

**TOWN OF WASHINGTON
REGULAR TOWN BOARD MEETING**

Minutes

Tuesday, April 16th, 2013

7:00 p.m.

Rutledge Room

1. Call to Order: Chairman Joel Gunnlaugsson called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance to the Flag: Gunnlaugsson led the meeting with the Pledge of Allegiance. A moment of silence was held in consideration of the recent Boston marathon bombing incident.
3. Roll Call by Town Clerk: In addition to Chairman Gunnlaugsson, Supervisors Liz Holmes, Randy Sorensen, Kirby Foss and Tom Jordan were present.
4. Town Chairman's Remarks:
 - Welding class for Town Crew employees seem to be a success.
 - May 17th, 2013 will be Island Clean-up day. Kirby Foss and Tom Jordan stated they will be responsible for the lunch for the volunteers. This will include shopping, cooking and clean up.
5. Approval of Minutes: Motion by Sorensen, second by Foss to approve the following listed meeting minutes. Motion carried unanimously.

RTBM of March 19th, 2013

RTBM of March 27th, 2013

6. Public Comments – No public comments were submitted at this time.
7. Supervisors Response – No Supervisor comments were issued at this time.
8. Approval of Bills, Journal entries and Bank Reconciliations – including all Town Committees. Motion by Holmes, second by Sorensen to approve all submitted bills, journal entries and Bank reconciliations. Motion carried. Sorensen stated the board should increase the Police Dept. line item to reflect the expenditures to outfit of the new squad car. This will be addressed at the next regular town board meeting.
9. Department Activity Reports: Motion by Sorensen, second by Holmes to accept the listed 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.
10. Communications: Any letters or Correspondence received from the public or a committee. items may be acted upon during communications. Motion by Holmes, second by Sorensen to accept the submitted communications. Motion carried unanimously.
 - A. DC Alcohol and Drug Coalition
 - B. DC Tourism Zone Commission – misc. rental updates, FYI

- C. Letter from Bituminous Casualty Corp. FYI
- D. DC Zoning Department – March Permit issuance
- E. Letter from WisDNR – Application acknowledgment, FYI
- F. WI State Legislature – Draft of proposed Law.

11. Old Business:

- A. Gislason Beach Project Manager. Motion by Sorensen, second by Jordan to discuss who should oversee the project. After discussion motion made by Sorensen, second by Foss to delay the decision on the manager position until more information is obtained from the County regarding paving projects which could determine the availability of the Town Crew. Board will meet again prior to the Annual meeting to readdress this. Materials may be purchased in anticipation of the project. Motion carried unanimously.
- B. Routine Maintenance items – SYNERGY. Motion by Foss, second by Sorensen to discuss the current Community Center heating system. Derrick Ellefson, Synergy Heating & Cooling, pointed out the current control systems are failing. There is new technology that would update the system, make it more efficient and save money. Eventually all of the Town buildings could incorporate into the system. Gunnlaugsson stated the Board would look at the project closer to budget time. No action taken/discussion only.
- C. Road paving update – FYI - Motion by Sorensen, second by Holmes to discuss road paving on the Island. Since aggregate costs came in higher than anticipated, the County is reviewing its options. An answer is anticipated from the County within the week. No action taken/discussion only.
- D. Red Barn park area Project Manager. Motion by Holmes, second by Foss to discuss the Red Barn Project Manager. After discussion, Motion by Holmes, second by Jordan to approve Tim Garland to oversee the project of the refurbishment of the children’s play yard and volleyball court at the Red Barn Park. Motion carried.

12. New Business:

- A. Open bids for channel dredging project. Motion by Foss, second by Sorensen to proceed with the opening of the submitted bids for the dredging project. Gunnlaugsson stated the Board would open the bids only, not award the project at this meeting.

Three (3) companies met the criteria for bid submission; Roen Salvage Company, White Lake Dock & Dredge, Inc. and Luedtke Engineering Company.

Totals for each category of bid were recorded with the Totals being as follows:

	<u>Bid Schedule 1</u> 2' deeper x 20' wider 1 funding cycle	<u>Bid Schedule 2</u> 2' deeper only 1 funding cycle	<u>Bid Schedule 3</u> 2' deeper x 20' wider 3 funding cycles
Totals Only			
Roen Salvage Co.	\$2,993,900.00	\$2,589,780.00	\$3,475,443.20
White Lake Dock & Dredge, Inc.	\$3,404,040.00	\$2,912,598.00	\$3,643,297.12
Luedke Engineering Co.	\$4,741,750.00	\$2,235,420.00	\$5,106,876.50

Please see Attached Bid Tally Sheets for an itemization of the bids including Alternate Bid Item totals.

