

MEMO

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

DATES COVERED IN REPORT: April 22-May 5, 2023

1. Accomplished/Completed

- **Airport.** Submitted Petition and related paperwork to Bureau of Aeronautics.
- **Gazette.** Submitted a long "Report from Town Hall." It attempts to keep residents up to speed on the Ashland County legal cases, upcoming work by the Affordable Housing Advisory Committee and Comprehensive Plan Steering Committee, Hagen Road repaving, the BBTP feasibility study, committee vacancies, and other topics.

2. Coming Up

- **Madeline Island Marathon.** Saturday May 20; full and partial road closures.
- **Island Closet.** Opens for the season at the MRF on May 20.
- **WTA County Unit Meeting.** May 22.

3. Town Board Agenda – Information/Comments

- **Chef's Expo.** Chamber of Commerce has updated its request; it now seeks permission to *close* LeSueur and Bell Streets entirely on June 15 so it can place a tent on the street.
- **Big Bay Town Park Accessibility Study.** You received a copy of the feasibility study from Cooper Engineering. The study outlines four ADA-compliant options for replacing the existing staircase and bridge. Options are projected to cost roughly \$2.1 million to \$2.6 million. Next steps: decide on a preferred option, begin pursuing outside funding support.
- **Cemetery.** A draft RFP is in your packet, seeking a cleaning service for the cemetery chapel. This work previously was done by seasonal Parks crew; payment would come from the cemetery designated fund.
- **Zoning Board of Appeals.** Appointment of David Ehlen would fill the vacancy left by Dale Whittaker's appointment to the Town Plan Commission. We will continue to post for alternates.
- **Affordable Housing Advisory Committee.** Recommendations from the committee are in your packet. These are initial steps for the Town Board to pursue in order to accomplish recommendations from Maxfield Research. Their report sees a need for 20 new year-round rental units, 10 new single-family homes, and 16 new seasonal rental units in the next 5 years.
- **Comprehensive Plan Steering Committee.** The committee's current charter expires on May 31. They are seeking an extension until Sept. 30. That will give them time to complete an initial draft, submit that draft to the Town Plan Commission for initial review, make revisions, seek additional community feedback (including through a formal public hearing), then make additional adjustments before submitting a Plan to the TPC and Town Board for final action.
- **Sanitary District.** See separate memo.
- **Compensation Resolution.** This codifies wage rates (and changes) that were approved previously by the Town Board or Library Board through individual hiring motions.

- **HVAC Service Provider.** A draft RFP is in your packet. The RFP seeks a primary service contractor for HVAC equipment in Town buildings. The previous contract expired April 23.
- **Police Squad.** The department seeks Town Board permission to decommission and sell the 2015 Ford Explorer, once the new Dodge Durango squad is fully equipped and operational. If no Town departments are interested, the vehicle would be put up for auction on Wisconsin Surplus.

4. Follow Up on Previous/Ongoing Projects

- **Accounting Administrator.** Barb Nelson and I were scheduled to meet with representatives of Ehlers and Pierce on May 9 to discuss the potential of them performing accounting operations for the Town.
- **Cell towers.** American Tower, which manages the original tower, expects to provide the Town a nonionizing electromagnetic radiation (NIER) report by mid-May. AT&T, which installed an antenna on the new tower, provided an RF Safety Categorical Exclusion Letter on April 25. That letter states, in part, "AT&T has evaluated the RF exposure from Tower FA 14680932 and confirmed that the RF exposure to the general population complies with the FCC exposure limits." Finally, AT&T expects to dismantle its old antenna and related equipment from the original tower by the end of May.
- **Dog park.** Organizers are requesting guidance on whether the Town Board would: A) want a lease, MOU, or similar arrangement on use of Town property for the dog park, and B) waive the permit fee to pursue a conditional use permit use of the Rec Center land.
- **Sidewalk.** Public Works and I have not yet drafted an RFP for the sidewalk and other concrete work approved April 25.

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- **Department of Revenue petition.** Our attorneys submitted briefs on May 5. They have until May 19 to send reply briefs. The DOR has until the end of July to issue its determination.
- **Claim against Ashland County.** The County Board has until July 8 to act on The Town's claim. If the County Board rejects the claim (or does not act), the Town Board can decide at that point whether or not to sue.
- **Costs.** Through the end of April, the Town received \$6,513 in donations to help offset attorneys' fees; the Town's total legal costs through the end of April are \$30,245.

7. Other Information

- **2022 Audit.** Auditors from Baker Tilly completed their on-site review on May 4.
- **Bayfield School District.** Glenn Carlson and I were scheduled to meet May 8 with district administrator Beth Papp to discuss plans for the island school building.
- **Fire Department.** The fire department failed to submit information for the annual 2% dues audit in time. Thus, the state considers it a "failed audit," which means the department will not receive an estimated \$7,400 in funding this year. Also, the chassis for the new Engine 1 is scheduled to arrive at Custom Fire Apparatus in Osceola on May 23. Under contract, the completed vehicle should be delivered by late August.

TB (5) TA, AA, Clerk.
Ben. Public

April 2023 Public Works Report

Roads

- April began with the crew doing as much pre-emptive snow removal and ditch clearing as possible, including Cty. H. Throughout 4/5-4/7, a storm system of wind and ice caused multiple trees to come down, a morning power outage for parts of the south end, and boat cancellations.
- On 4/10 the big melt began, and it was not gradual. While the warm sunny days felt very nice, (I believe it was nearly 70 degrees on the afternoon of 4/12) the effects of uncontrollable snowmelt were felt on the island roads. 4/11 resulted in multiple slush clogged culverts and ditches, which led to water over roadways causing washouts. 4/12 resulted in two culvert washouts leading to full road closures, one on North Shore Road and one on Schoolhouse Road.
- On 4/14 the crew replaced two culverts – one preemptively which had begun to wash away on North Shore Road, and the complete washout on Schoolhouse Road, so that no properties on the north end would be cut off.
- 4/16 - 4/17 brought a large, wet, blizzard, which made snow removal on the already messed up roads even messier. The rainy days afterwards postponed the culvert replacement which was planned on North Shore - south of the Benjamin Blvd. intersection. This double culvert was replaced on 4/24 with two 18" plastic smooth bore pipes.
- Before the final weekend of April, which was forecasted with significant rain, the crew obtained hauling permits from Ashland Cty. Hwy and patched the worst gravel road washouts, along with band-aiding future culvert replacements with filter cloth and gravel patching.

Parks

- The 2023 Parks crew will begin the week of May 15th and they will be very busy, as we do what we can do to get the downtown ready for the Marathon weekend and impending summer season.
- I hope to open public bathrooms and Big Bay Town Park's shower building as soon as possible, but the cold nights are delaying those plans.

Misc./Admin.

- Welcome Michael Haben to the MRF – Michael will be driving Woodstock, the 2004 International hook lift truck, as well as helping the road crew out with many tasks. Michael brings a career of experience in driving and operating, along with all aspects of Public Works, and we're happy to have him on the crew.
- Through this month's weather events and sustained road damage, I think it's important to note that many people in the neighboring WI counties (and the U.P.) suffered far more damage which will take much longer to repair or recover from. Mud and potholes are annoying, but fixable as soon as the weather allows, and no resident of the island was ever stranded on a dead-end road.

