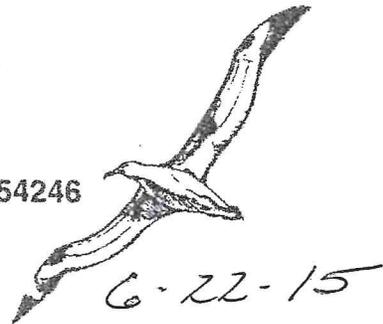


# The Albatross

One Main Road  
Washington Island, Wisconsin 54246  
920-847-2203



Jim Hanson,  
Town Chairman  
W.I.

Dear Jim:

The service at the Landfill  
by the Krueger Brothers is outstanding!

We have never experienced  
such great attitudes and assistance  
in all our 39 years of Alby trips to  
the 'dump'.

You are to be commended for  
providing such capable, congenial, and  
amazing help!

Sincerely,  
Sincerely,

Pat & Len Lauriko

Larry E. Harvell  
1276 Wickman Road  
Washington Island, WI 54246  
1-920-847-2770 / 1-941-893-7107 Cell

06/26/2015

Re: Washington Island Airport  
3:00 Friday Meetings

Washington Island Town Board

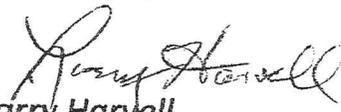
Members:

*For many years Pilots, Former EAA members, Hanger owners and Lions have had coffee/and @ 3:00 each Friday, with the permission and attendance of the Airport Manager. These meeting are of common knowledge and frequented by visiting pilots, passengers and drop-ins.*

*Two weeks ago, finding the office locked and unavailable I ran into Steve Beekman and congratulated him on being the new Airport Manager. "So I Hear." Asked if we might have access to his office for our customary Friday Meeting he replied, "No, has to be cleaned up." You mean we cannot meet today? "No, has to be cleaned up." and walked away with no further comment.*

*We hope this is not a permanent decision, but if so we have personal items that will have to be removed, i.e.: donated chairs, coffee pots, mugs, condiments and the like.*

*Your recommendation as to how to deal with this unfortunate turn of events will be appreciated. We hope for a amiable relationship with the new Manager.*

  
Larry Harvell.  
One time Airport Manager

cc: Steve Beekman, Airport Manager

P.S. The EAA Chapter 982 was disbanded numerous years ago.

**Edwin X. Graf**

910 Gunnlaugsson Drive  
Washington Island, WI 54246-9168  
Tel.: (920) 847-2484  
Cell: (920) 915-1845

2 July 2015

Mr. Jim Hansen, Town Chairman  
Town of Washington  
Main Road  
Washington Island, WI 54246

RE: My resignation from the Airport Advisory Committee

Dear Mr. Hansen,

This is to tender my resignation from the Airport Advisory Committee. This is effective immediately. It was an honor to serve the town.

If the need should arise again for me to serve in the future, I would definitely consider it.

Sincerely,

Edwin X. Graf  
Vice Charman, Airport Advisory Committee

July 13, 2015

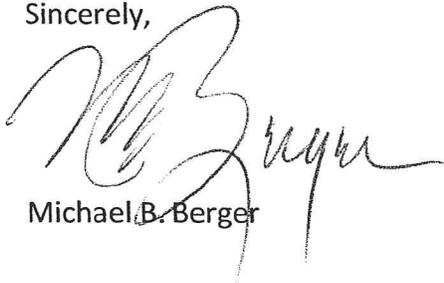
Jim Hanson, Town Chairman

Washington Island Town Board

Dear Jim:

It has become abundantly clear that the Washington Island Airport Advisory Committee does not have adequate support of the Town Board to fulfill the responsibilities as assigned by the committee formation ordinance. I am therefore submitting herein my resignation from the Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael B. Berger". The signature is stylized and cursive, with a large initial "M" and "B".

Michael B. Berger

Cc: Washington Island Town Board

July 13, 2015

To: Chairman Jim Hanson  
Supervisor Liz Holmes  
Supervisor Randy Sorensen  
Supervisor Kirby Foss  
Supervisor John Rader

This is notification of my resignation from the Airport Manager position for the Town of Washington effective as of this date. To be clear, this is only for the Airport Manager position. This does not include my position as Public Works Employee for the Town of Washington.

