

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Aug. 4-17, 2023

1. Accomplished/Completed

- **Affordable Housing Information Session.** 15 members of the public, plus 13 Town Board members, committee members or staff attended the session on Aug. 15.
- **Performance reviews.** Written evaluations have been shared with department heads and Town Hall staff. Meetings are being scheduled based on availability.
- **Rental Ordinance Q&A.** 31 members of the public, plus 11 Town Board members, Town Plan Committee members or staff attended the session on Aug. 16.

2. Coming Up

- **TPC public hearing (Comprehensive Plan).** Thursday Aug. 24, 5 p.m.
- **EMS Polka Ball.** Saturday Aug. 26, 5-9 p.m.
- **TPC public hearing (Rental Ordinance).** Wednesday Aug. 30, 5 p.m.
- **Gravel road survey.** The survey remains open to the public until Labor Day, Sept. 4.
- **Labor Day.** Monday Sept. 4 (Town Hall closed)

3. Town Board Agenda – Information/Comments

- **Housing RFQ.** The Affordable Housing Advisory Committee has a scoresheet ready to evaluate any responses the Town receives from developers.
- **Committees.** See separate memo.
- **Town Hall administration.** See separate memo.
- **Draft ordinance on operators licenses.** This is a first reading of proposal you requested that would allow the Town Clerk to directly issue operators licenses for serving alcoholic beverages. Currently, the Town Board must authorize each license.

4. Follow Up on Previous/Ongoing Projects

- **Affordable housing.** WHEDA approved a \$50,000 grant Aug. 16 to help establish a community land trust in Ashland and Bayfield Counties. Charlie Bertel, from the Town's Affordable Housing Advisory Committee, will represent La Pointe on the land trust work group.
- **Airport.** The first round of runway repairs is complete; sealcoating is scheduled for Sept. 8-9. The BOA received four "letters of interest" from firms interested in rehabilitating the terminal and hangar building. Paul Wilharm and I are scheduled to meet with BOA staff on Aug. 24 to rank the responses.
- **Auction.** The auction of Town property remains open at the Wisconsin Surplus website until the morning of Aug. 28.
- **Dog park.** The volunteer group proposing an off-leash dog park on rec center grounds submitted its bylaws. I drafted an MOU incorporating the requirements of the conditional use permit; I am awaiting review by the Town attorney.
- **EMS training.** The Island Association reimbursed the Town \$4,052.32 for the costs of Marty Curry's EMT training.

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- **Hagan Road.** Cooper Engineering completed initial engineering on the repaving planned for 2024. Initial plans are to rebuild the road in the existing footprint, with a 10-foot vehicle lane, a 5-foot bicycle lane, and a 1-foot gravel shoulder in each direction.
- **MRF composting.** With the support of a donation from seasonal residents, the MRF is adding 4 composting barrels to continue its pilot program through the rest of the season.
- **Public Arts Committee.** The committee will release a “call for artists” for its 2024 porta-potty beautification project in the next Gazette. The Town Board will have final say on projects.
- **Town Hall.** The heat pump and mini-split were installed in the Board room Aug. 8. We are still waiting for the certified electrician to complete the connection.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Ashland County:** Glenn and I were scheduled to meet with Ashland County officials on Aug. 18 about potential resolutions to the law enforcement issue.
- **Petition with Department of Revenue.** The Town must file any request for a review through the Wisconsin Tax Appeals Commission by Sept. 15. The next Town Board meeting is Sept. 12.

7. Other Information

- **Ashland County Climate Core Team.** The group held its first meeting Aug. 7. It plans a tour of southern county sites on Sept. 5.
- **Personnel policy.** I attended a webinar led by our personnel law firm (von Briesen & Roper) about subject matter to include in employee handbooks.
- **Population estimate.** Micaela circulated the state demographic center’s estimate that La Pointe’s population has not grown since the 2020 census. The center does not expect to have detailed demographic information about La Pointe, or future population projections, until sometime in 2024.

TOWN BOARD MEETING MEMO

From: Michael Kuchta

Date: Aug. 22, 2023

Re: Committees

Winter Transportation. The ferry line is guaranteed a seat on the committee. The resignation of Gary Russell means the ferry must nominate a replacement for future Town Board approval.

Energy Committee. The resignation of Larry Bean means committee members will need to elect a new chair at their next meeting. Bylaws require the committee to have at least 5 members; re-appointment of Robin Trinko Russell (for a term ending Aug. 23, 2026) and appointment of Thomas Kromroy (to fill a term expiring Aug. 23, 2025) would put committee membership at 6.

Affordable Housing Advisory Committee. Bylaws require the committee to have at least 5 members; reappointment of Charlie Bertel, James Peters and Katie Sanders (to terms expiring Aug. 31, 2025) would put committee membership at 8, with a ninth member on leave of absence.

Library Board. The resignation of Jane Vogt frees up a nonresident seat, allowing the appointment of Beth Papp as the statutorily required representative from the school district (for a term ending June 30, 2024). The appointment of Kerry Andreas to a vacant seat (expiring June 30, 2026) would fill the remaining resident seat. These appointments would put the Library Board in compliance with state law.

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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
Town Plan Commission*
Zoning Board of Appeals *

- Board of Review (alternate)*
[X] Energy Committee
Public Arts Committee
Winter Transportation Committee
Other:

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

2. Personal Information

Tom KROMROY
Name (please print)

Box 121 La Pointe, WI 54850
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 [X] NO

If yes, what boards or committees?
Affordable Housing - 1 3 year term

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4. What are your reasons for seeking an appointment to the board(s)/committee(s) you have selected above?
I'm a retired contractor and have an interest in renewable energy.

5. Why would you be an asset to the board(s)/committee(s) you have selected above? (Use back if necessary)
I'm very interested in going after a task with energy. I have 35 years as a commercial contractor with knowledge and skill in project management and managing subcontractors.

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

Thomas KROMROY
Print Name

Thomas W Kromroy
Signature

8-16-23
Date



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
- Town Plan Commission*
- 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

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JUL 28 2023

2. Personal Information

Name (please print) Kerrey Andreas

Mailing Address 2020 Big Bay Road po box 441 LaPointe, WI 54850

Initial: dg

Phone (Primary) _____ Phone (Other) _____ Email Address _____

Town Resident? Full time Seasonal _____ Other _____

3. Have you served on any other Town boards/committees in the past? YES _____ NO (not for a town)

If yes, what boards or committees? Adult Protective Services Committee (Ashland Co. Aging)
Staff Welfare Committee (Northland College) + Disability

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

I am passionate about the role and purpose of our library, and would love to serve to support + advocate for it's success.

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

I have almost 20 years of experience as an educator in this area, teaching early childhood through adulthood. I have worked with children and families, and I understand the

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

Print Name Kerrey Andreas

Signature Kerrey Andreas

Date 7/27/2023

importance of educational programming and the impact it has on a local community. My family have been seasonal residents since the 1950's, so I have a strong connection and respect for the historical roots of the Library. I have the best childhood memories and I am glad my children will have the same. Madeline Island Library is a very special place! I would be honored to advocate for the MI Library + its mission.