Happy Spring!

Respectfully submitted, Ben Schram, Public Works Director



Letter from MRFY

Da Bears

"Then while time serves, and we are but decaying;
Come, my *Corinna*, come, let's go a Maying." - Robert Herrick

Well, it's over. The end of an era. A time for recollection and to remember the good times while also looking forward to what's next. I'm not talking about winter. Of course, I'm talking about



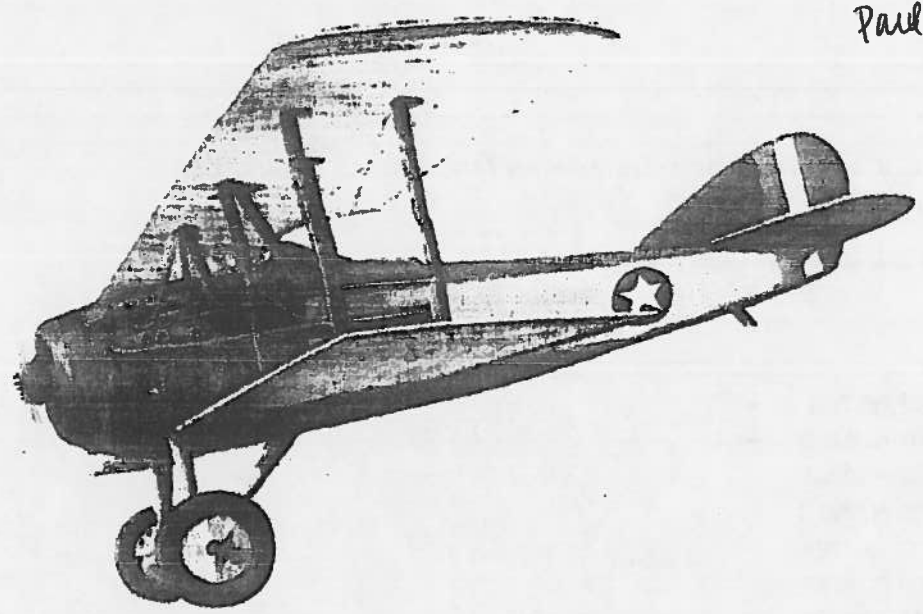
Aaron Rodgers being traded to the New York Jets. The inevitable and very slow burn of this trade has been in the hearts and minds of Packers fans (and others) since last year. And now its time for Packers fans to learn one simple phrase that will have to get us through for the next two years: "All you need is Love!" I can tell it's having a larger impact here at the MRF; Da Bears have woken from their winter slumber and been prowling around the joint looking for tasty bits of crumpet and jam while also staking claim to the fryer grease that reeks of French fries and winter fish (they heard Rodgers no longer owns them, so they are venturing out into new territory)

Speaking of New Beginnings... Please welcome to the MRF family new Transportation Specialist Michael Haben!! Michael is a year-round Island resident who is joining us for his first summer of rotten milk and stale beer as well as hauling your neighborhood garbage and demolition to the mainland!! When you stop in to the MRF this year, don't forget to give him a BIG ISLAND HELLO!!

And speaking of rotten milk: It's possible that you have taken the last full glass of milk and left the last ¼ of an inch in the jug in an effort to alleviate childhood guilt. As such, NO ONE wants to touch the last bit of stale milk and as it slowly grows legs and sours beyond palatability. AND SO ... in a bit of sheer bravado you recycle the entire jug here at our beloved MRF facility. Now I am a fan of milk. It is truly a wonder of nature and one of the rare products that continues to have marketability as it ages : milk, cream, sour cream, buttermilk, cottage cheese, cream cheese, regular cheese (side note: some guy put cheese in a barrel in Lake Ontario thinking the cold temps might make the best cheese ever and it broke from its mooring and now it roams the lake). In the END ... please empty out your milk containers. The gentle spray of rotten milk on the face is less than pleasing.

As always Be MRF-Tastic!
Marty Curry
Recycling Supervisor

TR/S TA, AA, Clerk
Paul Public



Major Gilbert Field (4R5)

To: Town Board

From: Paul Wilharm

Date: 05/01/23

Re: Monthly report for April 2023

During the month of April our airport was issue free !

Attached are logs / checklists

Thanks !

Paul
cover + 3

RECEIVED
MAY - 1 2023
BY: *[Signature]*

April 2023 Traffic count and revenue log / checklist

Drop box receipts \$ 15.00

The following filed flight plans :

04/07 N52VA

04/07 N802CD

04/07 N192AF

04/08 N770BD

04/08 N642BK

04/08 N2934F

04/10 N97221

04/21 N192AF

For additional traffic see pilot shack log attached sheet(s)

RECEIVED
MAY - 1 2023
BY: R 12³⁰ PM

4/1/23	Rm Williams	N1405D	3	P	SWW	
4/7/23	BOBBY MATHERLY	N876SA	2	P	SWW	
4/8/23	Jon Stevens	N7970P	1	P	toB	
4/10/23	Alex Peters	N97221	1	P	BRD	
4-17-23	John Nielsen	N170KW	1	P	WFB	
4/13/23	Brody	N522SD	3	P	KBKX	
4/18/23	PAUL	N36250	3	P	KDLH	
4/24/22	D. DENKERS	N363DS	2	P	KRGK	
4/24/23	Davin Johnson	N154DR	1	P	ZSD	
4/26/23	Dan Luzinski	N6985G	2	P	RH	

15

4/23 pilot shack sign in
(1)

RECEIVED
MAY 1 2023
BY: *R* 12:30

Run

4 total records!

Available Reports

Civil Airport Coordination Report

Civil Airport NOTAM Report

Reference...	NOTAM N...	NOTAM Text	Designator	Recipient ...	Contact In... O
68099589	04/079	IGRB 04/079 4R5 RWY 22 FICON 1/1/1 100 PCT ICE OBS AT 2304051322...	4R5	Paul	airport@to...
68105852	04/092	IGRB 04/092 4R5 RWY 22 FICON 1/1/1 100 PCT ICE OBS AT 2304061548...	4R5	Paul	airport@to...
68105852	04/092	IGRB 04/092 4R5 RWY 22 FICON 1/1/1 100 PCT ICE OBS AT 2304061548...	4R5	Paul	airport@to...
68208212	04/247	IGRB 04/247 4R5 RWY 04 FICON 3/3/3 100 PCT SN WET SN OBS AT 230...	4R5	Paul	airport@to...

