boards or committees?

4. What are your reasons for seeking an appointment to the board(s)/committee(s) you have selected above?
I live here (on island) full-time and have needed stable housing for years.

5. Why would you be an asset to the board(s)/committee(s) you have selected above?
I fall into the demographic of people on the island that need housing the most

I am aware of the required time commitment for the board(s)/committee(s) I have selected above.



Public

2022 Town Board Budget Condensed Summary Report

REVENUES:

Includes Budget Amend #1

	Approved 2022 budget	2022 Amended Budget	2022 Actual -Feb 2022	2022 Budget Remaing	2021 Actual -Feb 2021
Taxes:	\$ 1,943,610	\$ 1,943,610	\$ 1,057,350	\$ 886,260	\$ 1,032,329
Intergovernl Revenues:	\$ 275,484	\$ 291,290	\$ 38,649	\$ 252,641	\$ 43,120
Licenses & Permits:	\$ 36,665	\$ 36,665	\$ 2,864	\$ 33,801	\$ 469
Fines/Forfeitures:	\$ 3,575	\$ 3,575	\$ 1,065	\$ 2,510	\$ 725
Public Services Chrgs:	\$ 580,752	\$ 580,752	\$ 118,301	\$ 462,451	\$ 120,319
Intergovernl Chrgs:	\$ 178,100	\$ 178,100	\$ 8,759	\$ 169,341	\$ 33,375
Misc. Revenue:	\$ 161,348	\$ 166,533	\$ 207	\$ 166,326	\$ 11,382
Other Fin. Sources:	\$ 1,316,474	\$ 1,381,595	\$ -	\$ 1,381,595	\$ 350,000
TOTAL REVENUES:	\$ 4,496,008	\$ 4,582,120	\$ 1,227,195	\$ 3,354,926	\$ 1,591,719
	0	0	0	0	0

RECEIVED
MAR 10 2022

EXPENDITURES

Initial: dg

	Approved 2022 budget	2022 Amended Budget	2022 Actual -Feb 2022	2022 Budget Remaing	2021 Actual -Feb 2021
General Government	\$ 649,076	\$ 660,354	\$ 99,783	\$ 560,572	\$ 86,557
Public Safety:	\$ 794,996	\$ 794,996	\$ 98,172	\$ 696,824	\$ 90,914
Public Works:	\$ 834,799	\$ 837,199	\$ 134,516	\$ 702,683	\$ 114,823
Health & Human Services:	\$ 44,248	\$ 44,248	\$ 1,424	\$ 42,824	\$ 2,288
Culture, Parks & Rec:	\$ 398,096	\$ 398,096	\$ 47,228	\$ 350,868	\$ 34,719
Conservation & Devel:	\$ 112,500	\$ 114,520	\$ 22,876	\$ 91,644	\$ 4,920
Capital Outlay:	\$ 1,156,441	\$ 1,226,855	\$ 52,488	\$ 1,174,368	\$ 773,029
Debt Service:	\$ 437,668	\$ 437,668	\$ 23,095	\$ 414,573	\$ 48,865
Other Financing Needs:	\$ 68,184	\$ 68,184	\$ -	\$ 68,184	\$ -
TOTAL EXPENDITURES:	\$ 4,496,007	\$ 4,582,120	\$ 479,581	\$ 4,102,539	\$ 1,156,115
	0.00	0.00	0.00	0.00	0.00

2022 Actuals & Comparisons to 2021 Actuals

Year to Date	Feb 2022 to Feb 2021	2022	2021	Change	UP
REVENUES:		\$1,227,195	\$1,241,719		(\$14,524)
	<i>(excludes Other Financing Sources - borrowing, transferred designated funds)</i>				<i>un-favorable</i>
All Tax collections (timing)		\$1,057,350	\$1,032,329	\$25,021	
Collection % of Town's tax levy		58.9%	58.1%		
Transportation aids, state funding, Grants		\$34,102	\$43,120	(\$9,019)	
BBTP Campground, shelters, NMV		\$42,491	\$52,352	(\$9,861)	
Airport, Docks & Harbor Fees, revenues		\$67,558	\$59,360	\$8,198	
Permits, tickets, licenses, Ambulance		\$5,141	\$4,245	\$896	
MRF Fees, sales		\$6,259	\$9,432	(\$3,173)	
Misc Revenue		\$781	\$37	\$744	
County & Intermunicipal re-imbursements		\$8,759	\$33,375	(\$24,616)	<i>County Police - timing</i>
Misc leases, property sales, interest, contributions		\$207	\$7,469	(\$7,262)	<i>Tower lease</i>

		2022	2021	Change	UP
EXPENDITURES:		\$456,486	\$1,107,250		(\$650,764)
	<i>(excludes Debt Service (borrowing) & Other Financing Uses)</i>				<i>favorable</i>
General Government		\$99,783	\$86,557	\$13,226	
UP Personnel & benefits, Audit, computer maint.,				<i>un-favorable</i>	
DOWN Gen/Liab. W/C Insurance, Accom tax payment					
Law Enforcement		\$49,557	\$44,770	\$4,787	
UP CODY expense, general & WC insurance, uniforms, training				<i>un-favorable</i>	
DOWN Employee insurance, building expenses, supplies					
Fire Dept.		\$21,627	\$21,467	\$160	
UP: Length of Service (timing), truck maint, supplies				<i>un-favorable</i>	
DOWN Compensation (timing)					
Ambulance Service		\$26,988	\$24,677	\$2,311	
UP Length of Service (timing), compensation				<i>un-favorable</i>	
DOWN Safety items					
Roads		\$96,807	\$68,758	\$28,049	
UP General Labor, benefits, Ice Road labor				<i>un-favorable</i>	
DOWN Unemployment					
Airport		\$7,368	\$6,304	\$1,064	
UP Town labor, SRE Bldg costs				<i>un-favorable</i>	
DOWN TV145 repair costs					
DOCK/HARBOR		\$1,653	\$1,590	\$63	
UP Town labor				<i>un-favorable</i>	
DOWN Maintenance, utilities					
CEMETERY		\$654	\$978	(\$324)	
UP Sexton's expense				<i>favorable</i>	
DOWN Chapel expenses					
MRF		\$28,687	\$38,171	(\$9,484)	
UP SW & Recycling hauling/disposals, self hauling costs				<i>favorable</i>	
DOWN Personnel & insurance, supplies, equip repairs					
Library		\$37,097	\$25,704	\$11,393	
MI Public Library Board handles				<i>un-favorable</i>	
Parks		\$9,515	\$8,129	\$1,386	
UP Utilities, general insurance, general town labor				<i>un-favorable</i>	
DOWN Unemployment (COVID relief timing)					
ZONING & PLANNING/ad hoc COMMITTEES		\$22,876	\$4,920	\$17,956	
UP Zoning: personnel, legal				<i>un-favorable</i>	
UP Ad hoc committees: Affordable Hsing \$2,500, Energy \$14,000					
DOWN					
Capital Outlays		\$52,488	\$773,029	(\$720,541)	
DOWN Purchases				<i>favorable</i>	
2022 Gravel Installment		\$31,500	\$31,500		
2022 Town dock Passenger Shelter		\$12,923			
2022 Cemetery Shed		\$5,976			
2022 Rec Center Bathrooms remodel		\$7,089	\$76		

2022 Town Board Designated Funds Breakdown

	<u>Feb-22</u> -	<u>Jan-22</u> =	<u>CHANGE</u>	<u>2022 Budgeted Yr end Bal</u>
ADDITIONAL ROOM TAX FUND:	24	24	0	0
MI Cof COMMERCE/FIREWORKS:	20,176	19,176	1,000	12,717
			<i>+ donation</i>	
Town Admin:Cell Tower/Am Rescue F	513,758	513,758	0	500,099
ZONING (Fire # Project)	34,362	34,362	0	0
LAW ENFORCEMENT:	16,445	16,445	0	29,144
FIRE DEPARTMENT:	92,190	92,190	0	47,320
AMBULANCE:	41,746	41,746	0	38,649
ESB RECOVERY FUND (Donations)	600	600	0	601
ESB Fire Dept VEHICLE INSURANCE	607,914	607,914	0	0
ESB Insurance Contents	49,693	49,693	(1)	39,760
AIRPORT EXTENSION/EXPANSION:	0	0	(1)	8,334
MATERIAL RECOVERY FACILITY:	5,000	5,000	(1)	0
PARKS:	50,385	50,385	0	19,357
REC CENTER:	52,536	52,286	251	5,494
General Recreation Center, Softball fund				
			<i>+ donation for Remodel</i>	
CEMETERY FUND	6,349	6,349	0	8,942
WINTER TRANSPORTATION FUND:	12,592	33,352	(20,759)	16,251
			<i>-2021/2022 start up expenses</i>	
ALTERNATIVE ENERGY FUND:	91	91	0	90
LIBRARY:	103,837	105,318	(1,481)	81,486
			<i>- winter program costs</i>	
TOTAL DESIGNATED FUNDS:	1,607,698	1,628,689	(20,991)	\$808,244

TL DESIGNATED FUNDS 2022:

