

**Town of Washington
Board of Review**
Tuesday, May 21st, 2013
7:00 pm, Rutledge Room

1. **Call to order:** Chairman Joel Gunnlaugsson called the meeting to order at 7:00 p.m.
2. **Reconvene** on July 31st, 2013 at 5 pm in the Rutledge Room because the tax rolls are not ready. Open Book will be June 10th, 2013 from 12:30 – 2:30 pm in the Rutledge Room. Appointments are appreciated. Motion by Sorensen, second by Holmes to reconvene the Board of Review on July 31st, 2013. Motion carried unanimously.
3. **Adjourn.** Motion by Foss, second by Holmes to adjourn the Board of Review. Motion carried unanimously at 7:02 p.m.

TOWN OF WASHINGTON
REGULAR TOWN BOARD MEETING
Minutes
Tuesday, May 21st, 2013
7:05 p.m.
Rutledge Room

1. **Call to Order:** Chairman Joel Gunnlaugsson called the meeting to order at 7:05 p.m.
2. **Pledge of Allegiance to the Flag:** Gunnlaugsson led the meeting with the Pledge of Allegiance.
3. **Roll Call by Town Clerk:** Present by roll call in addition to Gunnlaugsson were Supervisors Liz Holmes, Randy Sorensen, Kirby Foss and John Rader.
4. **Town Chairman's Remarks:**
 - Recognition given for the improvements at Gislason Beach.
 - Funds have been appropriated for the channel dredging project. \$5.2 million have been appropriated. Tentative start date will be after Labor Day.
5. **Approval of Minutes:** Motion by Holmes, second by Sorensen to approve the submitted minutes. Motion carried unanimously.
 - RTBM of April 16th, 2013

6. **Public Comments:** No public comments were stated at this time.
7. **Supervisor's Response:** No Supervisor's response stated at this time.
8. **Approval of Bills, Journal entries and Bank Reconciliations including all Town Committees:** Motion by Holmes, second by Foss to approve all submitted bills. After discussion motion carried unanimously.
9. **Department Activity Reports:** Motion by Sorensen, second by Holmes to approve all submitted department activity reports. Motion carried unanimously.
 - A. Public Works
 - B. Police
 - C. EMS
 - D. Fire Department
 - E. Airport
 - F. Landfill
 - G. Financial Reports – including all committees
 - H. Utility District
 - I. Oral Reports from Supervisors from their various appointed departments. Monthly updates – FYI's
10. **Communications:**
 - A. Becher Hoppe- Landfill Monitoring.
11. **Old Business:**
 - A. Detroit Harbor Boat Launch- Open Bids. Possible Action. Motion by Foss, second by Holmes to consider the bids. Two (2) bids were received within the designated time period.
 - Great Lakes Protective Coatings, Gene LaPlante - \$42,110.00
 - TBJ, Tom Jordan - \$21,300

Motion by Sorensen, second by Foss to table this item until the DNR has approved the project with the Town Crew doing the work. The project will then be rebid for time, material and equipment within the new scope of the work. Motion carried unanimously.

 - B. **Routine Maintenance items – SYNERGY – Community Center:** Motion by Holmes, second by Rader to expedite the heating/AC installation for the Community Center. Motion carried unanimously.
 - C. Road paving update – Gunnlaugsson stated the paving has been postponed until next year per Door County.
12. **New Business:**
 - A. **Resolution 2013-09.** Transfer of Funds. Motion by Sorensen, second by Holmes to transfer the funds for the Town's portion of the new squad car. Motion carried unanimously by roll call vote.

DRAFT
SUBJECT TO BOARD APPROVAL

~Beginning of Resolution~

BUDGET RESOLUTION 2013-09

Town of Washington, Door County, Wisconsin

A resolution amending the 2013 budget of the Town of Washington, Door County, Wisconsin adopted by a two-thirds majority vote of the entire membership of the TOWN BOARD

Whereas the sum of \$7,322 to be deducted from the Town of Washington Unassigned General Fund Account (#340000.000) and the sum of \$7,322 be added to PD Supplies Account (#520800.100) to indicate the amount paid to the Door County Treasurer to cover expenses for 2013 Tahoe extras

NOW THEREFORE, BE IT RESOLVED by the TOWN BOARD of the Town of Washington to amend the 2013 Budget to reflect the changes listed above. Roll call vote – passed unanimously.