TOWN BOARD MEETING MEMO

From: Michael Kuchta

Date: Aug. 22, 2023

Re: Town Hall Administration

- **Public Records Guidance.** The resolution would adopt the policy discussed at the Aug. 8 meeting, with the one language change requested.
- **Special Event Permit.** The running marathon would take place on May 18, 2024, with essentially identical logistics as in previous years.
- **Town Clerk.** Glenn Carlson, Susan Brenna and I interviewed candidates on Aug. 18. We expect to bring a recommendation for you to appoint a clerk. The appointee would fill the vacant term from Sept. 1, 2023-April 15, 2025, at an annual salary of \$22,440 (as approved by Town electors).
- **Generator Maintenance Agreement.** The proposed agreement with Total Energy Systems would lock in annual inspections and maintenance for 2023, 2024 and 2025. Terms and supporting documents are in your packet. If you approve the agreement, we will circulate a separate purchase order this week for additional, discounted repairs on the airport generator.

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**Town of La Pointe
Resolution #2023-0822
Public Records Guidance**

For Town of La Pointe elected officials, staff, and members of Town-appointed boards, committees, and commissions

Town of La Pointe policy is to comply with Wisconsin statutory requirements, in letter and in spirit. Statutes make a strong presumption for transparency and openness in classifying documents and correspondence in favor of records that are “public,” not “private,” and in making those records available to residents, media, and others.

Nonetheless, there are gray areas. Most frequently, these are documents that are in “draft” form; that cover topics that will be discussed in closed session (such as certain legal, personnel or negotiating topics); or that originate from an attorney representing the Town. In short:

- State law allows drafts, notes, preliminary documents, and similar materials to remain private in certain circumstances. These circumstances include documents that are for the personal use of the originator, or are being shared only with a person in authority for whom the originator is preparing the document. (Examples would be a staff member preparing a document for a supervisor, or a staff member or committee work group preparing a document for the board or committee chair.) However, once the document is shared beyond that direct chain of command (such as for discussion with a full committee or board in an open meeting), the document should be considered public and made available upon request (even if it is still in “draft” form). Simply labeling a document a “draft” does not mean it can remain private indefinitely.
- In order to remain private, documents prepared for legitimate closed-session discussion should be marked “personal and confidential.” If there are no statutory grounds for a committee or board to meet in closed session, any document discussed in open session (even if it is still in “draft” form) should be available to the public. If there are reasons why a draft document should not be publicly available (such as when a policy, resolution or ordinance has not yet been vetted by an attorney), the document or work in progress should not be brought forward; the full committee or board should not discuss the document in open session until after the concerns are resolved.
- In general, any “work product” from a Town attorney is considered confidential under attorney-client privilege and should be labeled as such. If in doubt, be sure to clarify with the attorney.

This guidance is not intended to cover all potential situations. When the need for additional guidance arises, Town staff, officials and appointed volunteers can consult the actual statutes (particularly Chapter 19 Subchapter II); references provided by entities such as UW Extension, Wisconsin Towns Association, or the Wisconsin Department of Justice; or, if necessary, a Town attorney.

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Providing records. The Town Clerk is considered the primary custodian of Town records. Staff are encouraged to reply directly to simple requests for public records that will take minimal time and effort to fulfill; however, please notify the Clerk of those requests. More complex requests shall be forwarded to the Clerk, who can determine the best way to proceed.

This resolution was duly passed on this _____ day of _____, 20_____

Glenn Carlson, Chair

Clerk Attest

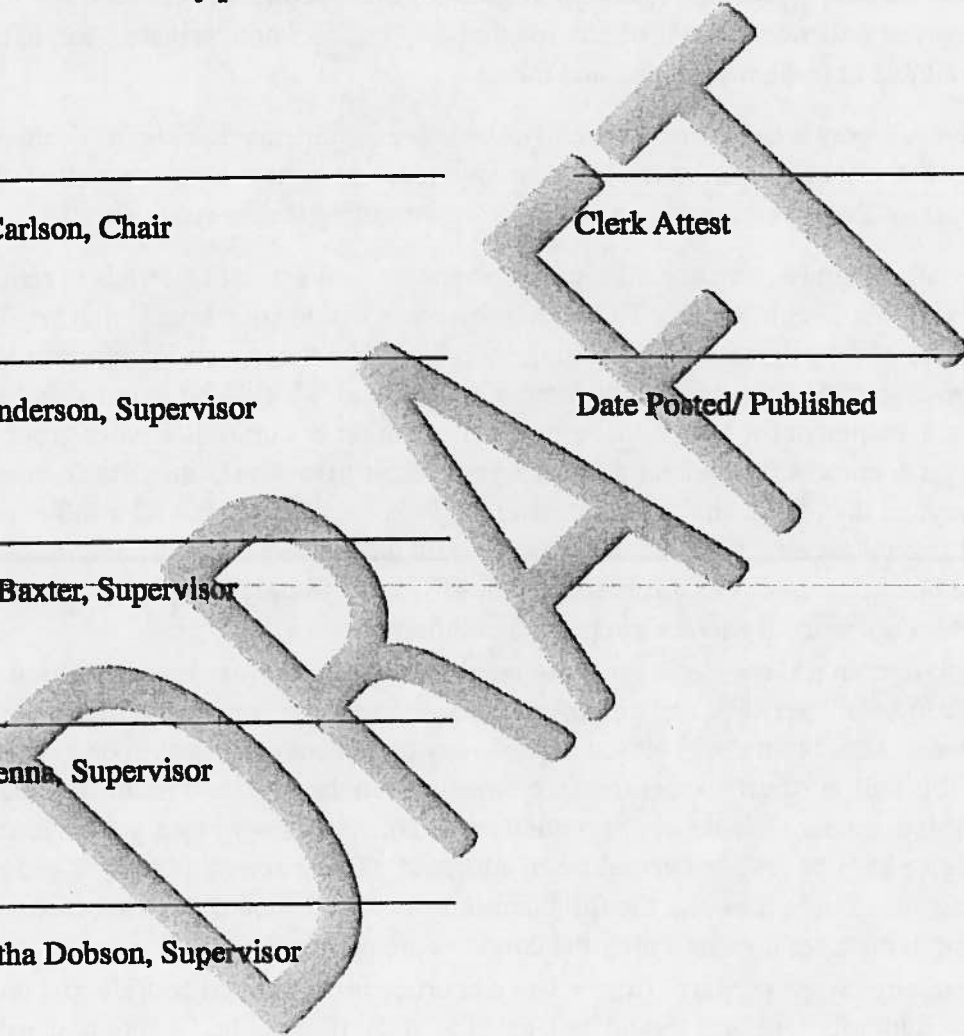
Mike Anderson, Supervisor

Date Posted/ Published

Aimée Baxter, Supervisor

Sue Brenna, Supervisor

Samantha Dobson, Supervisor



(5) TB, TA, AA, Clerk, Police, PWD, Public

SPECIAL EVENT PERMIT

FILE NUMBER _____ original to mm

Organization/Sponsor(s) of Event: Madeline Island Marathon

Contact: Alyssa Larsen
(First Name) (Last Name)

Address: 4144 Meadow Lane

Eau Claire WI 54701 Phone: 715-209-2622
(City) (State) (Zip Code)

E-mail address: madelineislandmarathon@gmail.com

Date(s) Requested: May 18, 2024 - event (May 17, 2024 - packet pickup)

Mapped route (if any): attached

Description of event: Marathon + Half Marathon running races.