-2/28/2022

Code	description	2019 End Bal.	2020 Rev.	2020 Expend.	2020 End Bal.	2021 Rev.	2021 Expend.	2021 End Bal.	2022 Rev.	2022 Expend.	2022 End Bal.
34151-05	Parks Memorial Park	\$19,776	109	0	\$19,884	6	0	19,891	0	0	\$19,891
34151-17	Parks BBTP	\$5,367	5,863	0	\$11,230	7,170	0	18,400	0	0	\$18,400
34151-08	Parks Cap. Projects	\$3,697	7,533	4,597	\$6,634	10,003	4,543	12,094	0	0	\$12,094
34151-12	MRF Equipment	\$0	0	0	\$0	0	0	0	5,000	0	\$5,000
34151-15	Winter Transportation	\$27,992	28,930	30,536	\$26,386	35,008	28,042	33,352	0	20,759	\$12,592
34151-21	Solar Array Donations	\$90	0	0	\$91	0	0	91	0	0	\$91
34152-50	Fireworks MICofC	\$17,121	0	0	\$17,121	20,230	18,175	19,176	1,000	0	\$20,176
34151-13	ZaP Vehicle/TPC Fire #	\$0	34,362	0	\$34,362	0	0	34,362	0	0	\$34,362
34152-02	Town Admin/Equipment	\$0	0	0	\$0	500,098	0	500,098	0	0	\$500,098
34152-03	Town Admin/ARP Funding	\$0	0	0	\$0	13,661	0	13,661	0	0	\$13,661
34152-04	Room Tax	\$24	0	0	\$24	0	0	24	0	0	\$24
34160-00	Cemetery Fund	\$10,638	5,590	12,509	\$3,719	5,523	2,993	6,249	100	0	\$6,349
34153-01	Fire Dept. Truck	\$5,034	0	0	\$5,034	15,000	0	20,034	0	0	\$20,034
34153-02	Fire Dept. Equipment	\$714	4	0	\$718	0	0	718	0	0	\$718
34153-30	Fire Dept. 66.0608 Funds	\$61,583	17,069	27,739	\$50,913	23,538	3,012	71,439	0	0	\$71,439
34154-02	Ambul. Replacement	\$21,968	6,070	25,622	\$2,415	15,002	0	17,416	0	0	\$17,416
34154-03	Act 102/EMS Funding	\$8,562	5,775	5,353	\$8,985	0	0	8,985	0	0	\$8,985
34154-04	Donation/EMT Training	\$0	5,068	949	\$4,120	0	4,120	0	0	0	\$0
34154-05	Ambul. Equipment	\$22,889	121	0	\$23,010	8,222	20,062	11,169	0	0	\$11,169
34154-40	Ambulance 66.0608 Fund	\$18,019	3,744	20,076	\$1,687	7,015	4,526	4,176	0	0	\$4,176
34155-00	Rec Center Program	\$1,739	10	0	\$1,748	46,792	0	48,540	250	0	\$48,790
34155-03	Ballfield Designated	\$3,725	20	0	\$3,746	0	0	3,746	0	0	\$3,746
34156-01	Library Gen Funds	\$29,742	5,408	5,257	\$29,893	8,275	3,089	35,079	2,510	203	\$37,386
34156-02	Library Scholarship	\$3,506	1,714	0	\$5,220	1,497	0	6,717	0	0	\$6,717
34156-03	Library County Grant	\$2,423	0	1	\$2,422	0	0	2,422	0	0	\$2,422
34156-04	Library NWLS Grant	\$1,918	1,965	0	\$3,883	1,140	0	5,023	0	0	\$5,023
34156-17	Library Pat deBary Fund	\$2,538	14	0	\$2,552	1	0	2,553	0	0	\$2,553
34156-19	Elevator Fund	\$10	600	0	\$610	600	0	1,210	0	0	\$1,210
34156-20	Materials Fund	\$1,543	1,511	641	\$2,412	404	618	2,198	0	0	\$2,198
34156-22	Lib Ski/CARP/Winter Rec	\$4,871	15,330	12,664	\$7,537	1,001	5,026	3,512	4,867	1,431	\$6,948
34156-24	Lib Art Purchase Award	\$4,601	25	0	\$4,626	1,596	0	6,223	0	0	\$6,223
34156-28	BCEF Grant	\$151	1	0	\$152	3,900	0	4,051	0	0	\$4,051
34156-31	Give NOW Fund	\$11,085	10,892	0	\$21,978	1,005	13,568	9,415	0	0	\$9,415
34156-32	Library Rec Program	\$7,540	17,388	8,832	\$16,095	11,744	13,143	14,696	0	30	\$14,666
34156-33	Pace Woods Fund	\$0	0	0	\$0	10,001	4,925	5,076	0	51	\$5,025
34158-00	Squad Car Replacement	(\$1,500)	8,781	2,101	\$5,181	9,000	0	14,181	0	0	\$14,181
34158-10	Law Enforcement Comm.	\$164	0	0	\$164	2,000	0	2,164	0	0	\$2,164
34161-00	ESB Fire Recovery Fund	\$351,203	\$4,584	\$355,786	\$0	\$600	\$0	\$600	\$0	\$0	\$600
34161-04	Fire Dept ESB Insurance	\$677,768	\$20,706	\$72,532	\$625,943	\$1,169	\$19,198	\$607,914	\$0	\$0	\$607,914
34161-05	ESB Contents	\$0	\$167,058	\$12,906	\$154,152	\$33,462	\$137,921	\$49,693	\$0	\$0	\$49,693
TL DESIGNATED FUNDS:		\$2,093,466	\$406,279	\$1,395,106	\$1,104,639	\$794,762	\$282,961	\$1,616,442	\$13,727	\$22,474	\$1,607,694

Town of LaPointe

Memo

To: Town Board Members
C: Michael Kuchta, Town Administrator
Micaela Montagne, Town Clerk
Carol Neubauer, Town Treasurer
From: Barb Nelson, Accounting Admin/Deputy Clerk
Date: Friday, March 18th, 2022
Re: DRAFT 2021 Annual Financial Report

Attached, please find the DRAFT 2021 Annual Financial Report for your review.

Not part of the 2021 annual report, but more for your knowledge and in case of questions, these reports will be printed out for you:

- Full 2021 budget detail report
- Listing of budget amendments
- Details of the budget amendments for Other Financing Sources and Capital Outlay

RECEIVED
MAR 21 2022
Initial

DRAFT

2021 ANNUAL FINANCIAL REPORT

	2021 Approved Budget	2021 Budget Amends	2021 Final Budget	2021 Actual Totals	2022 Approved Budget
REVENUES:					
Taxes	1,946,177	6,275	1,952,452	1,960,589	1,943,610
Intergovernmental Revenues	167,274	0	167,274	144,348	275,484
License & Permits	32,041	0	32,041	34,856	36,665
Fines, Forfeitures, Penalties	3,575	0	3,575	7,073	3,575
Public Charges - Services	441,134	15,147	456,281	572,467	580,752
Intergovernmental Charges	173,900	0	173,900	169,110	178,100
Misc Revenues	110,785	46,749	157,534	182,516	161,348
Other Financing Sources	706,341	1,313,174	2,019,515	1,091,993	1,316,474
TOTAL REVENUES:	\$3,581,227	\$1,381,345	\$4,962,572	\$4,162,952	\$4,496,008
EXPENDITURES:					
General Governmental	602,471	40,329	642,800	601,486	649,076
Public Safety	639,931	29,324	669,255	593,406	794,996
Public Works	824,657	11,354	836,011	760,817	834,799
Health & Human Services	38,662	1,400	40,062	39,372	44,248
Culture, Recreation	399,373	29,500	428,873	401,857	398,096
Conservation & Planning	45,355	827	46,182	33,891	112,500
Capital Outlay	478,237	1,296,671	1,774,908	1,485,525	1,156,441
Debt Service	494,940	(31,500)	463,440	463,439	437,668
Other	57,600	3,440	61,040	82,761	68,184
TOTAL EXPENDITURES:	\$3,581,226	\$1,381,345	\$4,962,571	\$4,462,554	\$4,496,008
Revenues v. Expenditures:	\$1	\$0	\$1	(\$299,602)	\$0
	<i>rounding</i>		<i>rounding</i>		

**2021 Annual Financial Report
Town of LaPointe**

ACTUAL FUND BALANCES AS OF:

12/31/2021

12/31/2020

General Fund		\$829,194	\$1,143,244
Tax Collections Fund		\$1,209,691	\$820,557
Flex/Section 125 Fund		\$8,689	\$13,774
LifeQuest Fund (Ambulance Collections)		\$1,000	\$1,000
Madeline Island Public Library PayPal Account		\$300	\$300
Designated Funds (all)		\$1,616,425	\$1,104,622
Total Balance in all Funds as of 12/31/2021		\$3,665,300	\$3,083,497

DRAFT

Balance in General Fund 01/01/2021		\$1,143,244
2021 Revenues per Budget Report	+	4,162,952
2021 Expenditures per Budget Report	-	4,462,554
Expected balance in General Fund 12/31/2021		\$843,642
Actual Balance in General Fund as of 12/31/2021		\$829,194
<i>(difference due to tax collections reporting, increase of tax acct. cking balance, accrued liabs, Oasis tax)</i>		14,449

Balance in Tax Account Fund 01/01/2021		\$820,557
2021 proceeds (Tax collections, interest)	+	4,307,364
2021 expenditures (transfers to General Fund, service charges)	-	3,918,229
Balance in Tax Account Fund 12/31/2021		\$1,209,691

Balance in Flex/Section 125 Fund 01/01/2021		\$13,774
2021 Transfers from General Fund	+	17,555
2021 expenditures (reimbursement requests)	-	22,639
Balance in Flex/Section 125 Fund 12/31/2021		\$8,689

Balance in LifeQuest Ambulance Collections Fund 01/01/2021		\$1,000
2021 proceeds (Collections)	+	0
2021 expenditures (transfers to General Fund, billing service charges)	-	0
Balance in LifeQuest Ambulance Collections Fund 12/31/2021		\$1,000
<i>The Town has gone to a different billing agency, so this fund will be dissolved in 2022.</i>		