Adopted: May 21, 2013

~End of Resolution~

B. Resolution 2013-10. Rec Center fundraiser. Motion by Foss, second by Holmes to approve Resolution 2013-10. Motion carried unanimously by roll call vote.

~Beginning of Resolution~

Resolution 2013 - 10

REC Fund Raising Celebration

Whereas, the Mosling Rec Center wishes to hold an event celebrating 25 years of service to the community,

Whereas, the Mosling Rec Center wishes to incorporate a fund raiser into this celebration by means of various ideas,

Whereas, the Mosling Rec Center wishes to use the Historic Island Dairy as the venue for this celebration,

Whereas, the Historic Island Dairy is requesting of the Mosling Rec Center, and entity of the Town of Washington, to provide proof of liability insurance for such an event,

Now therefore, be it resolved, that the Mosling Rec Center, Town of Washington, hereby encourages this event and provides the necessary information as requested by the Historic Island Dairy to commence with this event.

Approved this 21st day of May, 2013

~End of Resolution~

C. **Resolution 2013-11.** Room Tax Funds. Motion by Sorensen, second by Rader to discuss payment / Discussion

Resolution 2013-11

Room Tax Funds

Whereas, the Town of Washington recognizes the value and importance of tourism and marketing for the Island,

Whereas, the Town of Washington receives monies from the Room Tax collected from the Tourism Zone Commission,

Whereas, the Town of Washington, uses the monies to offset expenses associated with operations of many items within the Town,

Whereas, currently the Town of Washington pays memberships to the Island Chamber of Commerce and gives money to offset brochure purchases

Whereas, the Town of Washington has paid a flat rate and is now being requested to modify to a percentage of room tax collections,

Whereas, the Washington Island Chamber of Commerce, is requesting alternate means of money allocation from the Town by a percentage of 50 % of annual room tax received,

Whereas, the Town of Washington will begin to provide 50 % of all room tax received on a monthly basis,

Now therefore, be it resolved that The Town of Washington hereby begins to provide 50% of room tax funds collected to the Washington Island Chamber of Commerce.

~End of Resolution~

After discussion, motion by Holmes, second by Sorensen to table this resolution until the Town Board can meet with the Chamber Board to discuss amending this resolution, to be readdressed at the June Town Board Meeting. Motion carried unanimously.

D. **Resolution 2013-12:** Unassigned Fund Balance. Motion by Sorensen, second by Holmes to approve Resolution 2013-12. Motion carried unanimously.

Resolution 2013-12

Unassigned Fund Balance

Whereas, The Town of Washington, as set by the State of Wisconsin's Government Accountability Board, has terms associated with various accounts for allocations of funds,

Whereas, the Towns "General Fund" is Technically called the Towns "Unassigned Fund" by accounting standards,

Whereas, the Town has sufficient funds currently in the Unassigned fund and deems it appropriate to establish a mechanism of safety by creating a lower limit of money to be in that fund at all times,

Whereas, it has been suggested of our Auditors and a good idea to have funds set aside for emergency operations,

Whereas, typical recommendations for Towns as a rule of thumb is to have roughly 25% of an annual budget set aside in reserves,

Whereas, based on the current levy value of \$1,022,990, that would establish a recommended reserve amount of \$250,747.50

Now therefore, be it resolved, that the Town of Washington hereby establishes a lower limit of funds to be retained in the unassigned fund at all times,

Be it further resolved, that this is a tool for the Town Board and any values above the suggested 25% shall be usable at the Towns discretion as intended for unassigned items.

Approved this 21st day of May, 2013

| Roll Call | Aye | Nay |
|-------------------|-----|-----|
| Joel Gunnlaugsson | X | ___ |
| Liz Holmes | X | ___ |
| Randy Holmes | X | ___ |
| Kirby Foss | X | ___ |
| John Rader | X | ___ |

~End of Resolution~

E. **Ordinance 2013-03.** Establishment of Airport Committee. Motion by Foss, second by Sorensen to establish the Washington Island Airport Advisory Committee. After an amendment to §12-58 Membership, Paragraph D, Item 1, the wording "Be a Resident whereas", was removed. Sentence begins with "The Person" this Ordinance was approved unanimously.

Ordinance 2013-03
Chapter 12
Article IX
Washington Island Airport Advisory Committee

By-laws

The purpose of the Washington Island Airport Advisory Committee is to serve as the management body in an advisory capacity for the Washington Island Town Board of Supervisors and to oversee the operations, improvements and development of the Washington Island Airport.