Filter Name	Filter Value
Location	4R5
Status	Active,Cancelled,Expired
Keyword	
Date Range (Start)	04/01/2023
Date Range (End)	04/30/2023

4/23 NOTAM

RECEIVED
MAY - 1 2023
BY: B... 1235 P

Zoning Report 4/27/2023

ZONING REPORT 4/27/2023

Building/Land Use Permits

	2023		2022	
	Value	Number	Value	Number
County	\$1,400.00	7	\$1,700.00	7
Town	<u>\$2,171.50</u>	<u>13</u>	<u>\$684.00</u>	<u>5</u>
Total	\$3,496.00	20	\$2,384.00	12

Town Revenue (year to date)

Permits	\$2,171.50
Variance	0
CSM	\$250.00
Special exception	\$750.00
CUP	<u>0</u>
Total	\$3,171.50

Short-Term Rental Permits

Source	2023 (year to date)		2022 (year to date)	
	Permits	Revenue	Permits	Revenue
Rentals by owner	41	\$7,175.00	9	\$1,350.00
Madeline Island Vacations	7	\$1225.00	0	0
The Inn on Madeline Island	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total rental properties	48	\$8,400.00	9	\$1,350.00

I have four applications for Short Term Rentals pending, Permits will be issued after Ashland County Health Inspections receive application and fees. Comparisons to last year are not accurate as Rick had passed and there were no monthly reports to compare to.

Zoning Report 4/27/2023

Notes:

On Tuesday April 18th I had lunch with Ashland County Zoning Administrators to discuss Zoning issues. We will try to do this a few times a year. ZBOA held a meeting on 4/20/2023 @ 5:00 pm to discuss the Craftivity variance request. They decided that Craftivity did not show hardship and the variance was denied. Daniel Titcomb applied for a Special Exception to build on his non-conforming lot on Casper Road. TPC should schedule a public hearing at their next monthly meeting.

DATE	SANITARY PERMIT 3	COUNTY PERMIT #	LAND USE PERMIT #	NAME OF PROPERTY OWNER	FIRE #	STREET NAME	PARCEL NUMBER	PROJECT TYPE	TOWN FEE	COUNTY FEE	ENTERED
1/3/2023		8710	2023-01	Mark Grau	1945	North Shore Rd.	014-00068-2100	Accessory Building	\$ 203.00	\$ 200.00	1/3/2023
1/11/2023	8512	8711	2023-02	Bill Stoddard	3469	Big Bay Rd.	01400023-0300	Accessory Building	\$ 267.00	\$ 200.00	1/11/2023
1/17/2023			2023-03	Erik Nelson	631	Middle Rd.	014-00195-0301	Permit Extension	\$ 50.00		1/17/2023
2/1/2023			2022-76	Rachel Rosen	1143	Middle Rd.	014-00181-0800	Sq. footage	\$ 231.00		2/1/2023
2/1/2023		8712	2023-4	MI Library	241	Library St.	014-00470-0100	Accessory bld	\$ 147.00	\$ 200.00	2/1/2023
2/7/2023		8713	2023-05	George Weed	153	Old Fort Rd.	014-00009-1300	Accessory building	\$ 147.50	\$ 200.00	2/7/2023
2/21/2023		8714		Susan Katt	2856	Big Bay Rd.	014-00061-0400	sauna		\$ 200.00	2/21/2023
2/22/2023			2023-06	Jody Erickson Dale	730	Main St	014-00474-0500	Camper Building	\$ 75.00		2/22/2023
2/28/2023			2023-07	Dualsdorf	1061	Stone Point Ln	014-00158-0900	&Accessory	\$ 531.00		2/28/2023
3/28/2023		8715	2023-08	Vern Blychert	2270	North Shore Rd	014-00066-0230	accessory building	\$ 159.00	\$ 200.00	3/28/2023
3/28/2023			2023-09	Vern Blychert	2270	North Shore Rd	014-00066-0230	land disturbing	\$ 75.00		3/28/2023
3/28/2023			2023-09	James Marturano David		Lot 6 hermit North Shore Rd.	014-00325-0360	land disturbing	\$ 75.00		3/28/2023
4/4/2023		8716	2023-10	Lambert	2244	Rd.	014-00066-0211	Accessory building	\$ 111.00	\$ 200.00	4/4/2023

Zoning Report 4/27/2023

DATE	SANITARY PERMIT #	COUNTY PERMIT #	LAND USE PERMIT #	NAME OF PROPERTY OWNER	FIRE #	STREET NAME	PARCEL NUMBER	PROJECT TYPE	TOWN FEE	COUNTY FEE	ENTERED
4/6/2023			2023-11	Steve McHugh	2027	Benjamin	014-00076-0100	sign home occupation	\$ 100.00		4/6/2023
4/11/2023				David Ehlen	674	Fisherman's	014-00116-1000	CSM	\$ 250.00		4/11/2023
4/26/2023				Daniel Titcomb		Casper Road	014-00005-0900	Special Exception	\$ 750.00		4/26/2023

Accounting Administrator Monthly Report May 2023

05/03/2023

FINANCIALS:

1. Baker Tilly audit staff were at the Town Hall May 1st – May 4th, 2023 and are working on the information needed for them to complete the annual Form CT report to be submitted to the WI DOR by the May 15th deadline. The following week or so will be devoted to answering questions and providing supporting documentation for the filing.
 - a. I can't speak for the auditors, but all seems to be going well.
 - b. With various changes to governmental accounting, a few accounting tasks will change or be added, as well as setting items up on the accrual basis, prepaids expenses and unearned revenues. Definitely an on-going process.
2. 2022/2023 Expenditure Restraint Program (ERPs) report was filed, and associated budget reports uploaded to the WI Dept of Revenue (DOR) by the May 1st deadline. The DOR will review and determine if the Town will qualify for 2024 funding, which it appears should be the case.
3. Billings:
 - a. MRF charges and subsequent billings are being done on a routine basis.
 - b. Hangar, industrial zone and dock leases have also been run through the accounting software program and statements sent out.
4. Accounting Software/Workhorse: The new software is an on-going process with a few processes still to be worked out. The disbursements, receipting, payroll and billings are working well.

MISCELLANEOUS:

1. I am trying to use the remainder of my 2021 vacation hours that were extended to June 30th, 2023. I may not be able to use my 2022 vacation hours by my anniversary date of July 1st.
2. Monday, May 29th is Memorial Day and the Town Hall will be closed
 - a. Due to the Monday holiday, payroll will be processed a day later and pay date will be Friday, June 2nd instead of Thursday, June 1st.
3. We are in the process of completing paperwork for Jamie to have access to the various benefit administration sites instead of me. Benefit admin is a large portion of the job, so we will be training more on that in the coming weeks and will request the Town Board to appoint Jamie as the Town's agent for Department of Employee Trust Funds benefit programs.

Respectfully submitted,

Barb Nelson

Accounting Administrator



LA POINTE POLICE DEPARTMENT

MADELINE ISLAND
270 MAIN STREET
LA POINTE, WISCONSIN 54850

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

Public

To: Town Board
From: William Defoe
Date: 5/3/2023
Re: Monthly Police Report for May

During the month April 2023, the La Pointe Police issued the following:

0 Parking Citations
8 Traffic Citations
0 Ordinance Citations
0 Arrests transported off island.

RECEIVED
MAY - 3 2023

BY: *R*.....

Welcome to May, the April snow showers will hopefully bring May flowers. Calls for service are going up, which means it must be spring even though it doesn't feel like it, we are gearing up for the Madeline Island Marathon this month.