I will continue to work with my supervisor Jonathan Mann, Public Works Director, as a Public Works Employee to assist in the daily activities and maintenance of the Airport as directed.

While I have been Manager since June 17<sup>th</sup> 2015, I have inappropriately been drawn into a Town issue of which I had no involvement. The political nature of this position is simply not what I expected or agreed to.

I enjoyed my short tenure and had high hopes for overseeing proper improvements and management of our airport.

Respectfully,



Steven J. Beekman

RECEIVED  
JUL 14 2015

July 21, 2015

BY: .....

To: The Town Board Chairman and Supervisors

This letter serves to notify you of my resignation as a member of the Washington Island Airport Advisory Committee (WIAAC).

The recent situation of Committee mail being intercepted, along with the ongoing attempts to censor communications and public information between the Airport Committee and the Town Board, the Bureau of Aeronautics and the project Engineer has resulted in the Committee's inability to attend to the matters in accordance with Washington Island Ordinance 2013-03, Chapter 12, Article IX, Bylaws and Mission and Values Statement of the Washington Island Airport Advisory Committee.

I find this matter distasteful, dishonest and beneath me both morally and ethically. It is unbecoming to the principles of government and not in keeping with the efforts the Committee has attempted to afford the Town. Because of this, I choose not to volunteer any more of my time toward involvement in this business.

I respected the Board's decision to end communications with the BOA and engineer as a Committee member, but in so doing my rights as a citizen to have access to and gather public information, and speak to public agencies was hampered out of this respect for the Board.

I will now be in a better position to serve as an advocate for GA Airports involving proper management, compliance and improvements.

Respectfully,



Lu Beekman

## Town of Washington

### Credit Card Usage Policy

Effective February 1st, 2012 / Amended June 22, 2015

To: All Town Employee's / Departments  
( Who hold / have Town Credit Card's)

From: Town Chairman  
(Credit Card policy)

The main intent of this Credit Card program is to try and make the Town of Washington more efficient with our resources and purchasing. First and foremost, the main objective is for the Gasoline and Diesel Fuel purchases for the Town Vehicles and Equipment at either of the Gas Stations on Washington Island. Charges for gasoline or diesel are for the Town vehicles only. It is not permissible to fill your personal vehicle with the Card, even if you are using your personal vehicle for Town business. The appropriate voucher/travel expense sheets must be used for mileage reimbursement if your personal vehicle is used.

Secondly, if any department needs to make purchases over the phone or internet, it will be permitted as long as the said guidelines are followed, as explained in this Policy below.

Thirdly, "Off Island" charging will be allowed only when on Town Business and said guidelines are followed. This pertains to Gasoline / Diesel purchases at gas stations, lodging and meals. NOTE: Where applicable, remember, remember the Town is TAX EXEMPT, so be prepared to provide the appropriate documentation (Town's Exempt number, copy attached). This is your responsibility as a card holder and user. Also, at NO TIME, shall alcohol be charged to the Card. Be sure to have separate receipts made out for said expenses. Meal charges to the Card are limited to the set Per Diem amounts all ready set by the Town of Washington. Any amount over the maximum allowed, shall be the responsibility of the individual, not the Town.

Lastly, All purchases must accompany a receipt and be turned into the Town Office by all employees or departments to balance the books. Any receipts not accompanied and that don't balance with the Monthly Card Statement will be the responsibility of the card user to make up.

In Closing, these cards are tools that should make the Town more efficient and more responsible to our constituents. If any questions or comments arise about their intended uses or clarification is needed, please contact the Town Office.

## **WHAT IS A TOWN CREDIT / CHARGE CARD**

The Town charge Card is a tool for departments or assigned committees to use for official Town Business needs. The use of a Charge Card allows departments to expedite the purchasing process of items. The Charge Card is not intended to replace all local store charge accounts.