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):

[Signature] Aug 7, 2023
Signature Date

50% costs: \$1150.00 - ck # 1259
Deposit Paid: \$ 100.00 ck # 1256 Received by: D. Goetsch Date: 8-7-23
Amount Paid: \$ 150.00 ck # 1253 Received by: D. Goetsch Date: 8-7-23
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 13, 2022 for 2023

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**Attention! ~~Sat, May 20, 2023~~
Marathon Road Closures**

** race date
May 18, 2024*

On Sat, May 20, 2023: *

Main Street from Middle Road to Joni's Beach will be closed to any traffic from 5:30 a.m. to 9:10 a.m. After 9:10 a.m., Main St. will be open to traffic from Middle Rd. to Joni's Beach, but will remain closed to thru traffic.

Businesses that will be open on this section of Main Street include Brummer Propane, Island Shores Realty, Jody's Rockhouse Food Truck, Woods Hall, St. John's Church.

Due to the finish line on Main Street at Joni's Beach, there will be no thru traffic on Main St. until 5:00. p.m.

The Pub, The Inn and the Marina will be accessible via Middle Road to Penny Lane to Mondamin.

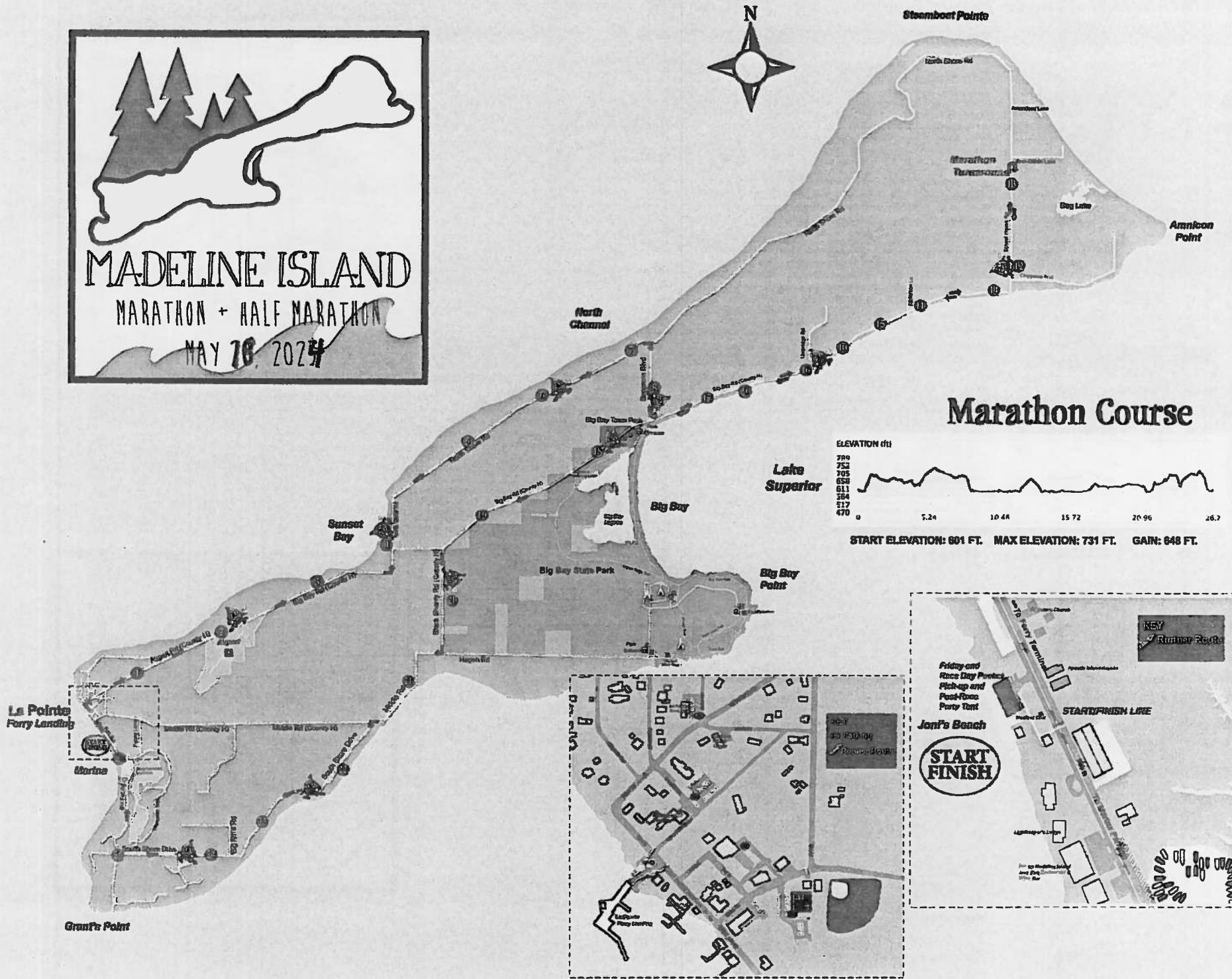
Big Bay Road, from Rice Street to Black Shanty Rd. will close from race start 8:30a.m. until approximately 9:00a.m.

The Madeline Island Recycling Facility (The Dump) will open at 9:00 a.m. that day.

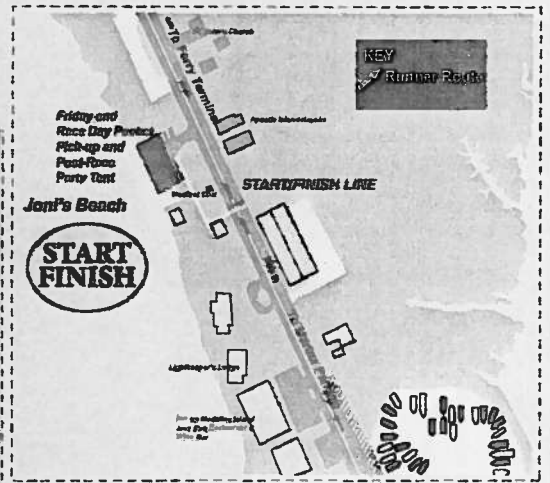
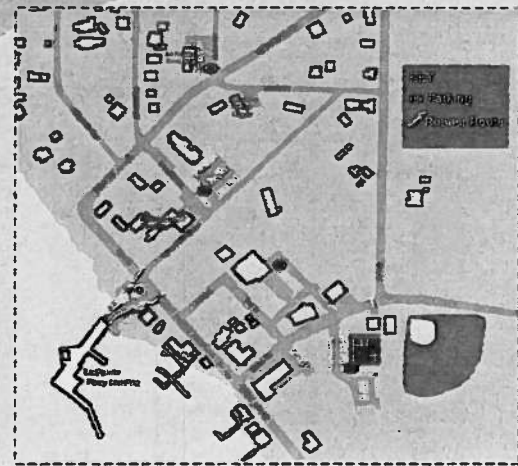
*Please use caution when driving during the marathon. Roads (other than previously mentioned closures) are open to traffic but **please watch for runners on the roads from 8:30a.m. to 3:30p.m.**