§ 12-67: Authorization

The Town of Washington shall have a committee known as the Washington Island Airport Advisory Committee, herein after referred to as WIAAC.

§ 12-68: Purpose

The WIAAC serves at the pleasure of the Washington Island Town Board of Supervisors as a means to aid the Town Board on matters relating to the Washington Island Airport.

The WIAAC is created under the Code of Ordinances of the Town of Washington; and will operate under the authority of the Town Board; report to the Town Board and; not make policy and/or implement procedures without Town board approval.

The WIAAC will provide advice and recommendations to the Washington Island Town Board of Supervisors on matters relating to the following:

- Review and recommend changes to the actual operation of the Airport with the idea of improving existing standards or establishing new standards and incorporating the same as policy.
- Review Safety and Security policy and procedure, create and coordinate standards and policy in line with FAA, BOA and WisDOT requirements and recommendations.
- The future vision for development of the airport and measures for procuring improvements and funding.
- Study applicable airport-related plan(s) and make proposals, when necessary, of methods to implement.
- Review and recommend changes to existing and future leases or drafts of leases and agreements entered into between the Town of Washington and private parties. WIAAC shall not have the authority to approve Lease Agreement with specific tenants.

- Recommend a marketing strategy to actively promote the Airport to the Aviation community and the general public. Review the Economic feasibility and impact of the Airport to the Island.
- Advance and promote airport use for general aviation
- Maintain a liaison with the FAA, BOA and WisDOT and coordinate actions when necessary.
- Research and promote airport services to contribute to the local health, welfare and economy of the Island and its residents.
- Provide a forum for public discussion on issues related to the Washington Island Airport.

§ 12-69: Membership

- A. The voting members of WIAAC shall be five (5) individuals appointed by the Washington Island Town Board of Supervisors.
- 1.) Openings shall be posted for one (1) month prior to request and approval by the Washington Island Town Board.
 - 2.) New members shall be approved at a Regular or Special Meeting of the Town Board by a majority affirmative vote.
- B. Members of the WIAAC shall not accept pay, compensation or accept gratuities for services on the Committee.
- C. The voting members shall consist of:
- 1.) Five (5) members who are:
 - a.) pilots
 - b.) aircraft owners
 - c.) FAA certified aircraft mechanics
 - d.) Hangar owners at the Washington Island airport.
 - e.) who have an active interest in general aviation and airport administration.
- D. To be eligible for appointment on the WIAAC a person must:
- 1.) The person must either own property or occupy a residential dwelling located on Washington Island.
 - 2.) Have an active interest in, or have knowledge of general aviation or airport administration
- E. Vacancies occurring on WIAAC shall be filled for the unexpired term by an appointment by a majority vote of the Washington Island Town Board. The

category where the vacancy is created shall only be filled by an eligible person in order to avoid an uneven composition of the Committee.

- F. Members may be removed by a majority affirmative vote at a meeting of the Washington Island Town Board. Termination of Membership shall occur in the event that:
- 1.) The member is no longer a resident or property owner on Washington Island.
 - 2.) The member is no longer a member of that category from which he was appointed resulting in an uneven composition of the Committee.
 - 3.) The member has acted in violation of the meeting requirements of these by-laws.
 - 4.) Term limitations have been reached.
 - 5.) The member has not attended at least 50% of the properly scheduled, posted meetings within one calendar year. A member may be excused from a meeting if prior to a meeting the Chairperson has been notified. However, a member is entitled to only two (2) excused absences per calendar year.
- G. Members are required to attend at least 50% of all meetings in a calendar year.

§ 12-70: Officers

- A. The officers of the WIAAC shall consist of a Chairperson and a Vice-Chairperson and a Secretary. The Chair and Vice-Chair shall be chosen by the Committee at the first regularly scheduled meeting of every year. They shall serve one-year terms or until their successors have been elected. The officers shall take office at the end of the meeting at which they are elected.
- B. The Chairperson shall preside over all Advisory Committee meetings. The Chairperson may submit an agenda, recommendations and information applicable to the Advisory Committee and Washington Island Airport.
- C. The Vice-Chair shall assume the duties of the Chair whenever the Chair is unable to fulfill the duties of the office. In the event that both the Chair and Vice-Chair are unable to attend any meeting, those in attendance shall select a member to serve as Acting Chair for the meeting.
- D. The Secretary shall record the minutes for the meetings. The official minutes of the Committee and its recommendations shall be permanent records to be kept in the Office of the Town Clerk.
- E. Each member shall have one (1) vote on any matter before the Advisory Committee. Recommendations of WIAAC to the Washington Island Town Board of Supervisors shall be by a majority vote of regular members of the Advisory Committee. All voted actions of the Advisory Committee shall be recorded and kept as a permanent record of the Advisory Committee and provided to the Board of Supervisors.