Balance in Library PayPal Fund 01/01/2021		\$300
2021 Proceeds, Interest	+	0
2021 expenditures	-	0
Balance in Library PayPal Fund 12/31/2021		\$300

2021 Annual Financial Report
Town of LaPointe

Designated Fund Balance Comparisons

12/31/2021 12/31/2020

PARKS:

DRAFT

Joni Dunn Memorial Park	19,891	19,884
Big Bay Town Park (BBTP)	18,401	11,230
Capital Project	12,095	6,634
	<u>\$50,386</u>	<u>\$37,749</u>

HIGHWAY:

Highway/Roads Equipment	0	0
Rds Capital Improvements	0	0
Rds Salt/Sand Building	0	0
	<u>\$0</u>	<u>\$0</u>

FIRE DEPARTMENT:

Truck	20,033	5,033
Equipment	718	718
Fire Dept Fund 66.0608	71,439	50,914
	<u>\$92,191</u>	<u>\$56,665</u>

AMBULANCE:

Ambulance Replacement	17,416	2,415
Act 102 Grant	8,985	8,985
Training	0	4,120
Equipment	11,169	23,010
Ambulance 66.0608	4,176	1,687
	<u>\$41,747</u>	<u>\$40,217</u>

REC CENTER:

Shelter improvements	1,748	1,748
2021 -Rec Bathroom Remodel	46,792	0
Ball Field	3,747	3,746
	<u>\$52,287</u>	<u>\$5,494</u>

LAW ENFORCEMENT:

Squad Car	14,181	5,181
Communication	2,164	164
Bike Patrol Fund	100	0
	<u>\$16,445</u>	<u>\$5,345</u>

MATERIAL RECOVERY FACILITY:

\$0 \$0

T HALL CELL TOWER/ARPA FUNDS:

\$513,758 \$0

2021 Annual Financial Report
Town of LaPointe

Designated Fund Balance Comparisons (Continued)

12/31/2021 12/31/2020

LIBRARY:

Library General Operations Fund	35,079	29,893
Scholarship	6,717	5,220
County Grant	2,422	2,422
NWLS Grant	5,023	3,883
Pat deBary Fund	2,553	2,552
Library Elevator Fund	1,210	610
Library Materials Fund	2,199	2,413
Ski/Cultural & Recreation/CARP/Winter	3,512	7,537
Art Purchase Award Fund	6,223	4,627
Bayfield Community Education Foundation	4,051	151
Legacy Fund	9,415	21,978
Library Rec Center Program	14,696	16,095
Pace Woods Fund	5,076	0
	<u>\$98,175</u>	<u>\$97,380</u>

DRAFT

COMPENSATION FUND-DISCRETIONARY

\$0 \$0

CEMETERY & CHAPEL FUND

\$6,249 \$3,719

Zoning (Fire # Project) FUND:

\$34,362 \$34,362

AIRPORT EXTENSION/EXPANSION FUND:

\$0 \$0

MI CHAMBER (4th of JULY/FIREWORKS) FUND:

\$19,176 \$17,121

ADDITIONAL ROOM TAX FUND:

\$0 \$0

WINTER TRANSPORTATION COMMITTEE FUND:

\$33,352 \$26,386

ALTERNATIVE ENERGY COMMITTEE FUND:

\$91 \$91

EMERGENCY SERVICES BLDG. FUNDS:

Donations	\$600	\$0
Fire Dept Vehicle	\$607,914	\$625,943
Bldg Contents/Outfitting	\$49,693	\$154,152
	<u>\$658,207</u>	<u>\$780,095</u>

TOTAL DESIGNATED FUNDS:

\$1,616,425 \$1,104,622

2021 Annual Financial Report
Town of LaPointe

DRAFT

INDEBTEDNESS BALANCE DUE AS OF 12/31/2021 (does NOT include interest)

<u>Northern State Bank</u>	<u>@ 2.75% interest</u>		
	2018 Mercedes Demers Ambulance	\$36,695	
	<i>Lost in 3/6/19 ESB Fire</i>		
	2 - 10 passenger Windsleds	\$138,170	
	Undetermined Projects	\$88,367	\$263,232
			<i>scheduled to be paid off in 2023</i>
<u>Bremer Bank</u>	<u>@ 2.31% interest</u>		
	Roads 2016 Dodge Truck	\$0	
	Emergency Services Building (ESB) Roof	\$0	
	Winter Transportation Terminal Building Roof	\$0	\$0
			<i>Paid off in 2021</i>
<u>Bremer Bank</u>	<u>@ 2.79% interest</u>		
	- Fire Dept Engine #3 Brush Truck	\$13,100	
	<i>Lost in 3/6/19 ESB Fire</i>		\$13,100
			<i>scheduled to be paid off in 2022</i>
<u>Bremer Bank</u>	<u>@ 2.44% interest</u>		
	Fire Truck	\$20,252	
	Emergency Services Building purchasing	\$43,765	
	Roads equipment	\$191,111	
	Parks	\$12,267	
	Town Hall improvements	\$6,742	
	Ice Rescue expenses	\$2,155	\$276,292
			<i>scheduled to be paid off in 2024</i>
<u>Bremer Bank</u>	<u>@ 1.98% interest</u>		
	Big Arn's/Brian's Roads	\$194,456	
	Town Dock improvement	\$561,100	
	Tax Levy Reduction	\$72,269	
			\$827,825
			<i>scheduled to be paid off in 2030</i>
<u>Bremer Bank</u>	<u>@ 2.26% interest</u>		
	Emergency Services Building (ESB)	\$1,314,492	
			\$1,314,492
			<i>scheduled to be paid off in 2030</i>
<u>Ashland County</u>	<u>@ 0.00% interest</u>		
	Gravel Purchase	\$220,500	
	<i>This is NOT a loan, but an agreement to pay off in 2028 on an installment plan</i>		\$220,500
TOTAL 2021 INDEBTEDNESS -		\$2,915,440	\$2,915,440
Borrowing Limit: \$14,269,955 (2021 Equalized Value = \$285,399,100 x 5%)			

DRAFT

Loan Details

Northern State Bank 12/15/2018 \$640,000 / 5-year loan @ 2.75% interest
Ambulance, 2 windsleds, Undetermined

		<u>Principal</u>	<u>Interest</u>	<u>Payment</u>	<u>Balance</u>
Actual Pd		\$640,000.00			
12/31/2019	<i>Actual</i>	121,722.81	16,847.55	138,570.36	\$518,277
12/31/2020	<i>Actual</i>	125,706.92	12,863.44	138,570.36	\$392,570
12/31/2021	<i>Actual</i>	129,338.37	9,231.99	138,570.36	\$263,232
12/31/2022	<i>Calculated</i>	132,753.14	5,817.22	138,570.36	\$130,479
12/31/2023	<i>Calculated</i>	136,502.54	2,068.14	138,570.68	(\$6,023.73)
TOTALS:		\$646,023.78	\$46,828.34	\$692,852.12	

** Loan schedule will be adjusted based on actual interest charged (payments are monthly, not annual)

Bremer Bank 4/25/2016 \$121,000 / 5-year loan @ 2.31% interest

Roads 2016 Truck \$70,000
Emergency Service Building Roof (*lost in 2019 fire*) \$37,206
Winter Transportation Terminal Building Roof \$13,794
\$121,000

		<u>Principal</u>	<u>Interest</u>	<u>Payment</u>	<u>Balance</u>
Actual Loan Amount		\$121,000.00			
1/20/2017	<i>Actual</i>	23,645.51	2,126.96	25,772.47	\$97,354
1/20/2018	<i>Actual</i>	23,486.99	2,285.48	25,772.47	\$73,868
1/20/2019	<i>Actual</i>	24,078.30	1,694.17	25,772.47	\$49,789
1/20/2020	<i>Actual</i>	24,612.54	1,159.93	25,772.47	\$25,177
1/20/2021	<i>Actual</i>	25,176.66	592.85	25,769.51	\$0.00
TOTALS:		\$121,000.00	\$7,859.39	\$128,859.39	

DRAFT

Loan Details

Bremer Bank		3/17/2017 \$62,000 / 5-year loan @ 2.79% interest			
<i>Purchase Fire Department fabricated 2006 Brush Truck Engine #3 (lost in 2019 fire)</i>					
		<u>Principal</u>	<u>Interest</u>	<u>Payment</u>	<u>Balance</u>
Actual Loan Amount		\$62,000.00			
3/17/2018	<i>Actual</i>	11,718.62	1,753.83	13,472.45	\$50,281
3/17/2019	<i>Actual</i>	12,051.60	1,420.85	13,472.45	\$38,230
3/17/2020	<i>Actual</i>	12,387.13	1,085.32	13,472.45	\$25,843
3/17/2021	<i>Actual</i>	12,742.40	730.05	13,472.45	\$13,100
3/17/2022	<i>Actual</i>	13,099.91	370.56	13,470.47	\$0
TOTALS:		\$61,999.66	\$5,360.61	\$67,360.27	