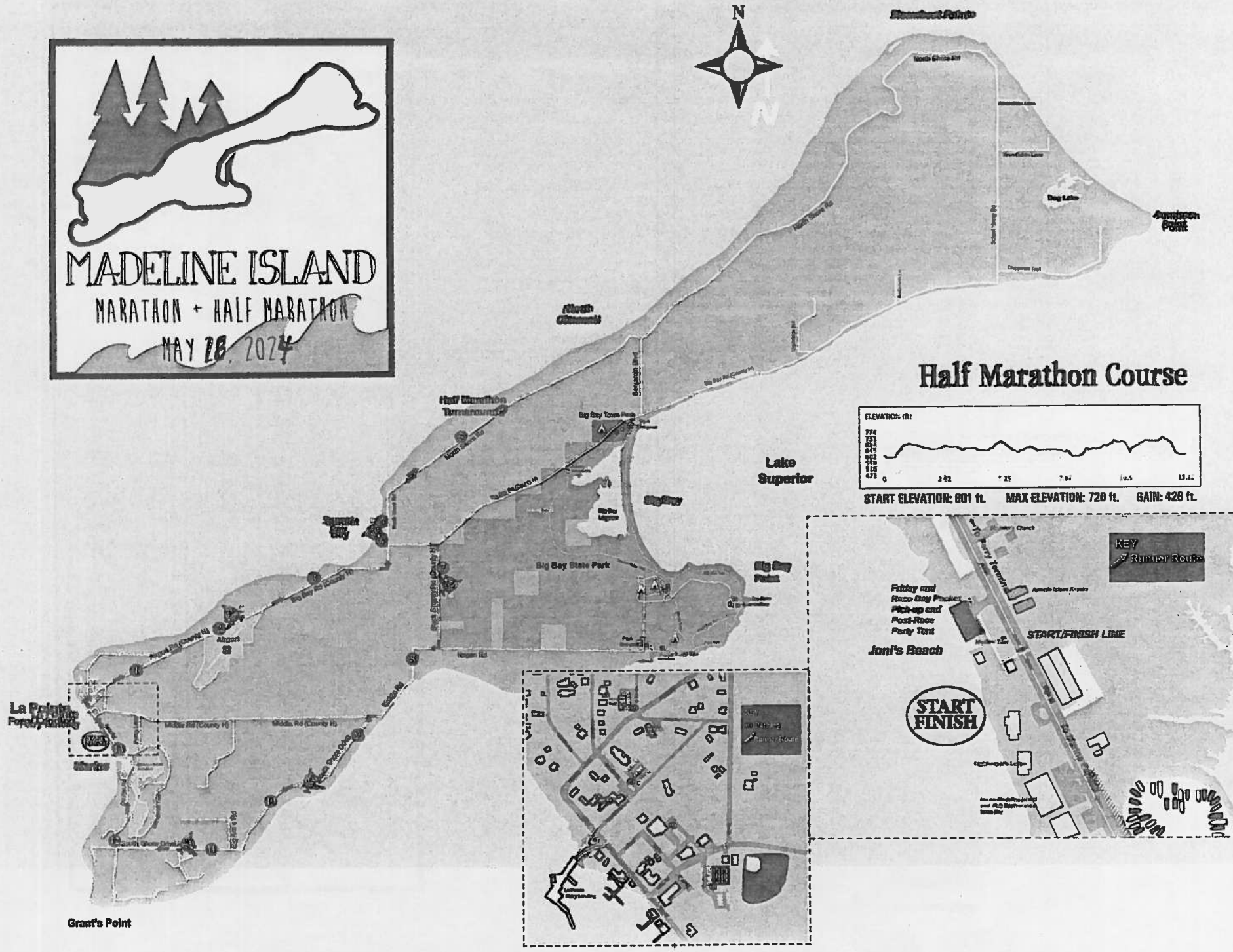
Thank you to the island businesses and island community for your cooperation! Thank you for helping to make our event a success!



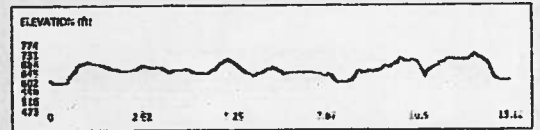


Marathon Course

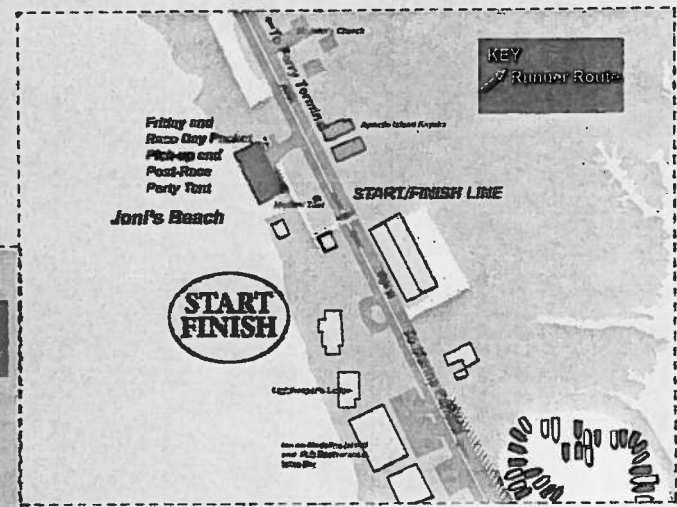




Half Marathon Course



START ELEVATION: 801 ft. MAX ELEVATION: 720 ft. GAIN: 426 ft.



Grant's Point

(S) TB, TA, AA. Clerk, PWD, (Publ)



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

**SERVICE AGREEMENT BETWEEN THE TOWN OF LA POINTE
AND TOTAL ENERGY SYSTEMS LLC**

The Town of La Pointe ("Town") agrees to enter into this agreement with Total Energy Systems LLC ("Supplier") for the following services. The Town and Supplier agree to these provisions:

- The Town will purchase a five-year maintenance agreement for seven generators, as detailed in Exhibit A.
- Price will not exceed the amounts itemized on Page 2 of Exhibit A.
- With advance notice of the maintenance visit, Town will arrange to cover ferry expenses. Supplier is responsible for any additional incidental costs.
- Town will be billed each year after the annual service is completed. Payment will be made within 30 days of being invoiced.

