

DRAFT
SUBJECT TO BOARD APPROVAL

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TOWN OF WASHINGTON
SPECIAL TOWN BOARD MEETING

Minutes

Friday, January 20th, 2012

Rutledge Room in the Community Center at 5:00 PM

1. **Call Meeting to Order:** Chairman Joel Gunnlaugsson called the Special Town Board Meeting to order at 7:00 p.m.
2. **Pledge of Allegiance to the Flag:** Chairman Gunnlaugsson led the meeting with the Pledge of Allegiance.
3. **Roll Call by Town Clerk:** In addition to Chairman Gunnlaugsson, Supervisors Liz Holmes, Randy Sorensen, Ron Overdahl and Tom Jordan were present. All present.
4. **New Business:**
 - A. **Resolution 2012-01: Approval of HAP Grant Application:** Motion by Holmes, second by Sorensen to approve Resolution 2012-01.
After discussion Motion by Holmes, second by Overdahl to approve the *amended* resolution which reads as follows:

~Beginning of Resolution 2012-01~

RESOLUTION 2012-01
TOWN OF WASHINGTON
HARBOR ASSISTANCE PROGRAM GRANT APPLICATION

WHEREAS, the Town of Washington appears to be eligible for grant funds from the Wisconsin Department of Transportation, Bureau of Railroads & Harbors, Harbor Assistance Program; and

WHEREAS, the Town of Washington hereby assures that the proposed project is consistent with the three year harbor development statement of intentions submitted to WisDOT under the requirements of s.85.095(3), Wis. Stats; and

WHEREAS, the Town of Washington hereby assures that the Detroit Harbor navigational channel dredging project is consistent with the Door County Comprehensive Plan, adopted in October 2009;

WHEREAS, the Town of Washington's commitment for matched funds will come from the value of Tipping fee's for the disposal of dredging spoils at the Town Landfill and will cover 100% of the Town's 20% match, and

WHEREAS, it is the understanding of the Town that all repairs to County and Town haul roads damaged as a result of hauling will be covered in entirety by the HAP Grant,

NOW, THEREFORE, LET IT BE RESOLVED THAT the Town of Washington Island hereby formally requests a grant of \$7,603,616.00 from the Wisconsin Harbor Assistance Program for the project identified as Detroit Harbor navigational channel dredging project, and

BE IT FURTHER RESOLVED THAT the Town of Washington Island hereby agrees it will provide such amounts of matching funds as may be required up to a maximum amount of upon the signing of a grant agreement and at a time and manner specified by WisDOT; and

Continued

BE IT FURTHER RESOLVED THAT the Town of Washington Island hereby agrees to provide to the department, in a timely manner, additional analysis or documentation in support of the application, if necessary for the review process; and

BE IT FURTHER RESOLVED THAT the Town of Washington Island hereby accepts all responsibilities for the operation and maintenance of the Detroit Harbor navigational channel dredging project upon completion of the work funded under a Harbor Assistance Program grant; and

BE IT FURTHER RESOLVED THAT Joel Gunnlaugsson, Town Board Chair, is the representative of the Town of Washington Island authorized to sign agreements, forms, claims and other required documents binding upon the Town of Washington Island in connection with the application for Wisconsin Harbor Assistance Program funds.

Adopted this 20th day of January, 2012 by unanimous approval of the Town Board.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-01~

B. **Resolution 2012-02: 3 year Harbor Development Statement of Intentions as required for HAP Grant application.** Motion by Sorensen, second by Holmes to approve Resolution 2012-02.