Bremer Bank		11/20/2019 \$450,000 / 5-year loan @ 2.44% interest			
Fire Truck			\$33,000		
Emergency Services Building			\$71,269		
Roads equipment			\$311,223		
Parks			\$20,000		
Town Hall improvements			\$11,000		
Ice Rescue expenses			\$3,508		
			<u>\$450,000</u>		
		<u>Principal</u>	<u>Interest</u>	<u>TI Payment</u>	<u>Balance</u>
Actual Loan Amount		\$450,000.00			
11/20/2020	<i>Actual</i>	85,907.41	10,888.50	96,795.91	\$364,093
11/20/2021	<i>Actual</i>	87,800.31	8,995.60	96,795.91	\$276,292
11/20/2022	<i>Calculated</i>	89,953.50	6,842.41	96,795.91	\$186,339
11/20/2023	<i>Calculated</i>	92,178.85	4,617.06	96,795.91	\$94,160
11/20/2024	<i>Calculated</i>	94,452.87	2,343.04	96,795.91	(\$292.94)
TOTALS:		\$450,292.94	\$33,686.61	\$483,979.55	

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

DRAFT

Loan Details

Bremer Bank

5/13/2020 \$911,000 / 10-year loan @ 1.98% interest

Big Arn's/Brian's Roads	214,000
Town Dock Improvement	617,437
Tax levy reduction	79,563
	<u>\$911,000</u>

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

Bremer Bank

7/17/2020 \$1,389,000 / 10-year loan @ 2.26% interest

Rebuilding of Emergency Services Building

		<u>Principal</u>	<u>Interest</u>	<u>Payment</u>	<u>Balance</u>
Actual Loan Amount		\$1,389,000.00			
8/20/2021	<i>Actual</i>	74,508	12,857	87,365.10	\$1,314,492
8/20/2022	<i>Calculated</i>	56,742	30,623	87,365.10	\$1,257,749
8/20/2023	<i>Calculated</i>	58,043	29,323	87,365.10	\$1,199,707
8/20/2024	<i>Calculated</i>	59,296	28,069	87,365.10	\$1,140,411
8/20/2025	<i>Calculated</i>	60,731	26,634	87,365.10	\$1,079,680
8/20/2026	<i>Calculated</i>	62,123	25,242	87,365.10	\$1,017,557
8/20/2027	<i>Calculated</i>	63,546	23,819	87,365.10	\$954,011
8/20/2028	<i>Calculated</i>	64,941	22,424	87,365.10	\$889,070
8/20/2029	<i>Calculated</i>	66,490	20,875	87,365.10	\$822,579
8/20/2030	<i>Calculated</i>	822,579	39,484	862,062.95	\$0
balloon payment 7/2030	TOTALS:	\$1,389,000	\$259,349	\$1,648,349	

DRAFT

2021 Annual Financial Report
Town of LaPointe

Ashland County 3/12/2019 \$315,000 / 10-year agreement to purchase on installment plan (not a loan)

Purchase of 2 piles of gravel (4,847 tons; 7,999 tons)

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

Submitted to the Annual Town Meeting, April 19th, 2022 by:

Glenn Carlson, Chair
Michael Anderson, Supervisor
Aimée Baxter, Supervisor
Susan Brenna, Supervisor
John Carlson, Supervisor

Micaela Montagne, Town Clerk
Carol Neubauer, Treasurer

(5)TB, Michael, Barb, Mi'caela, Ben, Bill,

Public

SPECIAL EVENT PERMIT

FILE NUMBER _____

Organization/Sponsor(s) of Event: Madeline Island Chamber of Commerce

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

Address: PO Box 274

La Pointe (City) WI (State) 54806 (Zip Code) Phone: 715-747-2801

E-mail address: vacation@madelineisland.com

Date(s) Requested: June 16-from 4-8

Mapped route (if any): La Sueur and Bell Street closure-closure as foot traffic is high. Would only need closed from 4-8 pm

Description of event: Chequamegon Chefs Exhibition

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):

DocuSigned by: Sharon Zanto 2-24-2022
Signature Date

Deposit Paid: \$ 100.00 c# 7539 Received by: Dorene Goltch Date: 2-28-22
Amount Paid: \$ 150.00 c# 7540 Received by: Dorene Goltch Date: 2-28-22
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

RECEIVED
FEB 28 2022
TOWN CLERK

TB(5) Michael, Bawn,
Nicola, Public

For 3-22-22 TB MTH

Resolution #2022-0128
Covid-19 Precautions for Town Government Operations

Whereas rates of COVID-19 exposure continue to be a significant public health concern on Madeline Island, and in Ashland and Bayfield Counties, and

Whereas studies show that variants of SARS-CoV-2, the virus that causes COVID-19, can spread more easily and rapidly than the original strain of SARS-CoV-2, including among those who have and have not been vaccinated, and

Whereas it is in the public interest for the Town of La Pointe to demonstrate and encourage public health best practices and precautions to increase the safety of individuals and our community as a whole,

Therefore, be it resolved that the Town of La Pointe:

- Adopts the attached policy for Town employees and compensated volunteers.
- Will work with health-care partners to purchase or otherwise acquire a supply of rapid antigen tests for Town use. These tests will be available free of charge to employees, members of their immediate households, and volunteers who may have been exposed on Town business.
- Encourages basic pandemic safety protocols: maintain a distance of at least 6 feet from others when possible, wear masks on public property whenever in close proximity to others, wash hands thoroughly and frequently, and avoid behaviors likely to spread Covid or other viruses.

It is further resolved and ordered that all councils, boards, committees and/or commissions of the Town of La Pointe are authorized to conduct meetings via video conference, telephone, or other similar means to avoid the physical presence of members. The attendance of any members of such council, board, committee and/or commission via video or telephonic means shall count toward a quorum of such council, board, committee and/or commission and such members shall have the full authority to engage in discussions and vote as if they were personally present at the meeting.

It is further resolved and ordered that any voucher that would otherwise be signed by all Town Board Members may now be processed through the Town's alternative claim procedure, as described in Town of La Pointe Chapter 40, Article VI.

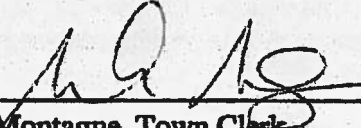
This authority shall exist for a period not to exceed 90 days from the date of this proclamation.

Approved this 28th day of January, 2022.

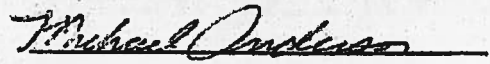
RECEIVED
MAR 10 2022
Liberal dg from mm


Passed January 28, 2022

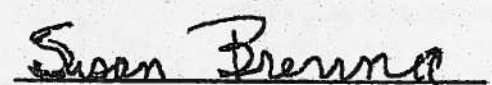
Posted February 3, 2022

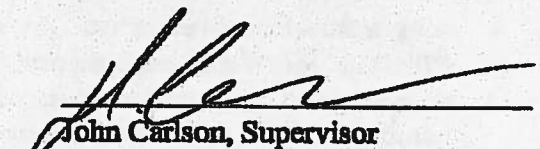
Attest 
Micaela Montagne, Town Clerk


Glenn Carlson, Chair


Michael Anderson, Supervisor


Aimée Baxter, Supervisor


Susan Brenna, Supervisor


John Carlson, Supervisor

Town of La Pointe Covid Policies for Town Employees and Compensated Volunteers

These policies are intended to maintain a safe workspace and reduce the chances of Town employees or compensated volunteers infecting co-workers or members of the public. Willful violations of these policies are subject to discipline under Chapter 440 and other relevant sections of the Town's Personnel Policy. The Town Board may modify these policies at any time, as guidance from the CDC and other health authorities changes.

Town employees and compensated volunteers are expected to wear a mask anytime they engage in-person with co-workers or members of the public. This is mandatory if Town employees and compensated volunteers are indoors or in a congested space, and cannot remain at least 6 feet apart. The only exceptions are for certain health or physical conditions. To gain an exception, the employee must make a personal request to the Town Administrator. The Town will maintain a supply of masks in Town Hall for employees to use.

A. If you display symptoms of Covid.

1. Isolate until you get tested.
2. If you cannot get tested, isolate until your fever and other symptoms are gone. Then, wear a mask in the presence of other people for at least 5 additional days.

B. If you test positive for Covid.

1. You cannot come to work or into Town buildings. Isolate for at least five days; you must isolate until you produce a negative test result or your fever and other symptoms are gone. When you physically return to work, you must wear a mask around others for 5 additional days.

C. If you are exposed to someone who tests positive for Covid.

What to do depends on your vaccination status:

1. If you are fully vaccinated, wear a mask for 10 days after the most-recent confirmed exposure. Ideally, you should take a test for Covid 5 days after your exposure. (Fully vaccinated means receiving a booster shot, receiving a Johnson and Johnson vaccine within the past 2 months, or receiving a Moderna or Pfizer vaccine within the past 6 months.)
2. If you are not fully vaccinated, isolate for five days, whether or not you display symptoms. Then, wear a mask in the presence of other people for an additional 5 days. Ideally, you should take a test for Covid 5 days after your exposure.

D. Covid testing

1. Free at-home Covid tests are available through Town health insurance, www.covidtests.gov and other sources. The Town will attempt to stock a supply that will be available free of charge to employees, compensated volunteers, and members of their

immediate household. If supplies are not available from the Town, the Town will work with health-care providers to make alternative testing available to employees and compensated volunteers at no cost to them.