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

Approved by Town Board (date): _____

Signed:

Town Board Chair Date

For Supplier Date

Print name: _____

Attached:

_____ Supplier quote (EXHIBIT A)

_____ Town purchase order (EXHIBIT B)

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AUG 16 2023

Initial: dg


Total Energy Systems, LLC

Town of LaPointe
 240 Big Bay Road
 La Pointe, WI 54850
 715-209-0199
 foreman@townoflapointewi.gov

Planned Maintenance Agreement

Estimate Number: 5328-A-023

Estimate Date: August 2, 2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

- **Annual Service:** We will visit the site one time per year. During the visit we will replace all applicable oil and fuel filters and complete a three-page maintenance checklist which includes visual inspections, functional testing, and securing connections on the generator and transfer switch.
- **Fluid Sample Analysis:** Fuel, oil and coolant sample analysis is a best practice and wholistic approach within the generator planned maintenance industry. This will often detect minor issues prior to becoming costly repairs. These analysis reports are sent directly to you once completed three weeks from being drawn from reports@eoilreports.com. Fluid testing included in Annual Service.

#	Model	Serial Number	Location
1	40REZG	SJM329RM8	790 Airport Rd. La Pointe, WI 54850
2	47460	4026026	240 Big Bay Road La Pointe, WI 54850
3	QTO4524 NSN	5071210	795 Big Bay Road La Pointe, WI 54850
4	QTO2516 ANSN	5029233	320 Big Bay Road La Pointe, WI 54850
5	20RESC	SGV325L57	2305 Big Bay Road La Pointe, WI 54850
6	17kW Generac	8790045	241 Big Bay Road La Pointe, WI 54850
7	SG130	3007073276	320 Big Bay Road La Pointe, WI 54850

Note: Pricing does not include ferry cost if not provided by Town of La Pointe.

EXHIBIT A (2)

Model # 40REZG	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$550.00	\$550.00	\$590.00	\$590.00	\$636.00	\$636.00
Unit 1						
Model # 47480	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$500.00	\$500.00	\$538.00	\$538.00	\$578.00	\$578.00
Unit 2						
Model # QTO4624NSN	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$525.00	\$525.00	\$565.00	\$565.00	\$608.00	\$608.00
Unit 3						
Model # QTO2516ANSN	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$525.00	\$525.00	\$565.00	\$565.00	\$608.00	\$608.00
Unit 4						
Model # 20RESC	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$450.00	\$450.00	\$484.00	\$484.00	\$520.00	\$520.00
Unit 5						
Model # 17Kw GENERAC	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$450.00	\$450.00	\$484.00	\$484.00	\$520.00	\$520.00
Unit 6						
Model # SG130	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
Annual Maintenance	\$600.00	\$600.00	\$645.00	\$645.00	\$695.00	\$695.00
Unit 7						

Terms and Conditions: Prices are FOB Bloomington, MN our dock. Payment terms are Net 30 days (subject to credit approval). Quotation is valid for 60 days. Prices do not include any applicable sales or use taxes.



Total Energy Systems, LLC

2211 American Blvd.
DePere, WI 54115

8525 N. 87th St.
Milwaukee, WI 54115

4324 Airline Dr. SE
Grand Rapids, MI 49512

9330 James Avenue S
Bloomington, MN 55431

29905 Anthony Dr.
Wixom, MI 48393

Phone: 888-548-1400

Email: service@totalenergysystems.com

PLANNED MAINTENANCE AGREEMENT

This planned maintenance agreement is entered into by **TOTAL ENERGY SYSTEMS** of Green Bay / Milwaukee, Wisconsin and the Generator Set owner named below for the purpose of maintaining the standby generator set(s) and associated equipment listed below, and to minimize the necessity of emergency attention, thus assuring efficient upkeep practices by trained technical personnel at a minimum cost.

After each planned maintenance inspection, a checklist will be submitted to the owner, advising that the work has been performed and indicating what additional parts and labor are required, if any. For this purpose, any parts and/or labor required not specifically included on the attached checklist, will be charged to the generator set owner at regular rates then in effect.

It is understood that this agreement does not include any parts, labor, or travel expenses to repair damage caused by abuse, neglect, accident, theft, acts of a third person, forces of nature, or altering the equipment. This agreement does not include any major engine failure or generator overhaul. This will be negotiated under a separate purchase order. **TOTAL ENERGY SYSTEMS** shall not be responsible for failure to render the service for causes beyond its control, including strikes and labor disputes. This agreement is not assignable without the consent of **TOTAL ENERGY SYSTEMS** and will remain in force until cancelled by either party through written notice to the other.

TOTAL ENERGY SYSTEMS shall have no responsibility to the owner for special consequential damages, including loss of time, injury to person or property or any other consequential damage or incidental or economic loss. All other warranties, expressed and implied, including merchantability and fitness for a particular purpose, are hereby waived, disclaimed, and excluded.

Please indicate the service(s) you would like Total Energy Systems, LLC to perform:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Annual Maintenance | <input type="checkbox"/> Two Hour Load Bank Test |
| <input type="checkbox"/> Semi Annual Maintenance | <input type="checkbox"/> Four Hour Load Bank Test |
| <input type="checkbox"/> Quarterly Maintenance | <input type="checkbox"/> NFPA 110 2/2/4 Hour Load Bank Test |
| <input type="checkbox"/> Generator Monitoring | <input type="checkbox"/> Temporary Power during Maintenance |
| <input type="checkbox"/> Fluid Sample Analysis | <input type="checkbox"/> ATS Maintenance |
| <input type="checkbox"/> Thermal Imaging | <input type="checkbox"/> Battery Replacement W/ PM Every 3 rd Year |

Please indicate the month you would like the Maintenance work completed: SEPTEMBER

Please indicate the length of the agreement you would like: 3 Year(s) or T&M (Market Price)

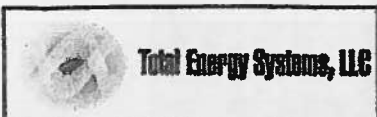
IT IS MUTUALLY UNDERSTOOD THAT THIS PROPOSAL SETS FORTH OUR ENTIRE AGREEMENT

Customer pre-authorizes Total Energy Systems to perform additional service work on each visit (if required) as long as said work does not exceed \$_____. (use 0.00 if not authorizing) Authorized Initials:_____. If additional work will exceed the maximum as stated, an estimate for additional work will be generated and should be forwarded to: (Name, Address, Email)

Customer: Town of La Pointe

Purchase Order:

Signature: _____ DATE: ___ / ___ / ___



<input type="checkbox"/> Green Bay 2211 American Blvd DePere, WI 54115 888-548-1300 920-951-1400	<input type="checkbox"/> Milwaukee 3525 W. 17th Street Milwaukee, WI 53224 800-236-6926 P 414-347-8270	<input type="checkbox"/> Eden Prairie 13950 Munich Drive Eden Prairie, MN 55344 866-583-1971 P 651-925-8184 F	<input type="checkbox"/> Grand Rapids 324 Arden Dr. SE Grand Rapids, MI 49512 888-341-5610 P 616-971-0146 F
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PLANNED MAINTENANCE AGREEMENT CHECKLIST