§ 12-71: Meetings

- A. All meetings of WIAAC shall be held at any Town facility to include the Washington Island Airport Building.
- B. The committee shall meet no less than four (4) times per year; but may meet as often as necessary to address the business of the WIAAC.
- C. A quorum shall be a majority of the voting members appointed.
- D. The Secretary, or other authorized officer, shall prepare an agenda of all matters to come before the Committee and properly post such agenda no later than 24 hours prior to the start of the meeting. Agendas shall be delivered to the Town Office in such a format as to support proper, timely posting on the Town of Washington Website.
- E. All meetings of the Committee shall be open to the public. So as not to interfere with the course of the meeting, audience participation in Committee meetings shall appear near the beginning of the agenda for the purpose of addressing any item on the agenda.
- F. The Secretary shall prepare the minutes of the proceedings of each regular and special meeting of the Committee. Minutes shall be delivered to the Town Clerk whereby they will be included in the next Town Board meeting and posted on the Town of Washington website.
- G. Wisconsin Open Meeting Law and Open Records are in effect for Town Committees including, but not limited to, the posting of agendas, minutes, electronic communication, etc.

§ 12-72: Recommendations to the Town Board

- A. Recommendations of the WIAAC shall be prepared in writing. Recommendations shall be presented to the Washington Island Town Board for consideration at a regular or special meeting of the Town Board.
- B. Recommendations of the WIAAC may be made to the Washington Island Town Board by the Chairperson, Vice Chairperson or a member of the Airport Advisory Committee.

§ 12-73: Revenues and Expenditures

- A. WIAAC shall not exercise control over those monies allocated in the General Town Budget for Airport expenses.
- B. All expenditures shall be authorized and approved by the Washington Island Town Board and payment of expenditures is the responsibility of the Town Clerk/Treasurer.
- C. All of the Airport Committees' monetary activities are to be part of the Town Budget. All expenditures can only be authorized by the Board.
- D. All revenues and donations collected must pass directly through the Treasurer.

- 1.) Allocation of money is not the authority of the Washington Island Airport Advisory Committee.
- 2.) It is not within the authority of the Committee to hold cash in any reserve type fund.
- 3.) It is not permissible to use received cash to pay for expenses.
- 4.) All revenues must be accounted for like other town revenue.
- 5.) Donations will be accepted only when they are made free of any enforceable contingency.

DRAFT
SUBJECT TO BOARD APPROVAL

§ 12-74: Amendment to the By-laws

The By-laws of the WIAAC may be amended, added to, or repealed, or new Laws may be adopted in lieu hereof by the affirmative vote of a majority of the Washington Island Town Board of Supervisors. If a majority of the Committee determines that a revision to the by-laws is in the best interest of the Town or the Airport, they may recommend a revision to the Board.

This ordinance shall be effective upon publication or posting by the Town Clerk as required, pursuant to s. 60.80, Wis. Stat.

Adopted this 21st day of May 2013.

By the Town Board of the Town of Washington, Door County, Wisconsin:

~End of Ordinance~

F. **Ordinance 2013-04.** Amendment to chapter 230. Motion by Foss, second by Sorensen to approve Ordinance 2013-04. Motion carried unanimously.

**Town Ordinance
Chapter 230
Amendment 2013-04**

**INTOXICATING LIQUOR AND MALT BEVERAGES
(Amended 05-21-2013)**

230-3. License Classes and Fees

Insert: K. Retail "Class B" intoxicating liquor license: as set by the Town Board.

Pursuant to State Statute 125.185, a "provisional retail license" may be issued as authorized by the Town Board. It acts as a "temporary license" awaiting approval of their regular license.

Approved this 21st day of May 2013.