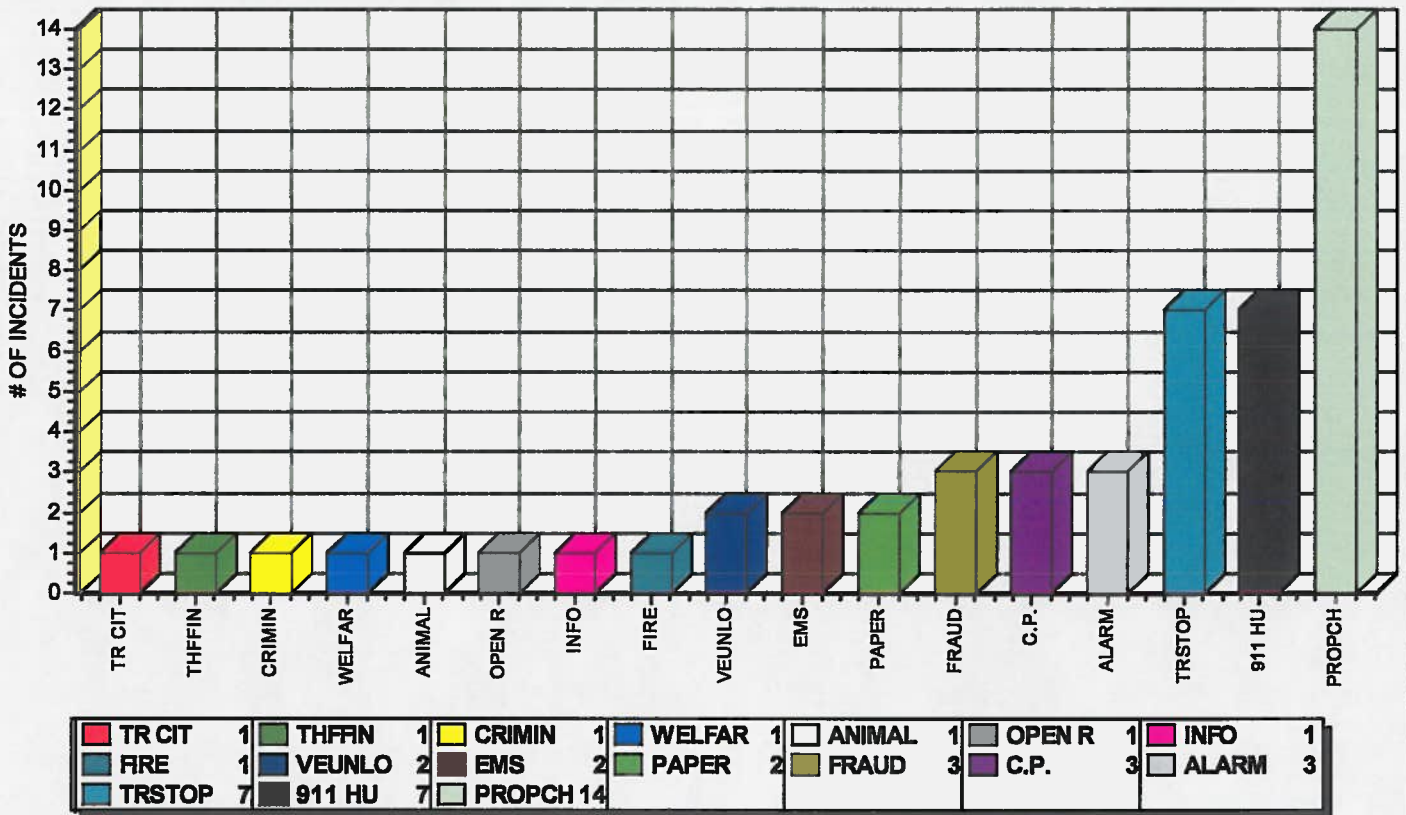
All officers continued with our annual Defense and Arrest Tactics training this spring here on the island. A review of reasonable force as well as defensive tactics were covered. A good refresher for all members of the department.

Speaking of training, Officer Rahlf and Sgt Rossberger are now certified to run an intox machine, we are just waiting for our computer guy to install a new internet port and the state will be setting us up with our own intox machine. This brings us up to three total officers that are certified in the usage.

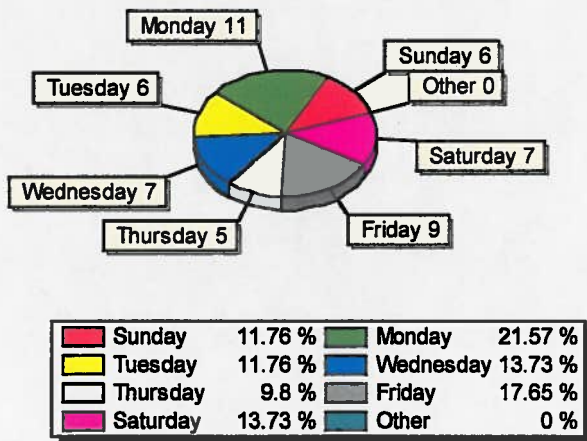
I attended Legislative days in Madison in April, several Chiefs and Sheriffs spoke with many legislators from across the state in one-on-one conversation. I teamed up with Chief Roux (Rice Lake) and Chief Alexander (Superior) to speak with legislators including our local ones as we were the only ones representing Northwest Wisconsin. Topics covered were mental health, recruitment and retainment officers, a need for an increase in pay for District Attorneys across the state as well as an increase in training funds from the state. The update that I had heard was that it is being recommended to double the current training funds given to departments from \$160 an officer to \$320 an officer. We certainly hope that is going to happen as training costs keep going up.

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

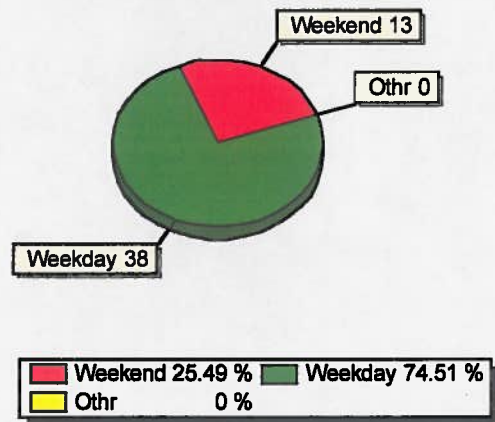
Incident Frequency by TYPE (Top 17 of 17 Shown) (Using DATE RECD)



By Day of Week



Weekday vs Weekend



Search Criteria: (LOGNUM >= 'A4-23-00001')
 (LOGNUM <= 'A4-23-10000')
 (DISTRICT >= '07')
 (DATE_RECD >= TO_DATE('4/1/2023','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('4/30/2023','MM/DD/YYYY'))

TB(S), CLERK, ACCOUNTING, CLERICAL, TA, PUBLIC

**Fire Department Report
April 2023**

Fairly uneventful April except for the weather. The roads department did a good job of letting the fire department know of road conditions and closures. This information was spread to the department and we kept an ever-changing plan of how to respond to any property effectively, considering road and culvert conditions.

Big Water Apparatus has wrapped up work on the Husky wind sled. He installed a new battery maintainer and power system to keep our communication headsets always ready. He handed me some very melted wiring he removed from a previous attempt at adding equipment, another reason we hire professionals to keep our equipment safe and in running order.

We assembled our fire hose testing equipment and started testing our miles of hose lines. This is expected of every department, and we have a good start on completing this fairly large in-house task that should be done every 2 years.