CUSTOMER NAME		ACCOUNT NUMBER		SITE NUMBER	
TECHNICIAN		DATE		HOUR START	
GENERATOR		MODEL		SERIAL	
TRANSFER SWITCH		MODEL		SERIAL	
ENGINE		MODEL		SERIAL	
Ref. #	Inspection Checks	Generator	Transfer Switch	N/A	Comments

Cooling System

1 a	Coolant - Visual inspection of level and condition	XXX			
b	Coolant - Record Protection level	XXX			
c	Pressure Test System - Record test pressure	XXX			
d	Filler Cap - Visual inspection of gaskets and sealing surfaces	XXX			
e	Radiator/Heat Exchanger - Visual inspection for leaks, damage and debris	XXX			
f	Fan Guard - Inspect for missing or broken parts	XXX			
g	Fan Drive Pulley - Check for loose or worn pulleys and lube fan drive (if applicable)	XXX			
h	Fan Belts - Inspect for frayed or worn belts. Check tension and adjust	XXX			
i	Hoses - Visual inspection of all hoses for condition. Check Connections	XXX			
j	Water Pump - Visual inspection for leaks	XXX			
k	Jacket Water Heater - Check for proper operation. Record temperature	XXX			

Lubrication System

2 a	Oil Level - Check for proper level	XXX			
b	Oil Leaks - Inspect for leaks. Wipe engine and change absorbent pads (where applicable)	XXX			
c	Crankcase Breather System - Inspect hose and connections. Note excessive blow by during test run	XXX			

Intake Air System

3 a	Air Filter - Inspect restriction gauge	XXX			
b	Air Filter - Inspect filter element	XXX			
c	Air Inlet System - Inspect piping for damaged or loose connections.	XXX			

Exhaust System

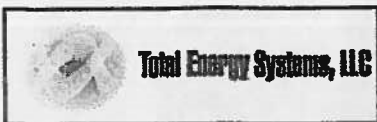
4 a	Silencer and Piping (Interior) - Inspect for damage/leakage of piping and/or insulation	XXX			
b	Silencer and Piping (Exterior) - Inspect for damage/leakage of piping. Check Rain cap	XXX		XXX	
c	Exhaust Manifold - Inspect for damage or missing hardware or wet stacking	XXX			

Fuel System - Diesel

5 a	Fuel Tank - Visually inspect for leaks and proper level. Record Level	XXX			
b	Diesel Tank - Check Tank Level - Record Level			XXX	
c	Fuel Priming Pump - Inspect for proper operation	XXX			
d	Fuel Filters - Primary/Secondary. Inspect for damage or leaks	XXX			
e	Water/Trap Separator - Drain water from tank or separator if valves are available	XXX			
f	Fuel Lines - Visually inspect fuel lines for leaks and tight connections. Check line brackets.	XXX			
g	Solenoid Valves - Check for proper operation			XXX	

Fuel System - Gaseous

6 a	Fuel Tank (Propane) - Visual inspection for leaks and proper level. Record Level			XXX	
b	Fuel Filter / Strainer - Visual inspection for damage or leaks. Clean or Replace			XXX	
c	Fuel lines - Visually inspect fuel lines for leaks and tight connections. Inspect line brackets			XXX	
d	Solenoid Valves - Check for proper operation			XXX	



<input type="checkbox"/> Green Bay 2211 American Blvd Dodge, WI 54115 888-548-1400 920-964-1400	<input type="checkbox"/> Milwaukee 3525 W. 67th Street Milwaukee, WI 53224 800-236-6626 F 414-357-6278	<input type="checkbox"/> Eden Prairie 13950 Martin Drive Eden Prairie, MN 55344 866-593-1671 P 651-925-3184 F	<input type="checkbox"/> Grand Rapids 4324 Airline Dr. SE Grand Rapids, MI 49512 866-341-5510 P 616-971-0146 F
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PLANNED MAINTENANCE AGREEMENT CHECKLIST

Ref. #	Inspection Checks	Factory	User/Factory	N/A	Comments
Ignition System					
7 a	Spark Plugs - Visually inspect and replace as necessary			XXX	
b	Distributor - Visually inspect and replace parts as necessary			XXX	
c	Spark Plug Wires - Visually inspect and replace as necessary			XXX	
Starting System					
8 a	Battery Charger - Measure battery charger float voltage. Record voltage	XXX			
b	Battery Charger - Check for proper operation and connections	XXX			
c	Batteries - Check electrolyte level (where applicable)	XXX			
d	Battery Cables - Clean and tighten all battery cables	XXX			
e	Starting Motor(s) - Inspect connections and wiring	XXX			
f	Battery Type and Quantity	XXX			
g	Date Stamped Battery with Paint Pen and Note Age	XXX			2/10
Generator					
9 a	Wiring - Inspect for loose connections	XXX			
b	Voltage Regulator - Inspect for loose connections	XXX			
c	Stator & Rotor - Visually inspect for damage and air gap	XXX			
d	Coupling and Guards - Inspect for vibration and loose or missing parts	XXX			
e	General - Inspect for debris or animal damage	XXX			
Controller					
10 a	Wiring - Inspect for loose connections	XXX			
b	Circuit Boards and Meters - Inspect for loose connections	XXX			
c	Panel Lamps - Operational check of illumination and safety lamps	XXX			
Operational Checks					
Transfer Switch(es)					
11 a	Infrared Temperature readings of connections (Normal)	XXX			
b	Infrared Temperature readings of connections (Load)	XXX			
c	Infrared Temperature readings of connections (Emergency) - Test near end of headed run	XXX			
d	Visual Inspection - Check for loose or broken wires and dirt accumulation	XXX			
e	Emergency Clock - Check for correct time. Adjust if necessary.	XXX			
f	Digital Controller - Check operational records for problems	XXX			
Controller					
12 a	Start Controls - Manual check for proper operation and general starting ability	XXX			
b	Remote Annunciators and Alarms - Test all panel and system alarms for proper operation	XXX			
c	Check AC gauges and meters and record readings	Volts A	Volts B	Volts C	Frequency
		208	208	208	60.5
		Amps A	Amps B	Amps C	Loaded Y/N
		18	21	20	Y
d	Check DC gauges and meters and record readings	Oil Pressure	Coolant Temp	Battery Volts	Fuel Pressure
		55	175	13.6	N/A

July 2023 All Alternative Claims Summary:

<u>Regular Alternative Claims</u>	<u>\$174,531.54</u>
<u>Harbor Commission</u>	<u>\$0.00</u>
<u>Library Board Approved Claims</u>	<u>\$5,740.99</u>
Total of All Alternative Claims:	\$180,272.53