~Beginning of Resolution 2012-02~

**RESOLUTION 2012-02
TOWN OF WASHINGTON
3 YEAR STATEMENT OF INTENTIONS**

WHEREAS, the attached Three Year Harbor Development Statement of Intentions describes proposed improvements which are in the best interest of the Harbor; and

WHEREAS, the Wisconsin Department of Transportation, in accord with state statute, requires a statement of project intentions from local units of government intending to apply for federal and/or state aid for harbor related work of any type within the next three years; and

WHEREAS, we have carefully reviewed the estimated project costs, funding sources, physical location, and alternatives to the proposed project(s); and

WHEREAS, the total local matching funds required for projects indicated as being funded through the Wisconsin Harbor Assistance Program ranges from \$1,900,000.00 (20%) to \$4,750,00.00 (50%); and

WHEREAS, this Three Year Harbor Development Statement of Intentions is used by the Wisconsin Department of Transportation for planning purposes only and is not a petition for federal and/or state aid;

Continued

NOW, THEREFORE BE IT RESOLVED that the Town of Washington approves the attached Harbor Development Statement of Intentions.
Adopted this 20th day of January, 2012 by unanimous approval of the Town of Washington Board of Supervisors.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-02~

C. Resolution 2012-03: Approval of Citizen Participation Plan required for CDBG Application. Motion by Holmes, second by Jordan to approve Resolution 2012-03.

~Beginning of Resolution 2012-03~

**RESOLUTION 2012-03
TOWN OF WASHINGTON
Submission of a CDBG-Planning Grant Application**

Relating to the Town of Washingtons' participation in the Community Development Block Grant Planning program.

WHEREAS, Federal monies are available under the Community Development Block Grant program, administered by the State of Wisconsin, Department of Commerce (Commerce), for the purpose of undertaking community planning; and

WHEREAS, after seeking public input, the Town of Washington has recommended that an application be submitted to the State of Wisconsin for the following planning project; Detroit Harbor Waterfront Master Plan; and

WHEREAS, it is necessary for the Town of Washington to approve the preparation and filing of an application for the Town of Washington to receive funds from this program; and

WHEREAS, the Town of Washington has reviewed the need for the proposed plan and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Washington does hereby approve and authorize the preparation and filing of an application for the above-named plan; and that Joel Gunnlaugsson, Board Chair, is hereby authorized to sign all necessary documents on behalf of the Town of Washington; and that authority is hereby granted to the Town Board to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this resolution.

Continued

Adopted this 20th day of January, 2012 by unanimous approval of the Town of Washington Board of Supervisors.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-03~

D. Resolution 2012-04: Approval of CDBG Application. Motion by Holmes, second by Sorensen to approve Resolution 2012-04.

~Beginning of Resolution 2012-04~

**RESOLUTION 2012 - 04
TOWN OF WASHINGTON
RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN**

WHEREAS, the Town of Washington has applied for a Community Development Block Grant; and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the Town of Washington has prepared and publicly reviewed a Citizen Participation Plan;

NOW THEREFORE BE IT RESOLVED that the Town of Washington officially adopts the Citizen Participation Plan.

Adopted this 20th day of January, 2012 by unanimous approval of the Town of Washington Board of Supervisors.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-04~

Continued

E. Resolution 2012-05: Approval of Gift, Grant and / or Donations to the Town of Washington. Motion by Holmes, second by Overdahl to approve Resolution 2012-05.

~Beginning of Resolution 2012-05~

**Resolution 2012- 05
Gifts, Grants and / or Donations
To the Town of Washington**

Whereas, Door County Ministry Health has expressed interest in providing auxiliary generation capabilities for their Clinic facility on Washington Island,

Whereas, Town of Washington in the past thru numerous discussions has also expressed interest in providing auxiliary generation capabilities for the entire Community Center Complex,

Whereas, Knowing that the Community Center Complex has the ability to be a shelter facility during a major weather event because of what the complex houses,

Whereas, After lengthy discussion with Hospital Management thru various meetings and the Town of Washington,

Whereas, Deemed by both parties that the ability for the entire Community Center Complex to have complete auxiliary generation capabilities,

Whereas, Ministry Health took it upon them self to provide such needs for the entire Community Center Complex thru the Wisconsin Hospital Emergency Preparedness Program,

Now therefore be it resolved, That the Town of Washington accepts the donation of an auxiliary generator from Ministry Health Door County for the purpose of providing auxiliary generation capabilities for the entire Community Center Complex,

Be it further resolved, That by the Town of Washington accepting this donation, the Town of Washington does hereby accept all responsibilities associated with the generator, including: routine and preventative maintenance, any future items pertaining to operations, as well as any care as outlined by the product manual and all other matters required by the hospital pertaining to the fulfillment requirements for the grant.