Washburn DNR came to the island for our yearly wildfire refresher. As wet as it's been, a couple days of wind will dry up the vegetation from last year fairly quick. Springtime fire danger subsides as everything greens up again.

La Pointe Fire had a fine group of firefighters pay respect to Washburn's fallen fire chief, Mike Patterson, at a beautiful service at their fire hall.

That was April.

**BE SAFE,
Chief Reichkitzer**

Madeline Island Ambulance Service Report

April 2023

We had just one transport run in April. We are still using the Mercedes four-wheel drive ambulance even without an ice road as our primary vehicle. Driveways and road conditions make it the best option until the snow is gone and the driveways dry up quite a bit.

I am working on our Service License. There are a lot of new uploads that are required.

We did have our training meeting where we practiced on the Lucas and CPAP. We had our regular monthly meeting where we went over more on the new protocols.

I have started to do the spread sheet for the CMS requirement. We signed up to do their analysis on our costs of run for this year. I need to keep a very close eye on each run and its expenses. We did receive our second installment on our Flex Grant and it is in our designated fund waiting for our EKG equipment to arrive.

Bonnie Matuseski has her Wisconsin license and will be joining the service in May. She should be a great asset to the service now that she will be living here May through October.

We have a new ambulance inspector with the state. He will be here this summer to acquaint himself with our service and do our annual inspections.

We are now able to fill small oxygen bottles in house and are setting up our new area to be a dedicated fill station. I have done a complete inventory and cleaning of the storage closet and rigs to be ready for our busy season. We are hoping to do a dual training with the police and ambulance and the fire department would be asked to join, to work on coordinating car crash incidences and incident command.

I am continuing to work on learning more about our EKG equipment and the capnography capabilities. This is how you measure carbon dioxide levels in blood which is a better indication of perfusion than oxygen levels. We will have full training on this when our new equipment arrives and I want to be ready.

Respectfully Submitted,

Cynthia Dalzell, Madeline Island Ambulance Service



**TOWN OF LA POINTE
MADELINE ISLAND**

240 Big Bay Road
PO Box 270
LA POINTE, WI 54850
715-747-6913

**Request for Proposal
Chapel Cleaning**

1. Summary and Background

The Town of La Pointe, on Madeline Island, is accepting Proposals for a seasonal cleaning service at the Michael Chapel (on the grounds of the Town-owned Greenwood Cemetery).

2. Scope of Work

- 2.1. At the direction of the Town's facilities manager, clean the interior and exterior of the open-air chapel at least once a week from May through September, or upon request. Cleaning time is estimated at 2 hours.
- 2.2. Advise facilities manager of need for more thorough maintenance or repairs.

3. Proposal Guidelines

3.1. Proposal Deadline

Proposals will be accepted until 4 p.m. Central Time on Tuesday May 23, 2023.

3.2. Submission Requirements

Proposals must be sealed, marked with the Vendor's name and address, labeled "**RFP 23-02**," and delivered by the Proposal deadline to:

Town Clerk
Town of La Pointe
PO Box 270
240 Big Bay Road
La Pointe, WI 54850

Alternatively, Proposals may be emailed to: clerk@townoflapointewi.gov.

Hand-delivered copies will be accepted at the above address only between the hours of 8 a.m. and 4 p.m. Central Time, Monday through Friday, excluding holidays observed by the Town. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the delivery service includes the required labeling information on the outer wrapper or envelope. Vendors should be aware that delivery to the island may be affected by ferry schedules and other conditions beyond the Town's control.

3.3. RFP Timetable

The anticipated schedule for the RFP is:

- RFP Available May 10, 2023
- Proposal deadline May 23, 2023, 4:00 p.m. Central Time
- Proposals opened May 23, 2023, 5:30 p.m. Central Time
- Staff review of proposals, contract developed May 24-June 7, 2023
- Town Board votes on recommended proposal June 13, 2023
- Term of contract June 14, 2023-September 30, 2023

3.4. Content of Proposal

To facilitate evaluation of proposals, please submit the following:

- 3.4.1. Rates and other terms for the proposed service.
- 3.4.2. Three (3) references of previous or current clients; please provide name, address, email, and telephone of all references on a separate page.
- 3.4.3. The Proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the Vendor. Proposals must remain valid for a period of 60 days from the Proposal.

3.5. Additional Proposal Information

- 3.5.1. Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal.
- 3.5.2. All expenses involved with the preparation and submission of the RFP to the Town are the responsibility of the Vendor.
- 3.5.3. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Law and related laws and policies of the State of Wisconsin and of the Town of La Pointe. All materials remain the property of the Town and will not be returned to the respondent.
- 3.5.4. A list of names of Vendors responding to the RFP may be obtained from the Town Administrator after the Proposal deadline.
- 3.5.5. Direct inquiries to clarify any requirements of this RFP to: Public Works Director Ben Schram at 715-747-2174 or foreman@townoflapointewi.gov.
- 3.5.6. The issuance of this RFP constitutes only an invitation to present a Proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a respondent's Proposal meets the criteria in this RFP. The Town also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to modify the procurement process and schedule, to waive any technicalities or irregularities, to reject any or all responses with or without cause, and to accept the response that is determined to be in the best interest of the Town.
- 3.5.7. In the event that this RFP is withdrawn or the project canceled for any reason, the Town shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise. All respondents to this RFP shall hold harmless the Town and any of Town officers and employees from all suits and claims alleged to be a result of this RFP.

4. Information for Selected Vendor

4.1. Required Documentation

- 4.1.1. The selected Vendor will be required to provide a current W-9.
- 4.1.2. The selected Vendor shall be an independent contractor in regard to the Town, not an employee of the Town; as such, the selected Vendor will be required to complete a 9-Point Test.

4.2. Insurance

- 4.2.1. The selected Vendor will be required to provide proof of liability insurance before work can begin. General liability insurance should cover a minimum of \$1,000,000 per incident, list the Town as an additional insured, and meet all applicable state and federal laws.
- 4.2.2. Workers compensation insurance shall be as required by the State of Wisconsin. The selected vendor shall procure and maintain for the life of the contract workers compensation insurance covering all employees, with limits meeting all applicable state and federal laws.
- 4.2.3. This coverage shall extend to any subcontractor that does not have its own worker's compensation or employer's liability insurance.

4.3. Jurisdiction

Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin. The contractor shall comply with applicable federal, state, and local laws and regulations.

Date: April 26, 2023

To: Town Board
Zoning Administrator

From: Dorgene Goetsch, Clerical Assistant

RE: Zoning Board of Appeals appointment, term ending 6/30/25

With his appointment to the Town Plan Commission, Dale Whittaker resigned from the Zoning Board of Appeals effective today.

David Ehlen asked to redirect his committee application (attached) be considered for the Zoning Board of Appeals.

THE ZONING BOARD OF APPEALS CURRENT MEMBERS

3 Year Terms, 5 Members 2 Alternates

Oath of Office to be taken within 5 days in receiving appointment per §19.01 and §60.31

PURPOSE: To consider certain appeals and variances.