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AUG 15 2023

Initial: dg

8/4/2023

ALTERNATIVE CLAIMS 2023

July 2023

Date	Payable to Who	Check #	Amount	Description
7/5/2023	Dept of Employee Trust Funds	EFT#10355348	12,854.06	Aug health premium-terminates
7/5/2023	Northern State Bank	82326	11,547.53	Loan Payment #55/#60
7/13/2023	Dept of the Treasury	EFT#01177887	15,253.33	PR#14 Employment Taxes
7/13/2023	Dept Revenue	EFT#1482040416	2,839.65	PR#14 Employment Taxes
7/13/2023	Empower/Deferred Comp	EFT#11078338949	150.00	PR#14 Employee contributions
7/15/2023	Securian Financial Group,	82366	722.00	August Life Ins-June term
7/16/2023	WI Dept of Revenue	EFT#2023580768	1,157.79	June sales tax
7/21/2023	Xcel Energy	EFT#00S7D	15.45	Greenwood electric
7/26/2023	Elan Financial (BTS)	82398	1,802.87	July statement - not in time
7/26/2023	Elan Financial (MGK)	82399	248.34	July statement - not in time
7/26/2023	Elan Financial (WJD)	82400	500.32	July statement - not in time
7/26/2023	Xcel Energy	82401	2,952.74	Electric - 7/10 due b/4 next TB
7/27/2023	Dept of Treasury	EFT#312592144	14,039.93	PR#15 Employment Taxes
7/27/2023	Dept of Revenue	EFT#0485282912	2,704.20	PR#15 Employment Taxes
7/27/2023	Empower/Deferred Comp	EFT#1111342553	150.00	PR#15 Employment Taxes
7/27/2023	Wisconsin Retirement System	EFT#289366	13,206.89	July 2023 Retirement

7/13/2023	Payroll Batch ACH direct deposits	EFT#377588910	45,783.81	PR#14 Ending 07/13/2023
7/13/2023	Brummer, Charles	82327	117.02	PR#14 Ending 07/13/2023
7/13/2023	Brummer, Paul	82328	117.02	PR#14 Ending 07/13/2023
7/13/2023	Whittaker, Alan Dale	82329	46.17	PR#14 Ending 07/13/2023
TOTAL PAYROLL #14			\$46,064.02	

7/27/2023	Payroll Batch ACH direct deposits	EFT#188793181	46,188.66	PR#15 Ending 07/22/2023
7/27/2023	Ralph, Evan	82396	1,011.59	PR#15 Ending 07/22/2023
7/27/2023	Wiltz, Joseph	82397	1,122.17	PR#15 Ending 07/22/2023
TOTAL PAYROLL #15			\$48,322.42	

JULY 2023 TOTAL:	\$174,531.54
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ALTERNATIVE CLAIMS 2023
July 2023

Harbor Commission

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	Harbor Commission approved			

JULY 2023 TOTAL:	\$0.00
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\$0.00

ALTERNATIVE CLAIMS 2023
July 2023

MI Public Library
"MIPL"

<u>Date</u>	<u>Payable to Who</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
7/18/2023	Library Board approved vouchers		5,740.99	
7/20/2023	Elan Financial Services	82367	1,774.26	Menards, bookshop, fees
"" ""	Hippophile Farms, Inc.	82368	3,500.00	2023 Summer Program
"" ""	Madeline Islan dYacht Club	82369	131.00	Library van gas
"" ""	Madeline Sanitary District	82370	102.00	Mibrary 2nd Qtr
"" ""	New York Times	82371	48.00	Sunday 6/18-7/15/2023
"" ""	Norvado	82372	185.73	July 2023 Library

<p> JULY 2023 TOTAL:</p> <p>MI Public Library Board approved</p>	<p>\$5,740.99</p>
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\$0.00

Treasurer's Cash Summary as of July 31, 2023

(5)TB,TA,AA.Clerk Public

		Balance Forward	Deposits	With-Drawals	Interest	Bank Charges	Transfers	End Balance
Checking Account	4460000563	\$ 427,960.42	\$ 202,566.51	\$ (790,716.67)	\$ 510.65	\$ (6.00)	\$ 419,716.50	\$ 647,411.97
	1720010674		\$ 417,496.00			Transfer Error	\$ 3,489.00	
Designated	167668	\$ 1,395,598.65			\$ 2,239.77	\$ 6.00	\$ (419,716.50)	\$ 1,011,732.36
						Transfer Error	\$ 33,604.44	
Sect. 125	3150485	\$ 18,491.83		\$ (1,379.23)				\$ 13,623.60
							\$ (3,489.00)	
Tax	3142004	\$ 12,733.03			\$ 21.63			\$ 12,754.66
Library Savings		\$300.78			\$ 0.05			\$ 300.83
Airport Savings		\$313.53			\$ 0.05			\$313.58
Totals		\$ 1,855,398.24	\$ 620,062.51	\$ (792,095.90)	\$ 2,772.15	\$ -	\$ -	\$ 1,686,137.00

Bank Reconciliation			
Reported Bank Balance	\$ 1,864,201.31	Available Cash	\$ 647,411.97
Deposits in Transit	\$ 417,496.00	Tax Transfer	\$ -
	<i>Loan</i>		
Subtotal	\$ 2,281,697.31	Deposits	\$ 70,438.19
Less Outstanding Checks	\$ (595,475.79)	Checks	\$ (8,147.44)
Outstanding Flex Check	\$ (84.52)		
Checkbook Balance	\$ 1,686,137.00		
		Total Avail. Cking Account	\$ 709,702.72

Accounting Program Totals:	
General Funds	\$ 647,411.97
Designated Funds	\$ 1,011,732.36
Tax Account	\$ 12,754.66
Section 125	\$ 13,623.60
Library Savings	\$ 300.83
Airport Savings	\$313.58
TOTAL	\$ 1,686,137.00

Treasurer's Report	\$ 1,686,137.00	Balance 07/31/2022	\$1,417,856
Variance	\$ -	outstanding PO	\$ 424,022.73
Balanced			

Treasurer's Report	\$ 1,686,137.00
Variance	\$ -
Balanced	

prepared by Pete Ross
8-Aug-23

RECEIVED
AUG 15 2023
dg

TB(S) TA, AA, Clark,
Public

**TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
AUGUST 8, 2023
5:00 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, Airport Manager Paul Wilharm, Elected Clerk Micaela Montagne
Public Present: Katie Sanders, John Nielsen, Paul Brummer
Called to Order: 5:00pm

I. Public Comment A*: Katie Sanders, Chair of the Affordable Housing Committee invites the Town Board to their 8/15/23 5:00pm community outreach informational meeting.