- B. Approval of letter to DC management. Motion by Sorensen, second by Holmes to approve submitting the letter to the Door County Planning Team to address concerns. Motion carried.
- C. Approval of REC employee. Motion by Foss, second by Holmes to approve the hiring Marie Fronck as a receptionist at the Rec Center. Motion carried.
- D. Approval of Operators License. Motion by Sorensen, second by Jordan to approve an Operator's License for Sally Clancy. Motion carried unanimously.
- E. Community Center Committee recommendation. Motion by Sorensen, second by Holmes to discuss the improvements to the Rutledge Room. Bill Benson gave a summary of the proposed improvements. Motion by Holmes, second by Foss to proceed with the renovation project beginning with ceiling tile removal, lighting installation and electrical work, to be continued as the budget permits. Motion carried unanimously.
- F. Dockage request, WIFL. Motion by Foss, second by Sorensen to discuss the temporary dockage request. Motion by Holmes, second by Sorensen to allow the Karfi to dock at Jackson Harbor Town Dock, with the details to be worked out at a later date. Motion carried unanimously.
- G. Town Office remodel. Open, Discuss proposals. Motion by Sorensen, second by Foss to accept the proposals for the town office remodel. Motion carried unanimously. Two (2) submitted proposals were opened for the remodeling project in the Town Office.
 - 1. Electrical: Tony Young for \$2,850.00 (including material)
 - 2. Construction: Island Builders (Aaron & Joey) (Labor only)
 - a) \$2500.00 Labor on remodeling project and finish
 - b) \$980.00 Painting
 - c) \$600.00 Installation of Solar tubes
 - d) \$300.00 Drywall and plastering
- H. Resolution 2013-04. Budget Amendment for Utility District. Motion by Sorensen, second by Foss to approve the transfer of funds. Motion carried unanimously call vote.

~Beginning of Resolution~

BUDGET RESOLUTION No. 2013-04

TOWN OF WASHINGTON, DOOR COUNTY, WISCONSIN

A resolution changing the 2013 Utility District budget of the Town of Washington, Door county, Wisconsin, adopted by a two-thirds majority vote of the entire membership of the TOWN BOARD

BE IT RESOLVED by the TOWN BOARD of the Town of Washington as follows:

That the sum of \$50,000 (Fifty thousand) is hereby transferred from the Utility District Fund Balance to the Utility District Engineering Study for the 2013 Wastewater Disposal Preliminary Engineering Report by Baudhuin, Inc.

The ending balance for the 2013 Utility District Engineering Study line item is \$56,000 (Fifty-six thousand).

Adopted: 4/16/2013
Approved 4/16/2013

continued

Roll Call Vote:	Aye	Nay	ACTION TAKEN	
Randall Sorensen	<u>X</u>	___	Adopted as presented	<u> X </u>
Elizabeth Holmes	<u>X</u>	___	Adopted as amended	_____
Tom Jordan	<u>X</u>	___	Rejected	_____
Joel Gunnlaugsson	<u>X</u>	___	Tabled until	_____
Kirby Foss	<u>X</u>	___	Referred to	_____

~End of Resolution~

- I. Resolution 2013-05. Budget Amendment, Unassigned fund. Motion by Foss, second by Jordan to approve transfer of monies between Town fund accounts. Motion carried unanimously by roll call vote.

~Beginning of Resolution~

BUDGET RESOLUTION 2013-05

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 \$55,000 to be deducted from the Town of Washington Unassigned General Fund Account (#340000.000) and the sum of \$55,000 be added to Fed. Nav. Channel Dredging (#535800.010)

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:	Aye	Nay	ACTION TAKEN	
Randall Sorensen	<u>X</u>	___	Adopted as presented	<u> X </u>
Elizabeth Holmes	<u>X</u>	___	Adopted as amended	_____
Tom Jordan	<u>X</u>	___	Rejected	_____
Joel Gunnlaugsson	<u>X</u>	___	Tabled until	_____
Kirby Foss	<u>X</u>	___	Referred to	_____

~End of Resolution~

- J. Resolution 2013-06. Budget Amendment for Utility District. Motion by Sorensen, second by Holmes to approve the Utility District budget resolution. Motion carried unanimously by roll call vote.

~Beginning of Resolution~

BUDGET RESOLUTION 2013-06

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

continued

Whereas the sum of \$50,000 to be added to the Town of Washington Utility District Reimbursement line item (Account #464100.650) and the sum of \$50,000 be added to Utility District Expense line item (Account #538800.650)

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.

Adopted: 4/16/2013

Approved: 4/16/2013

Roll Call Vote:	Aye	Nay	ACTION TAKEN	
Randall Sorensen	<u>X</u>	___	Adopted as presented	<u>X</u>
Elizabeth Holmes	<u>X</u>	___	Adopted as amended	___
Tom Jordan	<u>X</u>	___	Rejected	___
Joel Gunnlaugsson	<u>X</u>	___	Tabled until	___
Kirby Foss	<u>X</u>	___	Referred to	___

~ End of Resolution~

- K. Resolution 2013-07. Creation of a buildings and infrastructure committee. Motion by Foss, second by Sorensen to bring Resolution 2013-07 forward for discussion. Gunnlaugsson stated the Committee should address all Town buildings. Fire Chief Peter Nehlsen stated the Resolution is not worded as intended by the motion passed at the February 27th, 2013 Town Board Meeting, Item G. Motion by Gunnlaugsson, second by Foss to reject Resolution 2013-07. A renewed Resolution will be brought forward at a Special Meeting of the Town Board prior to the Annual meeting. Motion carried unanimously.