- 2. If necessary, with prior authorization from the Town Administrator, the Town will pay reasonable time, transportation and testing costs that are not covered by insurance, flexible spending accounts or other sources. This reimbursement will be available for employees and compensated volunteers who abide by this policy. The Town Administrator will be the arbiter of what is reasonable.**

E. Compensation

- 1. Town employees will receive what would be their normal wages for adhering to the isolation requirements of this policy. This pay is available whether or not an employee is eligible for paid sick leave. Employees must apply up to 10 days of accrued sick leave or other paid time off if it is available. Employees who do not have sick leave or paid time off available will be paid up to 10 days of normal wages within a 12-month period.**
- 2. Compensated volunteers will receive what would be their normal stipend for any period they adhere to the isolation requirements of this policy.**
- 3. When possible, employees should carry out normal job duties at home during their isolation period.**
- 4. If the amount of compensation or reimbursement is in question, the Town Administrator will be the arbiter. Employees and compensated volunteers may appeal a decision to the Town Board.**
- 5. Eligibility for payments under this section will be retroactive to Jan. 1, 2022.**

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

For 3-22-22 TB MTD

EASEMENT (Trails, Roads, Access Ways)
Section 23.09(10), Wis. Stats.
Form 2200-22 Rev. 1-87

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, Wisconsin 53707

This easement made this 3rd day of October, 1990, by and between
The Township of LaPointe

_____ and
Grantor; and the State of Wisconsin Department of Natural Resources, Grantee. ~~his wife,~~

For and in consideration of the sum of one
(\$ 1.00) dollar; and the mutual covenants and conditions hereinafter set forth, the Grantor does

hereby convey to the Grantee, upon acceptance by the Grantee, within (1) one month; from the date
hereof, an easement to construct, ~~operate and maintain~~ a public sanitary dump station
on, over and across the following described real estate:

E $\frac{1}{2}$, SE $\frac{1}{4}$, SE $\frac{1}{4}$, Sec. 20, T50N, R3W
Twp. LaPointe, Ashland County, Wisconsin

The location of the easement is shown on Exhibit "A", attached hereto, and made a part hereof.

~~The Grantee shall dispose of all stumps, slash and other debris resulting from the clearing of the above described property.~~

~~The Grantee shall cut in standard lengths and pile all trees having a commercial value, including firewood, for disposal by the Grantor.~~

The Grantee ^{or} shall ~~have the right to post signs and posters~~ along the subject property in order to delineate and locate these lands for public use, and

The Grantee may make such improvements and installations as are necessary, convenient and incidental to the full enjoyment and use of the rights and privileges granted by this easement.

The Grantor releases the Grantee from any claims of damage which may arise as a result of floods on the above-described property.

The Grantor shall not lease or convey any other easement in any way affecting the subject property without securing the prior written permission of the Grantee.

And _____
_____ being the
owner and holder of _____ certain _____

which is _____
_____ against said
premises, do hereby join in and consent to said conveyance free of said lien.
(insert detail concerning lien)

Witness the hands and seals of the Grantor and of any person joining in and consenting to this conveyance on the day and year hereinbefore written.

The terms Grantor and Grantee when used herein shall mean either singular or plural, masculine or feminine, as the case may be, and the provisions of the easement shall bind the parties mutually, their heirs, successors, personal representatives and assigns.

The terms and conditions of the Memorandum of Understanding entered into by and between the Department of Natural Resources and the Town of La Pointe dated October 3, 1990 is marked as Exhibit "B", attached hereto and made a part hereof.

RECEIVED
MAR 10 2022
initial dg from MK

In presence of _____ (SEAL)
Carol L. Sowl, Town Clerk (SEAL)
Elmer Nelson, Chairman (SEAL)

_____ (SEAL)

STATE OF WISCONSIN)
Ashland County) ss.

Personally appeared before me this 3 day of October, 1990, the above named Carol L. Sowl, Town Clerk and Elmer Nelson, Town Chairman person(s) who executed the foregoing instrument and acknowledged the same. to me known to be the

E. Sue Spencer
Notary Public, State of Wisconsin
My commission (expires) ~~is~~ January 31, 1993

Accepted this 12th day of October, 1990.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By Carl H. Evert
Carl H. Evert, Real Estate Manager
Wisconsin Department of Natural Resources

STATE OF WISCONSIN)
Dane County) ss.

Personally appeared before me this 12th day of October, 1990, the above named Carl H. Evert, Real Estate Manager of the Wisconsin Department of Natural Resources person(s) who executed the foregoing instrument and acknowledged the same. to me known to be the

Richard Henneman
Notary Public, State of Wisconsin
My commission (expires) (is) permanant

This instrument drafted by the
State of Wisconsin
Department of Natural Resources

52621.PERM

EXHIBIT B

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is entered into by and between the State of Wisconsin Department of Natural Resources, hereinafter referred to as Department and the Township of La Pointe, hereinafter referred to as Township.

WHEREAS, the Township owns the following described property in Ashland County, Wisconsin, hereinafter referred to as Premises;

E¹/₄, SE¹/₄, SE¹/₄, Sec. 20, T50N, R3W
Twp. LaPointe, Ashland County, Wisconsin

WHEREAS, the Township and the Department would like to construct, operate, maintain and repair a sanitary dump station on said Premises;

AND WHEREAS, the Township and the Department are willing to enter into Memorandum of Understanding pursuant to s. 23.09(2)(h), Stats., in order to establish this sanitary dump station.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, the Department and the Township agree as follows:

1. The Township shall convey to the Department for One (\$1.00) Dollar and other good and valuable consideration as stated herein, an easement in and to the Premises for the purpose of constructing a sanitary dump station on the Premises.
2. The Department will pay no more than twenty thousand (\$20,000) Dollars toward the cost of constructing the sanitary dump station on the Premises. The sanitary dump station will consist of a well, pump, two tanks, pressure distribution system, potable and flush water towers, concrete catch basin, drain hatch, sewer pipe, wiring, controls, connections, and all other work necessary to provide a complete operating system. It will also include a 12-foot wide, blacktop road built to town road standards to provide vehicular access. The Department agrees to reimburse the Township monthly for construction costs supported by receipts and cancelled checks. Costs associated with operation of Township equipment and labor or expense costs of Township officials or employees are not eligible for reimbursement. The Township agrees to cooperate in any audit conducted by Department staff upon project completion.
3.
 - a. The Township will construct the sanitary dump station in accordance with plans and specifications furnished or approved by the Department.
 - b. The Township shall procure any and all necessary state and local permits and approvals for the construction and operation of the sanitary dump station.
4. Once constructed, the Township will operate, maintain, repair, remove and replace the sanitary dump station without cost to the Department, including but not limited to hook-up and monthly charges to the sanitary district.

5. The Township shall allow Big Bay State Park customers to use the sanitary dump station free of any charges or fees and without regard to race, creed, color, sex, marital status, national origin, age, handicap, ancestry, sexual orientation, arrest or conviction record.

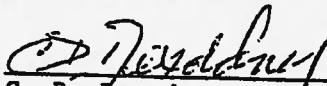
6. The Township agrees to keep the sanitary dump station open from May 15 through October 15, annually, on a 24 hour basis.

7. The Township shall maintain the Premises in a neat, safe, sanitary and useable condition.

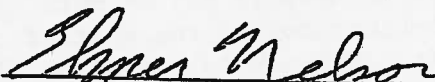
8. The Department and the Township agree that any loss or expense (including costs and attorney fees) incurred by reason of liability imposed by law, will be charged to the party responsible for the officer, employee or agent whose act or omission caused the loss or expense.


IN WITNESS WHEREOF, the Department and the Township have signed this Memorandum of Understanding this 3rd day of October, 1990.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES


C. B. Besadny, Secretary

TOWNSHIP OF LA POINTE


Elmer Nelson, Town Chairman


Carol L. Sowl, Town Clerk

v:\9008\lc9lapoi.rwh

(5) TB, Michael, Barb, Michaela,
Amb, Fire, Police, Ben, Public

**MEMORANDUM OF UNDERSTANDING (MOU)
FOR SCHOOL CRISIS RESPONSE MUTUAL AID**

Date: _____

This Memorandum of Understanding addresses agreement between the Town of LaPointe and the School District of Bayfield for emergency placement of students in case school is unfit for occupancy.

Purpose

Disasters of a large scale that occur within school districts may overwhelm the resources of that district. While this is an infrequent occurrence, it is best to be prepared for the possibility of such an occurrence by entering into mutual aid agreements with other school districts, county emergency services, and county mental health services. Such mutual aid agreements help institutions offer services to each other following major disasters. Past experience has shown that when a large-scale disaster occurs, it is difficult to coordinate services without some planning.

Background

The origins of this Memorandum can be found in two pieces of legislation. The first is the state Emergency Services Act. This Act is designed to help mitigate the effects of natural and man-made disasters. Among its provisions, the Act calls for disaster response partnership agreements within and between the various regions of the state. These response partnerships institutionalize the practice of "mutual aid" already employed by emergency response personnel (e.g., firefighters). Mutual aid allows regions to share emergency response resources whenever a given disaster is beyond local control.

The second origin of this agreement can be found in school safety legislation. According to this legislation, all school districts are required to have a school safety plan in place. Part of the safety plan includes disaster response procedures.

Typically, it is expected that individual schools and/or school districts will manage their own crises using their school safety plan. This Memorandum addresses those occurrences, infrequent though they may be, which tax the resources of the school district to the point where outside help is required.

An example of this type of occurrence was the schoolyard shooting in 1989 at Cleveland School in Stockton, California. It required a crisis response that not only overwhelmed the school district's resources but also overwhelmed the County Mental Health Department. Significant coordination was required to meet the needs of the students and staff. This experience has shown the importance of crisis response planning.

Agreement

1. Each individual school district has the responsibility of responding to its own crises. Additionally, it is the district administration's responsibility to determine when the resources of the district are no longer adequate to deal with a situation. It is the district administration's responsibility to ask for assistance when it is deemed necessary. Mutual aid support is not provided without a request from a district-level administrator.
2. If school disaster mutual aid response assistance is needed, a district-level administrator or designee will contact the regional-level Crisis Response Team's Mutual Aid Coordinator to request assistance.