II. Administrative Reports

- A. **Town Administrator's Report:** prepared by Michael Kuchta: paving survey will be open until Labor Day. There was a typo in the report- La Pointe's equalized value is \$383,140, an increase of 23%. The \$1.72 billion is the total for Ashland County.
 - B. **Public Works Director's Report:** Prepared by Ben Schram.
 - C. **MRF Supervisor's Report:** Prepared by Martin Curry
 - D. **Airport Manager's Report & Checklist:** Prepared by Paul Wilharm
 - E. **Planning and Zoning Administrator's Report:** Prepared by Ed Schaffer
 - F. **Accounting Administrator's Report:** Prepared by Barb Nelson
 - G. **Police Chief's Report:** prepared by William Defoe
 - H. **Fire Chief's Report:** prepared by Rick Reichkitzer
 - I. **Ambulance Director's Report:** Prepared by Cindy Dalzell
- Reports for July 2023 placed on file by Unanimous Consent.

III. Public Works

- A. **Roads, Dock and Harbor**
 - 1. **Approve Items for Auction:** Motion to approve items including the old police Ford Explorer, canoes, kayaks, accessories, a salt sand spreader, port-a-potties, 10.5hp engine pumps, and folding tables, A. Baxter. S. Dobson, 5 Ayes, Motion Carried.
- B. **Airport**
 - 1. **Authorize Rate/Draft Lease for Month-to-Month Rental of Terminal Hangar:** Motion to approve the lease of the terminal building to John Neilsen for \$240/month, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

IV. Committees

- A. **Planning and Zoning:** none

B. Public Arts Committee

1. Appoint Member for Term Ending 7/31/25: Motion to appoint Robin Trinko Russell, A. Baxter/ S. Brenna, 5 Ayes, Motion Carried.

C. Library Board

1. Rescind Library Board Appointment: Motion to rescind Jessica Belt as she moved off the Island, M. Anderson/ S. Dobson, 5 Ayes, Motion Carried.

D. Harbor Commission

1. Proposed Acquisition of Business Assets of the Madeline Island Ferry Line by the Harbor Commission: No updates at this time.

V. Town Hall Administration

- A. Draft Policy on Documents Available to Public/ Public Records Guidance: one suggested change- change 'should' to 'shall' in informing the Clerk of requests. First read. Motion to postpone approval until the next meeting, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.
- B. Fiscal Capitalization Policy Updates: Motion to approve changes (raised asset amount from \$1500 to \$5000), effective 8/1/2023, M. Anderson/ S. Dobson, 5 Ayes, Motion Carried.
- C. Consolidation of Bank Accounts: Motion to approve combining the designated funds account to the general fund account (all amounts will still be accounted for but won't have to transfer money each month), A. Baxter/ S. Brenna, 5 Ayes, Motion Carried.
- D. Contract with Ehlers & Pierce for Accounting: Motion to approve contract (about 10-15 hours/ week at \$85/ hour, not to exceed \$25,500 for 2023 and \$66,300 for 2024), S. Brenna/ S. Dobson, 5 Ayes, Motion Carried.

Motion to move agenda item V. E. to after public comment, S. Brenna/ S. Dobson, 5 Ayes, Motion Carried.

VI. Vouchers: Motion to approve vouchers in the amount of \$75,206.85, M. Anderson/ A. Baxter, 5 Ayes, Motion Carried.

VII. Minutes

- A. Regular Town Board Meeting July 25, 2023
- B. Special Town Board Meeting August 1, 2023

Motion to approve both sets of minutes as presented, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried.

VIII. Emergency Services

A. Police Department

1. Staff Schedule: Chair G. Carlson stated that due to staffing shortage and budget restraints (mostly due to overtime), there will be some days that Ashland County will provide the primary coverage for the Island. This is different than what the Town Board decided

at the beginning of the year. The change will hopefully provide some relief to the La Pointe officers and they will not get burned out.

IX. Public Comment B:** Paul Brummer inquired about when speed limit signs will be placed on Snow Place Rd.

Gravel survey discussed- over 200 surveys already completed.

Motion to go into closed session to first discuss the lawsuits and legal, then to discuss the TA performance evaluation after M. Kuchta has left, S. Brenna/ A. Baxter, 5 Ayes by roll call vote, Motion Carried. 5:29pm.

Motion to return to open session, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried. 6:30pm.

X. 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 to 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.

A. Petition with the Wisconsin Department of Revenue Regarding Ashland County

B. Claim against Ashland County pursuant to WI Statute 893.80(1d)(a)

C. Possible Lawsuit Against Ashland County

No action.

V. Town Hall Administration

E. Town Administrator Annual Performance Evaluation

This meeting may, upon duly made motion, be convened in closed session under State Statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. If the Town goes into closed session, it will reconvene in open session before adjourning.

No action. Follow up will be on next agenda.

XI. New Agenda Items for Future Meetings: Harbor Commission updates, Public Records Policy, TA evaluation, Town Clerk appointment.

XII. Adjourn: Motion to adjourn, S. Brenna/ A. Baxter, 5 Ayes, Motion Carried. Adjourned at 6:32pm.

Submitted by Micaela Montagne, Town Clerk.

SAMPLE ORDINANCE DESIGNATING MUNICIPAL OFFICIAL TO ISSUE OPERATORS' LICENSES

Ordinance No. _____

1. **AUTHORITY:** Pursuant to § 125.17(1), Wis. Stat., the Town of La Pointe, Ashland County, is authorized to designate a municipal official to issue operators' licenses.
2. **MUNICIPAL OFFICIAL AUTHORIZED TO ISSUE:** An operator's license may be issued to an applicant by the Town Clerk upon written application, subject to the provisions of this ordinance.
3. **ELIGIBILITY:** The Town Clerk may issue an operator's license to a person who has submitted a complete operator's license application, paid the requisite fee for such license, and meets the qualifications for a license as set forth under § 125.04(5), Wis. Stat.
4. **STANDARD:** An operator's license shall not be granted if the applicant has provided false information on his/her application; if the applicant, pursuant to §§ 111.321, 111.322 and 111.335, Wis. Stats., has an arrest or conviction record substantially related to the alcohol licensing activity; or if the applicant is not in compliance with Town Ordinance § 40-1.
5. **DENIALS:** If an applicant is denied an operator's license, the Town Clerk shall provide a written explanation of the reason(s) for denial to the applicant. § 125.12(3m), Wis. Stat. If a license is denied due to a criminal conviction that substantially relates to the licensing activity, the applicant shall be allowed an opportunity for a hearing before the Town Board to show evidence of rehabilitation and fitness to engage in the licensed activity pursuant to § 111.335(4)(c), Wis. Stat. Applicants who are able to show sufficient evidence under § 111.335(4)(d), Wis. Stat. shall be issued an operator's license. The procedure for any hearing before the Town Board to review the denial of an operator's license under this section shall substantially follow the procedural requirements of Wis. Stats. § 125.12(2)(b).
6. **SUSPENSIONS, REVOCATIONS AND NONRENEWALS:** The Town Clerk may not suspend, revoke, or non-renew an operator's license. Such actions may be taken by the governing body after the necessary procedures outlined under § 125.12 Wis. Stat. have been followed.

Adopted this _____ day of _____, 20____.

Town Chairperson

Attested by: Town Clerk