~ Beginning of Resolution~

Resolution 2013-07

DENIED

Creation of a Buildings and Infrastructure Committee

WHEREAS, The Town of Washington, Washington Island Fire Department and Washington Island Police Department have expressed interest and concerns of the condition of the existing Fire House and Police Department facility.

WHEREAS, The Town of Washington recognizes that the Buildings and Infrastructure of the entire Town are due to be looked at and discussed from a maintenance and prevention standpoint,

WHEREAS, The Town feels it necessary at this time to establish a temporary committee to research and determine the conditions of all Town properties and infrastructure with an emphasis on the existing Fire Station and Police Department facility,

WHEREAS, The Town also deems it appropriate to look at the structural integrity of all Town buildings and their mechanical properties within, all Town equipment used by all Town employees and the Public and all roads and properties, referencing basically the position of an internal audit of all Town properties.

NOW, BE IT FURTHER RESOLVED, that the committee shall be in effect until said requests of the committee are determined to be accurate and agreed upon by the Town Board.

continued					
Roll Call Vote:	Aye	Nay	ACTION TAKEN		
Randall Sorensen	_____	_____	Adopted as presented	_____	
Elizabeth Holmes	_____	_____	Adopted as amended	_____	
Tom Jordan	_____	_____	Rejected	_____	X
Joel Gunnlaugsson	_____	_____	Tabled until	_____	
Kirby Foss	_____	_____	Referred to	_____	

~ End of Resolution~

- L. Resolution 2013-08. Budget Amendment. Fire Boat. Motion by Gunnlaugsson, second by Sorensen to approve Resolution 2013-08. Motion carried by roll call vote with the ayes being Sorensen, Jordan, Gunnlaugsson and Foss. Abstaining was Holmes.

~ Beginning of Resolution~

BUDGET RESOLUTION 2013-08

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 \$4,000 added to the Town of Washington DONATIONS line item Account (#480300.010) and the sum of \$4,000 be added to Town of Washington CAPITAL OUTLAY line item Account (570554.010) to show activity in the budget for the 50/50 purchase of Fire Department Boat.

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:	Aye	Nay	ACTION TAKEN	
Randall Sorensen	<u>X</u>	_____	Adopted as presented	<u>X</u>
Elizabeth Holmes	- abstained	-	Adopted as amended	_____
Tom Jordan	<u>X</u>	_____	Rejected	_____
Joel Gunnlaugsson	<u>X</u>	_____	Tabled until	_____
Kirby Foss	<u>X</u>	_____	Referred to	_____

~ End of Resolution~

- M. Surplus Equipment recommendations. Motion by Foss, second by Jordan to sell Town owned surplus equipment, listing it on Wisconsin Surplus.com and locally. Tyler McGrane will create an inventory of excess equipment within the Town to be listed. Motion carried unanimously.
- N. Detroit Harbor Boat launch. Motion by Holmes, second by Jordan to discuss the Town Boat launch. After discussion, motion Foss, second by Jordan to apply for a DNR permit to renovate the boat launch ramp. Motion carried unanimously.

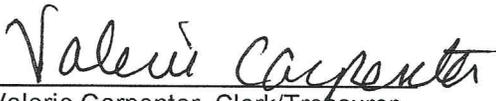
13. Public Comments, items not on the agenda:

Lou Munao - wanted to recognize the existing Board and Town Clerk for the work done in the past year.

14. Upcoming meetings:

- A. STBM - Kerber & Rose, April 23rd at 5:00 p.m., Rutledge Room
- B. STBM - Agenda Items to be addressed, April 23rd following meeting w/Auditor.
- C. Annual Town Meeting. April 23rd at 7:00 pm in the Gym
- D. RTBM: May 21st, 7:00 pm in the Rutledge Room

15. Adjournment – Motion by Foss, second by Sorensen to adjourn the meeting. Motion carried unanimously at 10:16 p.m.



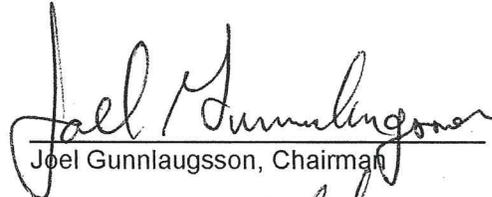
Valerie Carpenter, Clerk/Treasurer



Elizabeth Holmes, Supervisor



Tom Jordan, Supervisor



Joel Gunnlaugsson, Chairman



Randal Sorensen, Supervisor



Kirby Foss, Supervisor