RECEIVED
MAR 16 2022

Initial: dg From MZ

3. The regional-level Crisis Response Team's Mutual Aid Coordinator will record requests for help on a call-out form developed specifically for that purpose. This documentation will indicate who is requesting help, what type of help is requested, when it is needed, where it is needed, and whether the help being requested is volunteer help or is paid help.
4. The issue of payment is raised because it is possible that an emergency situation can turn into a disaster, which will require federal assistance, at which point there may be reimbursement for costs for disaster response.
5. Following a request for mutual aid assistance, the regional-level Crisis Response Team's Mutual Aid Coordinator will contact appropriate resources for the first response. The choice of which resources or school districts to contact may be based on geographic considerations (i.e., proximity to requesting district), but can also be based on other considerations (i.e., choosing a district that has not already been asked to provide mutual aid support).
6. School districts offering to provide mutual aid to a requesting district will provide only credentialed personnel. Responding Mental Health Services staff will be either licensed clinicians or registered interns (psychiatrist, psychologist, licensed clinical social worker or professional counselor, or marriage or family counselor). Generally speaking, only staff that has been trained in crisis response will be deployed.
7. Responding districts will provide assistance for up to three days. At the end of the three days, further agreements between individual districts, Mental Health Services, Office of Education, and Office of Emergency Services will be necessary in order to provide further assistance.
8. Unless otherwise specified, shifts of work shall be eight hours long for the three-day period.
9. The district requesting the help shall supply supplies for classroom activities, such as art supplies and writing materials, unless otherwise specified in the request for assistance.
10. Participating districts agree to meet annually to ensure appropriate response procedures are still viable.

The signatures below indicate an agreement to abide by this Memorandum of Understanding for crisis response to school districts, pledges cooperation and problem solving, and agrees to respond appropriately for the good of the district and the County.

Term

This Memorandum will be in force on the date first signed below, and will be self-renewing. This Memorandum will be reviewed annually. Districts that no longer wish to participate in this Memorandum of Understanding shall notify, in writing, within 30 days, the following departments:

J. M. ... 3/13/18
 Director, Office of Emergency Services

... 3/2/18
 Town of LaPointe

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING (MOU) FOR SCHOOL CRISIS RESPONSE MUTUAL AID BETWEEN THE TOWN OF LA POINTE AND THE BAYFIELD SCHOOL DISTRICT

Purpose

The Bayfield School District has requested crisis response mutual aid from the Town of La Pointe for students and staff at the La Pointe School should the structure become unfit for occupancy.

Background

The La Pointe School is a school building in the Bayfield School District. The La Pointe School is located on Madeline Island, a twenty-minute ferry ride from the mainland. Children from kindergarten to fifth grade are educated there; most or all of the children reside on the island. Staff include one full-time teacher, one part-time teacher, an aide, and a janitor/bus driver.

Conditions of Agreement

1. School personnel from either Bayfield School District Administration or from the La Pointe School will contact 911 if needed, or will contact one or more of the Town staff, in this order, to describe the situation:

NAME	TITLE	CONTACT INFORMATION	
Bill DeFoa	Police Chief	911*	715-209-7754 - cell
Lisa Potswald	Town Administrator	715-747-6914 -- work	218-348-9918 - cell
Rick Reichkitzer	Fire Chief	911*	715-209-1524 - cell
Paul Goetsch	Town Foreman	715-747-6855 - work	715-209-0782 - cell
Cindy Dalzell	Ambulance Service	911*	715-209-8644 - cell

*911 Dispatched through Ashland County

2. Once contacted or dispatched, Town staff will report to the school to assess the situation and, if needed, make arrangements to move the children to a safe location, most likely either the EMS Building, located at 320 Big Bay Road, or the Town Hall, located at 240 Big Bay Road.

3. Town staff will keep in contact with Bayfield School District staff to ensure that the children's parents have been notified that the children have been moved to another location, and what the location is.

4. Town staff will remain with the children at the location they have been taken to until all have been picked up by their parents. Town staff will report to the Bayfield School District staff when all children have been picked up.

Term

The Town of La Pointe Administrator and the School Superintendent are responsible to review this document on a calendar year basis. If either party no longer wishes to participate in this Memorandum of Understanding, it will notify, in writing, within 30 days, the other party.

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

February 2022 All Alternative Claims Summary:

<u>Regular Alternative Claims</u>	<u>\$2,307,989.37</u>
<u>Alternative Claims Processed under R#2022-0128</u>	<u>\$87,726.26</u>
<u>Library Board Approved Claims</u>	<u>\$11,099.43</u>
Total of All Alternative Claims:	\$2,406,815.06

RECEIVED

MAR 10 2022

Initial: dy

ALTERNATIVE CLAIMS 2022**February 2022**

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
2/1/2022	EMC Insurance	EFT#08-2022	16,435.50	Work Comp, 2nd Qtr Installment
"" ""	Wisconsin Retirement System	EFT#03-2022	9,963.83	Jan 2022 Retirement
2/10/2022	Dept of Employee Trust Funds	EFT#003-2022	18,170.48	March 2022 Health Insurance
"" ""	Oasis P/R#3 2022	EFT#3	36,387.53	P/R#3 Ending 02/05/2022
"" ""	Empower/Deferred Comp	EFT#7003	100.00	P/R#3 employee contribution
2/11/2022	WI Dept of Revenue	EFT#2022-01	1,463.31	Jan 2022 Sales tax calculated
2/15/2022	Ashland County Treasurer	79691	1,088.00	2021/2022 tax roll Feb settlement
"" ""	Ashland Cty communication Ctr	79692	425.00	2022 eDispatch agreement
"" ""	Bayfield School District	79693	1,299,538.24	2021/2022 tax roll Feb settlement
"" ""	Little Big Bay Shop, LLC	79694	255.00	25% contract Gateway signage
"" ""	Madeline Sanitary District	79695	5,392.71	2021/2022 tax roll Feb settlement
"" ""	WI Indianhead Tech/Northwood:	79696	37,997.94	2021/2022 tax roll Feb settlement
"" ""	Ashland County Treasurer	79697	822,113.59	2021/2022 tax roll Feb settlement
"" ""	Madeline Sanitary District	79698	2,909.50	2021/2022 tax roll deliq collects
2/20/2022	Ashland County Clerk	79706	131.00	2021/2022 tax roll dog licenses
2/24/2022	Oasis P/R#4 2022	EFT#4	45,307.33	P/R#4 Ending 02/19/2022
"" ""	Empower/Deferred Comp	EFT#7004	100.00	P/R#4 employee contribution
"" ""	Wisconsin Retirement System	EFT#04-2022	10,210.41	Feb 2022 Retirement

FEBRUARY 2022 TOTAL:**\$2,307,989.37**

#2022-0128 ALTERNATIVE CLAIMS

February 2022

Date	Payable to Who	Check #	Amount	Description
2/8/2022	A T & T Mobility	79664	81.03	Police cell phone, hot spot -1/23/2022
" "	Andres Medical Billing, LTD	79665	161.75	Jan 2022 collects \$1,078.31x15%
" "	Baker Tilly US, LLP	79666	3,000.00	On contract for 2020 yr end audit
" "	Binsfield, Margo	79667	18.89	2021/2022 Overpayment Batch #23
" "	Chicago Iron	79668	1,012.70	Rds welding, 12 microwave disposals
" "	DSC Communications, Inc.	79669	1,008.00	FD 6 batteries, 3 chargers,2 antennas
" "	Island Gazette	79670	135.00	10/26-11/23/221 Reg TB minutes
" "	IState Truck Center	79671	439.38	12v starter for Rds #102
" "	IState Truck Center	79671	537.79	MRF 2004 Oil sensor,ICP Regulator
" "	JB Systems, LLC	79672	149.85	Qtrly Website hosting Feb-April
" "	L & M Fleet Supply	79673	307.69	MRF jumper cables,Rds tools, misc
" "	La Pointe Community Clinic, Inc	79674	161.50	DG COVID test return to work
" "	La Pointe Community Clinic, Inc	79674	125.00	Amb transport COVID (5) Testing
" "	Madeline Island Yacht Club	79675	61.45	Fuel for ice road equipment
" "	Madeline Sanitary District	79676	84.00	Rec Centr MSD can't take credit 100%
" "	Midland Services, Inc.	79677	4,470.20	1189.2 gals diesel @ \$3.759 delivered
" "	Midland Services, Inc.	79677	5,146.12	Jan 2 diesel, 1 gas,MRF truck fuel, late
" "	NAPA - Washburn	79678	1,936.65	Jan rds fluids,#102, #08, FD minatures
" "	Nelson Construction, Inc.	79679	13,970.00	WTC 2021-2022 startup labor 12/3-1/28/22
" "	Nelson Construction, Inc.	79679	3,319.73	WTC 2021-2022 start up materials
" "	Nelson Construction, Inc.	79679	1,535.00	WTC 2021-2022Startup LA issues 2021/2022
" "	Northern State Bank	79680	11,547.53	Payment #38/#60
" "	PowerPlan	79681	103.47	RdsVarious parts,filters leased #444 &98
" "	Ramras Family Trust Donald/Wilda	79682	4.00	2021/2022 Batch #21 overpayment
" "	Republic Services, Inc.	79683	140.07	MRF Dispose 460 lbs electronics
" "	Superior Plumbing & Mech, Inc.	79684	185.00	Boiler in WTB not working
" "	Verizon Wireless	79685	150.08	12/22-1/21/2022 cell phones, iPads
" "	von Briesen & Roper, S.C.	79686	1,008.00	Dec labor issues, A Cty Police agreement
" "	Waste Management Of Wisconsin, I	79687	1,979.77	Jan disposal (1) SW (1) DemCon
" "	Windsled Transport, Inc.	79688	1,934.50	WTC 2021-2022 startup materials
" "	Wisconsin Commercial Port Asc	79689	250.00	2022 Association Dues
" "	Xerox Corporation	79690	31.38	12/28-1/21/22 copier 5,706 copies

