

*Walter Nehlsen, Airport Manager
Washington Island Airport 2P2
Washington Island, WI 54246*

07/20/2012

*Town Board
Washington Town*

As discussed in a previous Town Board Meeting, security at our Airport is a matter that the FAA and WISDOT take very seriously. You have been advised there have been two or more incidents of gasoline being stolen from aircraft, with other incidents of vandalism reported. Should a pilot not be diligent in his pre-flight inspection and were to run out of fuel, serious consequences for the pilot and the town could develop.

Chief Tyler McCrane has been lobbying for a camera security system to be installed to moderate activities at the airport for some five plus years. It has been discussed with WISDOT and HOME LAND SECURITY. They are very enthusiastic about providing such a system, at little expense to the Town.

The airport has tie down rates for visiting planes, but does not offer adequate tie down facilities. Having security and a paved parking area, with accessible tie downs, could be a factor in attracting more visiting pilots and passengers, certainly with significant benefits to local merchants. Adequate funds are available to accomplish both.

Pilots are constantly looking for attractive places to fly to. They talk among themselves about such destinations. There is no question that traffic to our airport is down in numbers. The word that gasoline is being stolen from airplanes certainly could be a factor, although not measurable.

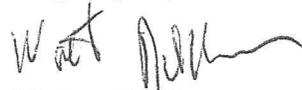
We have a unique airport on a beautiful island in Lake Michigan and why not make it as attractive to pilots as possible, little cost to the Town. Be progressive and approve the security system with adequate paved parking and tie down facilities. The old adage "use it or lose it" is not unfamiliar to the Town of Washington (i.e. Jackson Harbor/Baileys Harbor).

At a previous town board meeting, Walter Nehlsen recalls discussions on this very subject. The board members agreeing with the security and paved parking with tie down area proposal, with one descending member against any airport improvements. Minutes never reflected it being brought to a vote.

As a progressive Town Board it only makes sense to utilize monies that are known to be available to make for a more secure and appealing airport. A simple two paragraph letter to WISDOT reading:

"The Board of Washington Town has approved the installation of a camera security system with paved parking and tie down facilities at 2P2. This to be accomplished with monies earmarked for the Town of Washington Airport, as related available in previous conversation with Walter Nehlsen, Airport Manager.

Respectfully,



*Walter Nehlsen
Airport Manager*



*Tyler McCrane,
Chief of Police*

cc: Valerie Carpenter, Town Clerk

Town of Washington
Town Crew Worker (Utility Worker)
Job Description

Status: Road Crew (Utility) Worker
Department: Town Crew (Hwy)

General Summary

Reports to the Road Crew Supervisor and is responsible for operating varied highway construction equipment on an as needed basis. Assignments given may change from day to day and from season to season. Must be able to operate various equipment and must be in good physical condition. Must pass an annual physical and be given work status by physician conducting physical, as sanctioned by requirements set by the WisDOT Regulations. Continuation of employment is contingent on physical status and abilities to do the jobs required by the Town as described in this document. A physical will be required annually and paid for by the Town.

Duties and Responsibilities

Essential Job Functions

1. Perform general routine maintenance on Town and County roadways.
2. Operate equipment such as loaders, dump trucks, skid steers, graders, back hoe's, lawn mowers, weed wackers, chainsaws, chippers and other equipment owned by the Town.
3. Operate Snow and Ice Control equipment (Dump Trucks, Graders, Loaders, ect..) during winter months.
4. Control traffic around highway construction areas.
5. Perform general maintenance and mechanics duties to include, but not limited to, changing oil, greasing machinery, changing grader blades, welding and torching and anything else needed for Town operations
6. Complete other manual or clerical duties related to road operations as may be required for reports.
7. Able to do miscellaneous construction duties as to the repairs to Town buildings and facilities pertaining to the up keep of the Town's general infrastructure.

General Job Functions

1. Perform a variety of functions related to road operations and maintenance.
2. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients if need be.

Reporting Relationships

The overall supervision of the Utility Worker reports to the Crew Supervisor. For daily work assignments and general directions on projects the Utility Worker reports to the Crew Supervisor.

Requirements

1. High School diploma or GED
2. One (1) year of reasonable work experience; or equivalent combination of training and experience.
3. Commercial Drivers License Class B,C and D. A Class A would also be beneficial but not required.
4. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

Knowledge, Skills and Abilities Required

1. Ability to read, comprehend, follow oral and written instructions and communicate both verbally and in writing.
2. Able to operate trucks and other Town or County owned road construction equipment in a safe and effective manner.
3. Requires basic knowledge of road construction, which could be learned within six (6) to twelve (12) months of progressive road construction work experience.
4. Knowledge of traffic laws and weight limits.
5. Knowledge of the location of State, County and Town Roads.
6. Training or skills in welding and torching and mechanical skills are beneficial.
7. Capable of accepting varied assignments from one day to another.
8. Use tact and courtesy in dealing with other employees, Town Officials, tax payers and other members of the general public.

Physical and Working Conditions

1. Mostly outside work, subject to all weather conditions.
2. Must be able to lift up to sixty (60) pounds, repeatedly, throughout the work day. Heavier amounts may be required depending on various jobs.
3. Subject to overtime and call in's.
4. Nearly continuous standing and walking.
5. Able to crouching, bending and twisting depending on the job duty.

Work in environments of various temperatures, wetness, noise, dust and the like. In addition, safe working habits around heavy equipment required to potential injury. Driving snowplows during heavy winter storms is difficult do to poor visibility, snow and ice covered roads, power lines, gas lines and other traffic.

In an effort to provide for continuity of Town Government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with section 166.03(4)(a)-(d) Wis. Statutes.

The above is intended to describe the general content of the requirements for the performance of this job. It is not construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodations or other reasons.

Approved: Date: _____

Joel Gunnlaugsson, Chairman

Liz Holmes, Supervisor

Randy Sorenson, Supervisor

Tom Jordan, Supervisor

Kirby Foss, Supervisor

Valerie Carpenter, Clerk / Treasurer

School District of Washington Island and Town of Washington
Shared Services Agreement
2012 – 2013

The Town of Washington and School District of Washington Island agree to the following terms and conditions of shared services between the two public agencies for the 2012 – 2013 school year. These shared services to begin with the start of the 2012-2013 school year and to end June 30, 2013.

The Town of Washington will provide the following services for the School District of Washington Island:

1. Plow snow and, when needed sand, all school parking lots.
2. Weekly removal and disposal of trash and garbage waste.
3. Provide trash storage vehicle for annual Island Pick-Up Day.
4. Provide lunch for students for island pick up day.

The School District of Washington Island will provide the following services for the Town of Washington:

1. Provide emergency technical support for computers and network systems.
2. Provide web development and web site support
3. Provide use of technical equipment as by the Town of Washington (eg. laptops and other A/V equipment)
4. When possible, provide rooms, space for town functions and meetings.
5. Continue to provide Well Testing and Reporting
6. Make available use of various cleaning equipment for tiled facilities (eg. showers and bathrooms)

These terms and conditions will be monitored and overseen by the Town of Washington, Town Chair, and the School District of Washington Island, Superintendent of Schools.

Town of Washington Island Date
Board Member

School District of Washington Island Date
Board of Education President

Town of Washington Island Date
Board Member

School District of Washington Island Date
Board of Education – Member