MEMBERS:

Rick Reichkitzer
Tom Nelson
Paul Brummer, Chair
David Boone
OPEN

TERM EXPIRES:

June 30, 2023
June 30, 2023
June 30, 2024
June 30, 2025
June 30, 2025

Alternates:

#1 OPEN
#2 OPEN

June 30, 2024
June 30, 2025



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@townoflapointewi.gov

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

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

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

2. Personal Information

David C Ehlen

Name (please print)

Box 142 La Pointe, WI. 54850. 674 Fishermans Lane

Mailing Address

Phone (Primary)

Phone (Other)

Email Address

Town Resident? Full time Seasonal X Other

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

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?

PLEASE SEE ATTACHED SHEET

5. Why would you be an asset to the board(s)/committee(s) you have selected above? (Use back if necessary)

PLEASE SEE ATTACHED SHEET

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

David Ehlen

Print Name

David C Ehlen

Signature

4 14 2023

Date

4. What are your reasons for seeking an appointment to the board(s)/committee(s) you have selected above?

I feel a deep sense of obligation to contribute to the town and community that has been a special part of our family for 65 years. I believe that balanced, representative solutions are required to help support the growth and long-term sustainability of the Island. To this end, the Town Plan Commission offers the citizens of La Pointe a structure to come together and collaboratively develop ideas and recommendations that serve the community.

5. Why would you be an asset to the board(s)/committee(s) you have selected above? (Use back if necessary)

In addition to being a long-term La Pointe resident, I am the founder and Managing Director of a management advisory firm. For over 20 years I have led strategic planning and transformation programs for a broad set of businesses and public agencies. Currently, I serve as an Executive Advisor to The Oregon Tourism Commission. In this role, I work directly with the agency leaders addressing the challenges and opportunities that popular vacation destinations face. Complex issues like sustainable tourism, affordable housing, destination management and resident prosperity are familiar topics that require practical and balanced solutions. I am eager and excited to contribute my experience and ideas as a cooperative and collaborative member of the Town Plan Commission. I would be honored to serve the community in this capacity, supporting the long-term vision for La Pointe and Madeline Island.

Affordable Housing Advisory Committee Recommendations

The Town's Affordable Housing Advisory Committee recommends utilizing a combination of tools to spearhead the development of rental and home ownership options for low-to moderate-income individuals and families. Priority should be given to those who work in La Pointe and commit to living here year-round.

The Maxwell Research group performed a market assessment documenting housing demand and supply. They concluded that there is significant demand for affordable/workforce housing; their report recommends 20 units of year-round rental, 10 units for home ownership, and 16 units for seasonal housing. They recommend that rental units be the first priority for development, targeting working people with incomes between 50% - 80% of the area median income (AMI)

Subsequent efforts should develop a continuum of housing stock that allows households to migrate from rental to ownership and back as their life situation changes, including, eventually, low-maintenance senior and assisted housing.

We ask the Town to:

- Approve a Request for Proposal (RFP) to engage a non-profit developer or other appropriate financial partner to assess, build and manage the first tranche of affordable rental housing development in La Pointe.
 - May 2023 RFP decision and distribution - July response and evaluation - August developer decision.
- Donate, sell, lease or "make available" for proposal purposes a portion of Town-owned Parcel 014-00457-0000, with a final decision based on developer feedback and legal considerations.
 - May 2023 decision - August final parcel/financial decision
- Consider zoning modifications and other tools that can increase the viability of potential projects.
 - As needed based for each project

MEMO

To: Town Board
From: Michael Kuchta
Re: RV Dump Station

As you are aware, Madeline Island Sanitary District sent an email on April 21, 2023, stating that they believe the Town is being undercharged for waste that is pumped from the RV dump station near the airport. Instead of charging \$125 annually, the Town will be charged \$250 per 1,000 gallons for waste pumped from June-October. In 2021, the site generated more than 21,000 gallons in the tourist season; at that level, the cost would be \$5,250. (The sanitary district has not provided updated use figures.)

The RV dump station was created in 1990 under an agreement between the DNR and the Town (MOU attached). The DNR paid for construction; the Town is required to keep the station open from May 15-Oct. 15, and allow free use by campers from Big Bay State Park. Costs to "operate, maintain, repair, remove and replace" the station fall on the Town, as do sanitary district charges. The site was selected after at least four years of discussion by the Town Board, including considering several sites in Town.

The sanitary district's April email follows up an email from Feb. 28, 2022, in which the sanitary board expressed belief that general increases in tourism, including "high strength" or "slug" loads from sites such as the RV dump and porta-potties, contribute to the district's struggles in meeting state DNR standards for effluent quality. The 2022 email states that the district wants to avoid costly upgrades. This is not a new problem; because of the apparent impact on effluent, the district has refused to take waste from the pit toilets at the Town and State parks since 2012, for example.

The sanitary district is responding to pressure from the Water Quality Bureau of the DNR; the Town is obligated by an agreement with the DNR's real estate division. Sanitary district emails suggest that the water quality people believe the dump station MOU "has run its course and could be dissolved." It is not clear, however, that the DNR people have talked with each other. In reality, the Town and sanitary district have not talked either; all discussion has been through staff emails. Town Board supervisors and sanitary district commissioners have not taken part in any of direct discussion.

In the April 21 and related emails, the sanitary district suggests a range of possible remedies for the Town to take:

- Relocate the RV dump station to a site on the district's collection system (no location suggested)
- Relocate the RV dump station to Town Park, where loads can be diluted by shower water collected in the same holding tanks
- Find land on which to spread "high strength" loads (also known as "land application"; no sites on the island or mainland have been identified)
- Charge Town Park campers a fee to use the RV dump station, to offset higher costs to the Town
- Limit quantities pumped from the RV dump to 500 gallons a week, to reduce apparent impact on effluent quality in tourist months
- Eliminate use of porta-potties in Town, to reduce apparent impact on effluent quality in tourist months
- Require that event organizers obtain advance permission for more than 2 porta-potties, to reduce perceived impact on apparent quality in tourist months

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, SE¹, SE¹, 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 wall, 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


G. B. Sasadny, Secretary

TOWNSHIP OF LA POINTE


Elmer Nelson, Town Chairman


Carol L. Sowl, Town Clerk

v:\9008\lc9lapof.rwh

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

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

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.

For and in consideration of the sum of ONE
(\$ 1.00) dollars; and the mutual covenants and conditions hereinafter set forth, the Grantor does
heraby 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 $\frac{1}{2}$, S $\frac{1}{2}$, S $\frac{1}{2}$, 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 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 _____
_____ which is _____

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

In presence of

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

S. Sue Spencer
 Notary Public, State of Wisconsin

My commission (expires)(is) January 31, 1993

Accepted this 12th day of October 12, 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) permanently

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

52621.PRM

TB(5) TA, MA, Clerk.
Public

**Attachment "A" to 2023 Compensation Resolution
Town of LaPointe
Resolution #2022-1227**

RESOLVED by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, and this change to Resolution #2022-1227 (2023 *Compensations*) has been passed and is attached to the resolution and becomes a part thereof.