2/08/2022 TB Meeting vouchers:

\$54,995.53**Under Resolution #2022-0128**

Date	Payable to Who	Check #	Amount	Description
2/23/2022	Anich, Wickman & Lindsey, S.C.	79707	1,420.00	Mattingly, ACty Law, PD, zoning
" "	Bellin Health	79708	45.00	2022 Annual DOT Random Admin
" "	Cardmember Service (SS)	79709	113.81	Wal-Mart.com Amb (6) COVID Tests 2 pks
" "	Cardmember Service (TWE)	79710	2,348.25	FD Galls Rescue, IceRescue, FFP purchases
" "	Cardmember Service (WJD)	79711	112.77	PO Fax toner, squad gas, taser pouch
" "	Cardmember Services (MGK)	79712	15.81	TA Monthly Adobe subscription
" "	Cardmember Services - (BTS)	79713	1,639.82	MC Conference fee, MRF Drill set, batter
" "	Carlson Building Supplies, Inc.	79714	1,080.01	RecRemodel, Shop broom RoofRake, Parks
" "	Dalzell, Cynthia	79715	178.50	Adventure US Amb Salety gear repairs
" "	Deere Credit, Inc.	79716	1,815.17	Rds Leased #444 Wheel loader #31/#36
" "	Defoe, William	79717	331.11	Chief Mileage WI Dells 2/6-2/9/2022
" "	Digger's Hotline, Inc.	79718	16.00	2022 Pre-Pay Roads notices
" "	Emergency Medical Products	79719	165.13	Amb CPAP, Glucose Test Strips
" "	Emergency Medical Products	79719	158.21	Amb Lube packets, test strips, Hot pack
" "	Emergency Medical Products	79719	343.24	Amb Assorted BP Cuffs, dressings
" "	Erickson, Evan R	79720	16.73	Roads 3 trips to Bayfield to get fuel
" "	Industrial Safety, Inc.	79721	57.95	FD Disinfectant gallon
" "	Island Septic Service, LLC	79722	120.00	SRE 2/6/2022 pumpout
" "	IState Truck Center	79723	140.48	Oil filter & kit for Roads #220
" "	IState Truck Center	79723	31.25	MRF 2004 International Filter
" "	L & M Fleet Supply	79724	61.83	Parks paint, misc hardware
" "	L & M Fleet Supply	79724	377.59	Roads roofRake, Diesel Clear MRF box prep
" "	M.I. Chamber of Commerce	79725	7,193.05	4th Qtr 2021 collections
" "	Midland Truck & Tractor Services	79726	808.84	Service call on MRF 2004 International
" "	NAPA - Washburn	79727	30.98	Fire Dept Def (2)
" "	Nelson Construction, Inc.	79728	6,824.27	12/21-2/9/222 Ice Road
" "	Norvado, inc.	79729	1,598.86	Feb phones, fax, DSLs
" "	Rob's Snowplow Sales & Service	79730	445.00	Plow mount for Rds #22
" "	Streicher's	79731	100.00	PD Knife combo pack
" "	Top Pack Defense, LLC	79732	109.97	PD gun supplies
" "	Windsled Transport, Inc.	79733	4,735.18	Transport 1/19-2/4/2022
" "	Xcel Energy, Inc.	79734	295.92	Cemetery, street lights

2/23/2021 TB Meeting vouchers:

\$32,730.73 Under Resolution #2022-0128

FEBRUARY 2022 TOTAL:	\$87,726.26
Processed under R#2022-0128	

ALTERNATIVE CLAIMS 2022**MI Library****February 2022**

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
2/15/2022	Library Board approved vouchers		11,138.86	
2/16/2022	Amazon	79699	1,178.86	Skates, Music, art supplies
" "	AOEF Ashwabay Outdoor Rec	79700	447.00	3 skiing trips - 1/22/2022
" "	Library Journal	79701	99.00	Annual subscription
" "	New York Times	79702	40.00	Sundays by mail - 2/12/2022
" "	Northern Waters Library Service	79703	5,553.55	Annual fees, marketing
" "	Norvado, inc.	79704	186.58	Feb phone, fax, DSL
" "	Rivistas Subscription Service	79705	1,436.54	2022 Subscriptions (45)
1/25/2022	LaPointe Gas, Inc.	79639	2,157.90	Library 1,022.70 gals @ \$2.11

FEBRUARY 2022 TOTAL:	\$11,099.43
MI Public Library Board approved	

(\$39.43)

MIPL Board approved a \$39.43 voucher to Cardmember services, but shouldn't have. It was a credit and not to be pd

Treasurer's Cash Summary as of February 28, 2022

20110, 111110001, DAVID, Micaela, Public

		Balance Forward	Deposits	With-Drawals	Interest	Bank Charges	Transfers	End Balance
Checking Account	4460000563 1720010674	\$ 965,984.83	\$ 63,428.68	\$ (2,405,392.84)	\$ 18.30	\$ (473.10)	\$ 2,950,302.95	\$ 1,573,868.82
Designated	167668	\$ 1,628,669.41			\$ 37.35		\$ (21,027.95)	\$ 1,607,678.81
Sect. 125	3150485	\$ 24,414.40		\$ (4,845.75)			\$ 725.00	\$ 20,293.65
Tax	3142004	\$ 2,942,388.65			\$ 48.07		\$ (2,930,000.00)	\$ 12,436.72
Library Savings		\$300.27						\$ 300.27
Ambulance (Hometown)		\$1,000.00						\$ 1,000.00
Totals		\$ 5,562,757.56	\$ 63,428.68	\$ (2,410,238.59)	\$ 103.72	\$ (473.10)	\$ -	\$ 3,215,578.27

Bank Reconciliation			
Reported Bank Balance	\$ 3,296,175.90	Available Cash	\$ 1,573,868.82
Deposits in Transit		Tax Transfer	
Interest in transit		Deposits	\$ 55,118.75
Subtotal		Checks	\$ (23,594.64)
Less Outstanding Checks	\$ (80,597.63)	Vouchers	\$ (61,893.57)
Checkbook Balance	\$ 3,215,578.27	Library Vouchers	
		Total Avail.	
		Cking Account	\$ 1,543,499.36

Treasurer's Report \$ 3,215,578.27
 Variance \$ -

Accounting Program Totals:	
General Funds	\$ 1,573,868.82
Designated Funds	\$ 1,607,678.81
Tax Account	\$ 12,436.72
Section 125	\$ 20,293.65
Library Savings	\$ 300.27
Ambulance	\$ 1,000.00
TOTAL	\$ 3,215,578.27

Treasurer's Report \$ 3,215,578.27
 Variance \$ -

2/28/2021
 Balanced outstanding PO \$ (700,327.44)

Balanced

Submitted by Carol Neubauer
 15-Mar-22

RECEIVED
 MAR 16 2022
 Initial dg

TB Michael, Barb
Micaela, public

**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY MARCH 8, 2022
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, Elected Clerk Micaela Montagne
Called to Order: 5:30pm

I. Public Comment A*: S. Brenna thanked the Roads Crew for their outstanding work on clearing this winter. ^{SNOW} show

II. Administrative Reports

- A. Town Administrator's Report: Report prepared and presented by Michael Kuchta dated 2/18/22 – 3/4/22. Discussion on having the Town Board view the 6-year airport plan, and no vendors at Russell Park except for farmers market and fall fest (but people can rent the space like they can rent other park shelters).
 - B. Public Works Director's Report: Report prepared and presented by Ben Schram for February 2022. Discussion on possibly increasing the Town gas storage in the future.
 - C. MRF Supervisor's Report: Report prepared by Marty Curry for Feb 2022
 - D. Airport Manager's Report & Checklist: Report prepared by Paul Wilharm for Feb 2022.
 - E. Planning and Zoning Administrator's Report: Report prepared by Ric Gillman for Feb 2022.
 - F. Accounting Administrator's Report: Report prepared by Barb Nelson for Feb 2022.
 - G. Police Chief's Report: Report prepared by William Defoe for Feb 2022. Limiting money spent on gas now so there is enough in the budget for the summer.
 - H. Fire Chief's Report: Report prepared by Rick Reichkitzer for Feb 2022.
 - I. Ambulance Director's Report: Report prepared by Cindy Dalzell for Feb 2022.
- All reports placed on file by Unanimous Consent.

III. Public Works

- A. Roads, Dock and Harbor
 - 1. BIL Funding: Potential Application for Federal Funding to Reconstruct Town Roads: Grant application will be on the next agenda, construction for Mondamin, Hagen and parts of South Shore Roads will be a 20% match from the Town.
- B. Parks
 - 1. Rec Center Bathroom Remodel: The electrical panel was replaced.
 - 2. Sanitary District Letter of Concern: The Madeline sanitary District is concerned

about high potency loads possibly from the porta potties, RV dump station etc. M. Kuchta to discuss specifics with the district. Further discussion on the RV dump station with an agreement with the State Park.

C. Greenwood Cemetery

1. Lawn Service Contract with Kathleen Erickson: Motion to approve the contract for \$4,400 from 4/15/22 to 12/31/22, M. Anderson/ S. Brenna, 5 Ayes, Motion Carried.