### **THE CHARGE CARD MAY BE USED FOR:**

- Town purchases in dollar amounts less than \$ 1000.00
- Town purchases greater than \$ 1000.00 when previously approved by the Town Board
- Supplies ordered on-line or by telephone
- Approved travel: conferences / seminars when traditional purchasing is not practical
- Vehicle gasoline, diesel fuel or emergency maintenance

### **THE CHARGE CARD SHALL NOT BE USED FOR:**

- Personal purchases
- Cash advances
- Access to credit
- Avoidance of Town procurements or payment procedures
- Split or installment purchases used to exceed the \$ 1000.00 limit or to circumvent other authorized dollar amount thresholds

## **ISSUANCE OF CREDIT / CHARGES CARDS**

- The Town will obtain only one type (First Merit Bank-VISA). A Credit Card will be issued in the employee's name
- All department employees determined by the Town Board will have a department Credit card for usage
- All Credit Cards may be withdrawn by the Town Board and/or Clerk/Treasurer in the event that any questions about the usage of the card arise

### LOST OR STOLEN CARD

- The Clerk/ Treasurer shall be notified immediately if a card is lost or stolen. After business hours or on weekends, the charge card company shall be notified directly as well

### ACCOUNTS PAYABLE

- All purchases made in person are to be supported by an itemized sales receipt and the Credit Card receipt (sample attached)
- All charge cards receipts must be signed and the purchaser's name also printed; this helps guarantee that the authorized Town Employee made the purchase
- Purchases made over the telephone / internet are to be supported by the itemized packing list receipt, delivery receipt as well as any purchase order number confirming the order
- All accrued receipts by an employee shall be turned into the Clerk / Treasurer upon notification of the billing statement arrival
- **Cash returns are prohibited.** Items returned to the supplier must be credited to the card holder's account and proof of credit reimbursement shall be required

### CLARIFICATION

Attached is an example of right and wrong ways to turn in meal receipts when using a Town Credit Card while on Town Business.

The "Correct" receipt is the format that must be submitted to the Town Office. Itemization of the meal receipt is required. However, NO ALCOHOL or TIP shall be permitted on any receipts.

Make sure that you tell the server you will need two (2) separate receipts. one for your meal (not to exceed the maximum amount allowed) and a separate for alcohol (on your own dime) if consumed. If you choose to enjoy a meal that exceeds allowed amount, you will have to pay the difference. The amount of tip you choose to leave is at your discretion and must be covered by you as well, not the Town.

You will be allowed to use a Town Card, but the rules must be followed. If these "house keeping" items are not adhered to, the privilege and convenience may be revoked and the old reimbursement system put back in place.

Reimbursement / Voucher Amounts  
“Per Diems “

Past and current practices the Town has in place reflect Breakfast, Lunch and Dinner amounts as: Breakfast \$ 7.00 - \$ 9.00 / Lunch \$ 8.00 - \$ 9.00 / Dinner \$ 16.00-\$ 19.00  
If used to the extent, this equals \$ 37.00 total daily.

Now, based on the various instances that different Employees and / or Board members travel for training and conferences and knowing myself that different establishments don't always fall with in the “allotted amounts” and also knowing that not all people are the same when it comes to their daily intakes of nutrition, I propose that we change from a set value for each meal and rather provide a set “per diem “ for the day. I recommend we keep the same overall value at \$ 37.00.

This is more probably much more suitable to all of is in reality ! As users, we all know that most lodging establishments that we all use while on Town Business have a Continental Breakfast and in my experiences, most conferences that we attend have restaurants on premise that don't offer a dinner meal that's between \$ 16.00 - \$ 19.00. There are exception however and I understand that.

However, I believe that if all the rules are followed as detailed in the Gas / Credit Card usage policy and **ALL RECEIPTS** are itemized ( Town or Personal ) then there should be no reason for us to amend the current meal per diem for each meal to a flat daily amount.

In conjunction with this, the mileage rate for reimbursement will remain the same as that is set by the Federal Government as is currently at \$ .565 per mile when using your own vehicle for Town Business. Also, the Maximum Lodging amount will remain the same at \$ 70.00 per night.

If any questions ever come up as to the use of the card in any fashion, call and ask either myself directly or the Town Clerk.

Authorized this 23rd day of June, 2015

\_\_\_\_\_  
James F Hanson, Chairman

\_\_\_\_\_  
Employee / Department Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date