<u>POSITION</u>	<u>2023 RATE</u>	<u>CHANGE</u>	<u>2023 RATE</u>
Park #1 *	\$19.25	+\$1.25	\$20.50
MRF Transportation Specialist *	\$27.17	+\$0.83	\$28.00
<i>* As per Town Board motion on 3/28/2023</i>			
Park #2 **	\$17.75	-\$0.75	\$17.00
<i>** As per Town Board motion on 4/25/2023</i>			
EMT/EMR Peak Weekend ***	\$100.00/shift	-\$15.00/shift	\$85.00/shift
EMT/EMR Holiday Shift ***	\$100.00/shift	-\$15.00/shift	\$85.00/shift
<i>*** As per Town Board motion on 3/28/2023, effective 05/26/2023</i>			
Summer Recreation Director I****	\$20.00	NONE	\$20.00
Summer Recreation Director II****	\$20.00	NONE	\$20.00
Summer Recreation Assistant ****	\$18.00	NONE	\$18.00
<i>****As per Madeline Island Public Library Board motion on 01/24/2023 (job title changes)</i>			
Librarian *****	\$23.00	NONE	\$23.00
<i>*****As per Madeline Island Public Library Board motion on 1/24/2023</i>			
<i>*****As per Town Electors motion on 2/10/2023, retroactive to 1/30/23, elected official statute Per Wisconsin Statute 60.37 (4) (a)</i>			

Dated this _____ day of _____ 2023.

Attest:

Micaela Montagne, Town Clerk

Glenn Carlson, Chairman

Michael Anderson, Supervisor

Posted:

Aimée Baxter, Supervisor

Susan Brenna, Supervisor

Samantha Dobson, Supervisor





**TOWN OF LA POINTE
MADELINE ISLAND**

240 Big Bay Road
PO Box 270
LA POINTE, WI 54850
715-747-6913

**Request for Proposal
HVAC Contractor**

1. Summary and Background

The Town of La Pointe, on Madeline Island, is accepting Proposals for a prime HVAC contractor to perform inspections and maintenance on equipment in Town-owned buildings.

2. Proposal Guidelines

2.1. Proposal Deadline

Proposals will be accepted until 4 p.m. Central Time on Tuesday May 23, 2023.

2.2. Submission Requirements

Proposals must be sealed, marked with the Vendor's name and address, labeled "**RFP 23-01.**" and delivered by the Proposal deadline to:

Town Clerk
Town of La Pointe
PO Box 270
240 Big Bay Road
La Pointe, WI 54850

Hand-delivered copies will be accepted at the above address only between the hours of 8 a.m. and 4 p.m. Central Time, Monday through Friday, excluding holidays observed by the Town. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the delivery service includes the required labeling information on the outer wrapper or envelope. Vendors should be aware that delivery to the island may be affected by ferry schedules and other conditions beyond the Town's control.

Alternatively, Proposals may be emailed to: clerk@townoflapointewi.gov.

2.3. RFP Timetable

The anticipated schedule for the RFP is:

- RFP Available May 10, 2023
- Proposal deadline May 23, 2023, 4:00 p.m. Central Time
- Proposals opened May 23, 2023, 5:30 p.m. Central Time
- Staff review of proposals, contract developed May 24-June 7, 2023

- Town Board votes on recommended proposal June 13, 2023
- Term of contract June 14, 2023-June 30, 2026

2.4. Content of Proposal

To facilitate evaluation of proposals, please submit the following:

- 2.4.1. The Submittal Form (see last page of this RFP)
- 2.4.2. A Proposal prepared with a straightforward, concise description of the Vendor's capabilities to satisfy the Scope of Work (Section 3).
- 2.4.3. Three (3) references of previous or current clients; please provide name, address, email, and telephone of all references on a separate page.
- 2.4.4. The Proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the Vendor. Proposals must remain valid for a period of 60 days from the Proposal deadline (see Submittal Form on last page of this RFP).

2.5. Additional Proposal Information

- 2.5.1. The Town of La Pointe (Town) will not change or supersede the written requirements in this Request for Proposal (RFP) except by written addendum.
- 2.5.2. Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal.
- 2.5.3. All expenses involved with the preparation and submission of the RFP to the Town are the responsibility of the Vendor.
- 2.5.4. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Law and related laws and policies of the State of Wisconsin and of the Town of La Pointe. All materials remain the property of the Town and will not be returned to the respondent.
- 2.5.5. A list of names of Vendors responding to the RFP may be obtained from the Town Administrator after the Proposal deadline.
- 2.5.6. Inquiries to clarify any requirements of this RFP should be directed to: Public Works Director Ben Schram at 715-747-2174 or foreman@townoflapointewi.gov.
- 2.5.7. The issuance of this RFP constitutes only an invitation to present a Proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a respondent's Proposal meets the criteria in this RFP. The Town also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to modify the procurement process and schedule, to waive any technicalities or irregularities, to reject any or all responses with or without cause, and to accept the response that is determined to be in the best interest of the Town.
- 2.5.8. In the event that this RFP is withdrawn or the project canceled for any reason, the Town shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise. All respondents to this RFP shall hold harmless the Town and any of their officers and employees from all suits and claims alleged to be a result of this RFP.

3. Scope of Work

This request seeks Proposals for a three-year contract with a primary vendor to perform HVAC inspections, maintenance, and installation of equipment in nine Town-owned buildings. Work shall include seasonal check-ups of equipment in spring and autumn, repairs, and upgrades as needed. At a minimum, proposals should include:

- 3.1. Hourly fees
- 3.2. Mileage or trip charges
- 3.3. Rates for equipment use
- 3.4. Other rates as appropriate
- 3.5. Warranty information
- 3.6. Other conditions

4. Information for Selected Vendor

4.1. Required Documentation

- 4.1.1. The selected Vendor will be required to provide a current W-9.
- 4.1.2. The selected Vendor shall be an independent contractor in regard to the Town, not an employee of the Town; as such, the selected Vendor will be required to complete a 9-Point Test.

4.2. Taxes

The Town is exempt from sales and use taxes. Upon request, the selected Vendor will be provided with the Town's Sales and Use Tax Exemption Certificate and CES Number.

4.3. Insurance

- 4.3.1. The selected Vendor will be required to provide proof of liability insurance before work can begin. General liability insurance should cover a minimum of \$1,000,000 per incident, list the Town as an additional insured, and meet all applicable state and federal laws.
- 4.3.2. Workers compensation insurance shall be as required by the State of Wisconsin. The selected vendor shall procure and maintain for the life of the contract workers compensation insurance covering all employees, with limits meeting all applicable state and federal laws.
- 4.3.3. This coverage shall extend to any subcontractor that does not have its own worker's compensation or employer's liability insurance.

4.4. Jurisdiction

Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin. The contractor shall comply with applicable federal, state, and local laws and regulations.