Approved this 20th day of January, 2012 by unanimous approval of the Town of Washington Board of Supervisors.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-05~

Continued

F. Resolution 2012-06: Approval of Coastal Management Grant funds if awarded.
Motion by Holmes, second by Sorensen to approve Resolution 2012-06 as approved.

~Beginning of Resolution 2012-06~

**Resolution 2012-06
TOWN OF WASHINGTON
Acceptance of Coastal Management Grant**

Whereas, Wisconsin Coastal Management Council meets on January 24th, 2012 in Madison Wisconsin,

Whereas, Town of Washington applied for a Coastal Management Grant in the amount of \$ 30,000 that maybe awarded on January 24th, 2012,

Whereas, This Grant was applied for on behalf of the Town by FOTH Engineering, free of charge, as a supplement to the Harbor Assistance Program (HAP) Grant, to develop a Harbor Master Plan for the Town of Washington,

Whereas, the purpose of the Harbor Master Plan is to develop a Harbor Waterfront Master Plan for Detroit Harbor which will allow the Town to review, revise, prioritize, and make informed decisions about the future of Detroit Harbor, including all public and private access points for the purposes of swimming, kayaking, canoeing and other marine related ideas, making it a destination for Washington Island,

Whereas, a Harbor Master Plan will work hand in hand with the Towns Outdoor Recreation Plan previously approved,

Whereas, any monies awarded to the Town of Washington shall be matched 50 % by the Town of which the CDBG monies will apply as our match,

Now Therefore, be it resolved, That the Town of Washington accepts and any all funds that maybe awarded to the Town from the Coastal Management Grant Council for the purpose of developing a Harbor Master Plan.

Adopted this 20th day of January, 2012 by unanimous approval of the Town of Washington Board of Supervisors.

Vote	Aye	Nay
Joel Gunnlaugsson	<u> X </u>	_____
Liz Holmes	<u> X </u>	_____
Randy Sorensen	<u> X </u>	_____
Ron Overdahl	<u> X </u>	_____
Tom Jordan	<u> X </u>	_____

~End of Resolution 2012-06~

G. General Discussion of Committee's, including thoughts and ideas about restructuring or realignment, specific duties and responsibilities with direct focuses of visions for the committees. Discussion only.

- Integration of cohesiveness to all Committees' associations with the Town of Washington.
- Standardization of definition of Committees and committee member roles.
- Further discussion needed at a later date.

H. Updates on various pending Town items. New Website, Gas / Credit Cards, Crushing & Paving, Community Center projects and modifications, Employee Evaluations, other items from Board members?

The Board discussed:

1. Delay finishing the Jackson Harbor Road project until after the Harbor Dredging
 - o The Town still needs to crush approx. 60,000 yards for projects
 - o Will be reimbursed from the grant project for crushing costs
2. Suggested spending some money for cosmetic improvements to the Community Center (ie; paint, lighting, ceiling, drywall, etc.)
3. Employee evaluations will commence. This will be discussed at the Regular Town Board Meeting, January 24th.
4. Suggestion to revisit utilizing scales at the Dump.

5. Old Business:

- A. **Appointment of Jim Goodwin to the WIZAP committee as recommended unanimously by the WIZAP committee.** Motion by Sorensen, second by Gunnlaugsson to approve Jim Goodwin as a full member of the WIZAP committee. Motion carried 3 – 2 with the ayes being Sorensen, Gunnlaugsson and Holmes; the nays being Overdahl and Jordan.

6. Upcoming meetings: Regular Town Board on January 24th, 2012

7. Adjournment: Motion by Sorensen, second by Gunnlaugsson to adjourn the Special Town Board Meeting. Motion carried unanimously at 6:40 p.m.

Valerie Carpenter/Clerk Treasurer

Joel Gunnlaugsson, Chairman

Elizabeth Holmes

Randy Sorensen

Ronald Overdahl

Tom Jordan