IV. Committees

A. Planning and Zoning: Nothing at this time.

B. Community Awards Committee

1. 2021 Community Award Nominations: Motion to approve the nominations and have the committee notify the recipients, J. Carlson/ S. Brenna, 5 Ayes, Motion Carried. Further discussion on not having anonymous recipients.

V. Town Hall Administration

A. Special Event Permit for Chequamegon Chefs Exhibition June 16, 2022: The Madeline Island Chamber has requested closing Le Sueur and Bell Streets for the event. Discussion on whether that provides enough parking for the event as well as other Island businesses. Motion to table, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried.

B. Schedule Open Book and Board of Review: Motion to have Open Book on June 1, 2022 from 2:00 to 4:00pm and Board of Review on June 8, 2022, from 4:00 to 6:00pm, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

VI. Minutes

A. Regular Town Board Meeting, February 22, 2022: Motion to approve as presented, M. Anderson/ J. Carlson, 5 Ayes, Motion Carried.

VII. Emergency Services

A. Updates on the Construction of the Emergency Services Building: Ben Schram reported that seven out of the ten items on the warranty punch list have been completed or have a plan with parts ordered. There are a few items that still need attention, and if they cannot be completed by March 31, 2022, an extension will be needed in writing.

VIII. Public Comment B:** None.

IX. Liquor & Operators' Licenses

A. Temporary Class "B"/ "Class B" License

1. La Pointe Center Inc, May 29, 2022: Motion to approve, J. Carlson/ M. Anderson, 5 Ayes, Motion Carried.

X. Lawsuits & Legal Issues

A. William Defoe vs. Town of La Pointe, Case No. 19CV57: No updates

B. Judgment on Michael Mattingly Properties 014-00208-0600 and 014-00208-0300:

Information has been provided that a sale is imminent, however, there is no closing date set. The Town Attorney will file foreclosure paperwork if a closing date is not scheduled

XI. New Agenda Items for Future Meetings: BIL grant application for roads, RV station and State Park agreement, Community Awards committee recommendations, Chef's Expo Special Event Permit, Parks Job postings, possibly rescind the mask/ covid resolution, revised policy and procedures for the Emergency Services Building.

XII. Adjourn: Motion to adjourn, S. Brenna/ J. Carlson, 5 Ayes, Motion Carried. Adjourned at 6:19pm.

Submitted by Micaela Montagne, Town Clerk.

DRAFT

(5) TB, Michael, Barb, Michael,
Amb. Fire, Police, Ben, Public

MEMO

To: Town Board

From: Michael Kuchta, Town Administrator

Re: Emergency Services Building Use Policy

March 16, 2022

This proposal updates policies that were put in place before the building opened. Changes reflect the consensus of department heads on what is appropriate, based on a year's worth of experience using the building. The draft rearranges and rewrites some language for clarity; any changes of substance are highlighted in the draft policy dated March 16. (These revisions replace an earlier draft that was circulated, dated March 14.) Changes of substance:

- **Building access.** Use of the building, and access to it, currently is restricted to the Facilities Manager and active members of the police, fire, and ambulance departments. A literal reading of current language means the Town Administrator and Public Works Director do not have routine access to the building. Revisions in the second paragraph and elsewhere clarify who has regular access, and under what conditions.
- **Tours.** Additional revisions, in the fifth paragraph, grant active members of the emergency services the ability to provide brief, personally guided tours – as described – if they receive advance permission from their department head. These tours are a professional courtesy to other emergency responders and to elected officials, and a recognition that family members of the Town's emergency service members also contribute to the strength of our departments. These revisions also grant the Town Board the authority to authorize use of the building and surrounding property for larger community events.
- **Training Room.** These revisions allow use of the Training Room for Town Board or Town committee meetings, and other community gatherings, as long these activities do not conflict with needs of the emergency services departments. This change allows the Town to take advantage of the advanced technology and flexible space the Training Room offers.
- **Keys and Keyfobs.** Clarifies who has access and possession.
- **Security cameras.** The current policy makes no mention of the audio recording capabilities of the cameras. This revision establishes the existing situation as the default position: No audio recordings will be made inside the building without Town Board authorization. This revision also clarifies that requests for video recordings should be filed with the Police Chief.

RECEIVED

MAR 16 2022

Initial: dk



EMERGENCY SERVICES BUILDING POLICIES AND PROCEDURES

Draft 3.16.22

1. BUILDING USE – General Policies

- The building is to remain locked at all times.
- Regular access is restricted to current members of Madeline Island Ambulance, La Pointe Volunteer Fire Department, La Point Police Department, the Town Facilities Manager, Town Public Works Director, and Town Administrator.
- The ESB is owned by the Town of La Pointe and managed by the Town's Facilities Manager. Any mechanical or other problems with the building shall be reported promptly to the Facilities Manager. This is to ensure that any changes, adjustments, or repairs are handled correctly.
- The Ambulance Director, Fire Chief, and Police Chief make up the ESB's Management Committee. The committee makes all decisions about routine building use and operations.
- As a personal or professional courtesy, current members of the Town's Emergency Services departments may give a brief, personal, escorted tour to family members, elected officials, or to visiting members of other emergency services departments. Members must receive documented approval from their department head before granting access to the building. Department heads must receive advance approval from the full Management Committee. In consultation with the Management Committee, the Town Board may authorize using the building and grounds for special events, such as a community open house or blood drive.
- Department members or Town employees shall not bring personal items, furniture, or other unauthorized equipment into the building or onto ESB property without first gaining approval from the Management Committee.
- Department members or Town employees shall not use the ESB for any personal activities, including for work on private vehicles or personal equipment.
- Do not hang, post, or install anything in the building unless it has been reviewed and approved by the Management Committee.
- All department members must contribute to keeping all parts of the building neat and clean.
- Users are expected to clean up after themselves before they leave the building. Return equipment and tools to proper locations. The kitchen countertop and sink will remain clear of dirty dishes and other unwashed items.

a. Training Room

- The Training Room is intended primarily for use by the Town's Emergency Services departments. If the room is not needed for department purposes, it may be scheduled in advance – with approval of the Management Committee -- for meetings of Town boards, commissions, or committees. With authorization from the Town Board, in

consultation with the Management Committee, the room may be scheduled for other community purposes,

- Instructions for using the conferencing system must remain in the Training Room.
- Ambulance and Fire Department computers print at the Training Room printer.

b. Exercise Room

- Only active Ambulance Service, Fire Department, and Police Department members may use the Exercise Room. The room is not available for public or family use.
- Department members must be properly trained before using exercise equipment. A signed form indicating that they have completed training will be kept in the department member's personnel file.
- No more than three people can use the exercise room at the same time.
- Directions for sanitizing equipment will be posted and must be followed.
- No equipment will be brought into or out of the Exercise Room without the Management Committee's approval.
- Requests for training, questions, or concerns (such as faulty equipment) should be directed to Sarah Schram or Jay Wiltz.

c. Laundry Facilities

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

d. Police Dorm and Police Evidence Room

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

e. Mezzanine

- The mezzanine is off limits unless authorized by the Facilities Manager. Nothing belonging to the Ambulance Service, Fire Department or Police Department shall be stored on the mezzanine.

f. Washroom Hallway Lockers

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

2. ACCESS POLICIES AND PROCEDURES

a. Keyfobs

- Active members of the Ambulance Service, Fire Department and Police Department, and authorized Town employees, will be issued a keyfob. Each keyfob has a unique number that identifies the owner; a date and time entry is recorded when the keyfob is swiped to enter the building. Keyfobs are the primary line of entry to the building.

- Users who lose their keyfob must report it **immediately** to their department head *and* to the Police Department so that the keyfob can be deactivated. Requests for a new keyfob must be made to the Police Chief.

b. Keys

- **Ambulance Service:** All members have keys that access the EMS Storage Room and Training Room storage. Only the Director and Assistant Director have key access to the EMS office.
- **Fire Department:** Only select officers have key access to the Fire Department office. Those keys also access Training Room storage.
- **Police Department:** Police officers hold keys to their dorm areas and the Evidence Room. These keys also access Training Room storage.
- **Town:** Master keys are kept in the Town Hall vault. The Facilities Manager also has a master key that grants access to all parts of the building except Police quarters.

c. Exterior Key Pads/Codes

- For security purposes, exterior keypads are to be used **only** in situations where a keyfob is not working. Keyfobs are the first line of entry.
- The Police Chief is responsible for setting key codes, changing the codes on a regular basis, and providing code information to the Ambulance Director, Fire Chief, and Facilities Manager.
- Ambulance Service will have 5XXX code numbers, Fire Department 3XXX code numbers, and Police 1XXX code numbers to differentiate which department is using the keypad to get into the building.
- Codes must not be shared with anyone other than those whom the Ambulance Director, Fire Chief, Police Chief, or Facilities Manager deem necessary.

d. Security Cameras

- Security cameras are located both outside and inside the building. The audio recording capabilities of inside cameras will remain deactivated unless authorized by the Town Board.
- The Police Department is responsible for both operating and monitoring the system. Requests for recordings should be made to the Police Chief.

e. Garage Door Openers

- Each opener is numbered and assigned to a specific vehicle. Do not remove the opener from its vehicle.
- If an opener is lost, missing or not working, contact your department head immediately.

f. Other information

- Outside and inside doors must not be propped open.
- Vendors or service technicians who need access to the ESB must contact the Facilities Manager or be accompanied by a member of the department that requested them.

Any changes to this policy must be approved by the Town Board.