Submittal Form

In compliance with the Town of La Pointe's **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this Proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the anticipated timeframe.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

Vendor's Name: _____

Federal EIN: _____

Business Address: _____

Business Contact Representative: _____

Phone: _____ Email: _____

TB5 TA, AA, Clerk
Public

**TOWN OF LA POINTE
PUBLIC HEARING:
Major Gilbert Field (AR5)
TUESDAY APRIL 25, 2023
5:00 PM AT TOWN HALL, 240 BIG BAY ROAD
Draft Minutes**

Town Board Members Present: Chair Glenn Carlson, Supervisor Michael Anderson, Supervisor Aimée Baxter, Supervisor Sue Brenna, Supervisor Samantha Dobson

Staff Present: Town Administrator Michael Kuchta, Airport Manager Paul Wilharm, Elected Clerk Micaela Montagne

Public Present: Dave Donkers, Marie Iannazzo, Leslie Mack, Nick Widmar

I. Call to Order: 5:00pm by Glenn Carlson

II. The purpose of this Public Hearing is to discuss potential Airport projects to include in petitions for state and federal aid that the Town of La Pointe is considering submitting to the State of Wisconsin Department of Transportation.

The proposals:

- Construct/ reconstruct/ rehabilitate Terminal Building and Hangar
- Sealcoat and crack-fill airfield pavements
- Conduct Airport Master Plan/ Exhibit A/ ALP update
- Conduct wildlife site visit
- Clear and maintain runway approaches as stated in Wis. Admin. Code Trans Section 55; and any necessary related field work

The process is that the Town needs to come up with this plan, in hopes of receiving up to \$1.2 million for airport projects (with up to a 5% match) from the State of WI. In order to do any of the projects, this is the first step in creating the list, there will then be a petition to submit to the State. The State would help secure contractors etc. if/ when the time comes for the projects to happen. Discussion on the most important thing would be sealcoat and crack fill the runway. Also, the need to rehabilitate the terminal building, and maintain the runway approaches. The wildlife visit is not as important but should remain on the list just in case.

Public comments included questions on runway extension or displaced threshold. D. Donkers mentioned the BOA doing a study on the runway.

L. Mack questioned putting new equipment on the list, maybe a new brush?

Discussion on the need to keep the right of way cleared of trees and brush.

III. Adjourn: Motion to adjourn, S. Brenna/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 5:19pm.

Submitted by Micaela Montagne, Town Clerk.

TB(5) TA, AA, Clerk.
public

**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY APRIL 25, 2023
5:30 PM AT TOWN HALL
Draft Minutes**

Town Board Members Present: Chair Glenn Carlson, Supervisor Michael Anderson, Supervisor Aimée Baxter, Supervisor Sue Brenna, Supervisor Samantha Dobson

Staff Present: Town Administrator Michael Kuchta, Public Works Director Ben Schram, Elected Clerk Micaela Montagne

Public Present:

Called to Order: 5:30pm

I. Public Comment A*: None.

II. Administrative Reports

A. Town Administrator's Report: Report prepared and presented by Michael Kuchta. Discussion on finding candidates/ replacement for the Accounting Administrator job. Also if a venmo or paypal like company can be used at the airport for payments. Report placed on file by Unanimous Consent.

III. Public Works

A. Roads, Dock, Harbor

- 1. Purchase Agreement with Chemical Industries Inc for Dust Abatement:** Motion to approve with a price not to exceed \$31,980 plus ferry, and have the Chair sign, A. Baxter/ M. Anderson, 5 Ayes, Motion Carried.
- 2. Request For Proposals for Sidewalks at Big Bay Road/Main Street and Rec Center Pavilion, and Curb Cut on Main Street:** Motion to approve doing an RFP, S. Brenna/ A. Baxter, 5 Ayes. Motion Carried.
- 3. LeSueur and Bell Street Half Street Closures for the Chef's Expo on 6/15/2023:** Motion to approve, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

B. Parks

- 1. Hire Parks #2:** Motion to hire Logan Neveaux at \$17.00/ hr as a full time temporary position from 5/17/23 to 9/22/23, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.
- 2. Hire Campground Host #2:** Motion to hire Sarah Hannam at \$17.25/ hr, full time temporary position from 5/22/23 to 9/7/23, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

C. Airport

- 1. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid:** Motion to approve, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

2. Agency Agreement and Federal Block Grant Owner Assurances for Department of Transportation, Bureau of Aeronautics: Motion to approve, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

IV. Committees

A. Planning and Zoning

1. Appointment to Town Plan Commission for Term Ending 4/30/2024: Chair G. Carlson appoints Marie Iannazzo. Motion to approve, M. Anderson/ S. Brenna, 5 Ayes, Motion Carried.
2. Appointment to Town Plan Commission for Term Ending 4/30/2025: Chair G. Carlson appoints Dale Whittaker. Motion to approve, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

B. Committee Minutes

V. Town Hall Administration

- A. Budget Summary Report: Noted that the Town will now operate on an accrual basis instead of a cash basis. Motion to approve, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.
- B. Contract with La Pointe Construction for Master Electrician: Motion to approve the contract 4/25/23 to 12/31/24 for general electrical needs at \$80/hr, A. Baxter/ S. Brenna, 5 Ayes, Motion Carried.

VI. Vouchers: Motion to approve vouchers in the amount of \$70,046.49, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

VII. Alternative Claims: Motion to approve Alternative Claims for March 2023 in the amount of \$162,067.60, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

VIII. Treasurer's Report: Motion to approve the Treasurer's Cash summary report showing a total of \$2,874,913.07 and a total available checking of \$1,054,292.20, A. Baxter/ S. Brenna, 5 Ayes, Motion Carried.

IX. Minutes

- A. Regular Town Board Meeting April 11, 2023: Motion to approve with corrections (call to order time, and typos in items V. A. 1 & 2.), M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

X. Emergency Services: Nothing.

XI. Public Comment B:

Marie Iannazzo thanked the Board for her appointment to the Town Plan commission. John Carlson commented on the AV/ TV install in the Town Hall, the Fire Hall issues, as well as the crack in the Town Dock.

Charley Brummer clarified that the sidewalk around the corner of Main Street and Big Bay Road will terminate in the middle of the block.

XII. Liquor & Operators' Licenses

A. "Class A" Liquor License

1. Island Market Inc., Serena Gelinas Agent (5/1/23 - 6/30/23): Motion to approve, S. Brenna/ M. Anderson, 5 Ayes, Motion Carried.

B. Operator's/ Bartender License

1. Hilary Nelson: Motion to approve, A. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

XIII. Lawsuits & Legal Issues

The Town Board may go into closed session during the meeting for the purpose of conferring with legal counsel with respect to litigation in which it is or is likely to become involved in accordance with Wisconsin Statutes 19.85 (1)(g). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

Motion to go into closed session to discuss all 4 agenda items, S. Brenna/ A. Baxter, 5 Ayes by roll call vote, Motion Carried. 5:56pm.

Motion to return to open session, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried. 6:05pm.

A. Petition with the Wisconsin Department of Revenue Regarding Ashland County: Will hopefully have a determination June or July.

B. Claim against Ashland County pursuant to WI Statute 893.80(1d)(a): (County Board has not acted yet).

C. Possible Lawsuit Against Ashland County

D. Writ of Mandamus

No action on any items.

XIV. New Agenda Items for Future Meetings: Letter from Sanitary District on RV dump station, Affordable Housing Committee recommendations based on report findings, Comprehensive Plan Committee extension.

XV. Adjourn: Motion to adjourn, S. Brenna/ M. Anderson, 5 Ayes, Motion Carried. Adjourned at 6:09pm.

Submitted by Micaela Montagne, Town Clerk.