~End of Ordinance~

DRAFT
SUBJECT TO BOARD APPROVAL

- G. Approval of Renewal Alcohol Beverage License's: Motion by Foss, second by Sorensen to approve the submitted License Renewals. Motion carried unanimously.
- Ships Wheel Restaurant
 - Deer Run Golf Course
 - Shipyard Island Marina
 - KK Fisk – Granary
 - Brothers Too
 - Washington Hotel
 - Red Cup
- H. Approval of Original Alcohol Beverage Retail License's: Motion by Sorensen, second by Foss to approve the submitted New License Applications. Motion carried unanimously.
- Washington Island Ball Club
 - Trueblood Performing Arts Center
 - Willscott Properties
- I. **Approval of temporary retail license:** Motion by Sorensen, second by Foss to approve the submitted temporary retail licenses. Motion carried unanimously.
- TPAC
 - Washington Island Ball Club
- J. **Waiver of 300' rule as outlined in Chapter 230-4, H(1):** Motion Sorensen, second by Rader to waive the "300' rule" as it applies to the TPAC. Motion carried unanimously.
- K. **Approval of Cigarette and Tobacco Products License's:** Motion by Holmes, second by Foss to approve the submitted Cigarette and Tobacco License's. Motion carried unanimously.
- Hansen's BP Amoco
 - Mann's Store
- L. **Approval of Operators License's:** Motion by Holmes, second by Foss to approve the following submitted Operator's Licenses. Motion carried unanimously.
- Candy Kirchner
 - Sarah Gibson
 - Janet Jessen
 - Patsy Foss
 - Jim Morris

- Charlene Johnson
- M. **Approval of Drive Way Permits:** Motion by Sorensen, second by Foss to approve the following submitted driveway permits. Motion carried unanimously.
- Mark David
 - WisDNR
- N. **Authorization of expenses, Jackson Harbor Maritime Museum:** Motion by Holmes, second by Sorensen to approve requested expenses at the Maritime Museum. Motion carried unanimously.
- O. **Approval of Summer employees:** Motion by Foss, second by Holmes, to approve the following summer museum employees. Motion carried unanimously.
- | | |
|-------------------------|---------------------------------------|
| <u>Jacobsen Museum</u> | <u>Jackson Harbor Maritime Museum</u> |
| Howard Scott - Director | Kathleen Morris - Director |
| Jeannie Hutchins | Leo Derrico |
| Margie Frank | Robert Maribuko |
| Linda Hansen | Wendy Wold |
| Wendy Wold | Dick Donnelly |
| Trevor Wold | Judy Donnelly |
| | Trevor Wold |
- P. **Pit Toilets at Mountain Park:** Motion by Holmes, second by Foss to discuss installation of toilets at Mountain Park. Discussion included possibilities of pit toilets vs. flush toilets and drilling a well and the costs.
Motion by Holmes, second by Foss to survey the property and install a well with a hand pump. Motion carried unanimously.
- Q. **Rental request on Town property:** Motion by Sorensen, second by Holmes, to discuss the rental request. After discussion the board felt this request would be better served by the private sector. Motion by Holmes, second by Sorensen to deny the rental request. Motion carried unanimously.
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- R. **Committee assignments:** Discussion on board membership and roles on a committee. Committee member assignments to Committees and Town Departments are as follows.

Zoning and Planning Committee - Holmes & Foss
Economic Development Committee - Gunnlaugsson & Sorensen
Parks Committee - Sorensen & Holmes
Medical Advisory Committee - Gunnlaugsson & Holmes
Airport Advisory Committee - Gunnlaugsson
Community Center/Red Barn Committee - To be assigned
Jackson Harbor/Maritime Museum Committee - To be assigned
Archives Committee - Foss
Rec Center Committee - Holmes
W.I. Foundation - Rader

Detroit Harbor Enhancement - Foss & Sorensen
Art & Nature Center - To be assigned
Ad hoc Building Committee - Rader & Sorensen
Police Department - Foss
Public Works Department - Gunnlaugsson & Sorensen
Landfill Department - Gunnlaugsson & Holmes
Fire Department - Gunnlaugsson & Foss
Town Office Department - Gunnlaugsson

DRAFT
SUBJECT TO BOARD APPROVAL

S. **Approval of Insurance Renewal Policy for Town of Washington, Horton Group:** Motion by Holmes, second by Sorensen to approve the Insurance Renewal Policy information from the Horton Group. Motion carried unanimously.

13. **Public Comments:**

- Martin Anderson - Town Boat Launch.

14. **Upcoming meetings:**

A. RTBM: June 18th, 2013

15. **Adjournment:** Motion by Holmes, second by Sorensen to adjourn the meeting. Motion carried unanimously at 9:20 p.m.

Valerie Carpenter, Clerk/Treasurer

Joel Gunnlaugsson, Chairman

Elizabeth Holmes, Supervisor

Randal Sorensen, Supervisor

Kirby Foss, Supervisor

John Rader, Supervisor