

TOWN OF LA POINTE
REGULAR TOWN BOARD MEETING
TUESDAY, JUNE 23, 2015
5:30PM AT TOWN HALL
Approved Minutes

Called to order at 5:30pm

Present: John Carlson, Michael Childers, Jim Patterson, Mike Starck

Staff present: Lisa Potswald, Kristian Larsen, Michael Dalzell, Carol Neubauer, Micaela Montagne

Public Present: Al Schiefelbein of Rural Mutual, Dickie Hoffman, Dave Thomas, Pete Rogers, Charles Meech, Jerome Gary, Tom Banner, Paul Brummer, Charles Brummer, Greg Nelson

Motion to appoint Jim Patterson as Chair of the meeting, M. Childers/ M. Starck, 3 Ayes, 1 abstain (J. Patterson), Motion Carried.

I. Public Comment A*: Paul Brummer read a letter stating his hopes that the Board approve a stop work order at Craftivity, and deny the Class A Liquor License for Craftivity.

Dick Hoffman stated that he would like the Board to appoint a new Chair so there is a five member board.

Pete Rogers spoke on MISA, that there were communication problems with inspector James Price on their buildings.

Motion to move to agenda item V. Town Hall Administration, H. Possible Extension of current loans, M. Childers/ J. Carlson, 4 Ayes, Motion Carried.

V. Town Hall Administration

H. Possible extension of current loans: Treasurer Carol Neubauer present to discuss research she has done on extending the large loan the Town has on gravel and purchase of a truck. The current rate of the loan is 2.7% and owe a little over 1 million dollars. An extension of the loan could reduce the annual payment from \$286,541.89 (current) to \$190,470 for a two year extension or \$137,111 for a three year extension. C. Neubauer believes it would be okay to modify, and that the rate would stay near the same. There could be additional carrying costs of extending the loan, but not sure how much. Discussion on not touching the other two loans the town has, but looking into what the carrying costs would be of extending the large loan. C. Neubauer will talk with the bank and get back to the board at the next meeting on figures and information.

Motion to move to agenda item V.F: Town Hall Administration, Town Chairperson Vacancy, M. Starck/ M. Carlson, 4 Ayes, Motion Carried.

V. Town Hall Administration

F. Town Chairperson Vacancy: Clerk Micaela Montagne clarifies that at the last meeting when voting to have a Special Election the date for the election was stated as being November 3, 2015. This is incorrect due to missing the June first cutoff date, meaning the election would be held in April 2016 concurrently with the Spring Election. Discussion on how April is too long to

go without a Chair. Motion to appoint James Patterson as Town Chairman to fill the term ending April 2017, M. Childers/J. Carlson, 3 Ayes (M. Childers, J. Carlson, M. Montagne), 2 abstain (J. Patterson, M. Starck), Motion Carried. Motion to appoint Mike Anderson to the vacant Town Supervisor position, M. Starck/ J. Carlson, 5 Ayes, Motion Carried. *[Clerk's note: due to the agenda item not stating the Supervisor position would be voted on, the item will be taken up at a Special Town Board Meeting]*

Motion to move to agenda item V. D: Town Hall Administration, Property, Auto and Liability Insurance Renewal, J. Carlson/ M. Childers, 4 Ayes, Motion Carried.

V. Town Hall Administration

D. Property, Auto and Liability Insurance Renewal: Interim Town Administrator Lisa Potswald stated that it is not the practice of Town Hall staff to make recommendations, both proposals have been reviewed thoroughly, and both are acceptable; however it was noted that one proposal saves the Town \$12,000. Al from Rural Mutual insurance presented a few points on questions he had received on prior acts/ claims made pertaining to the Public Officials Liability Insurance. Rural Mutual would be okay with covering one year prior, but due to a current legal case, it may also be beneficial to purchase coverage from Horton. Discussion on not wanting to jeopardize the current suit and coverage from Horton, but Horton is obligated to follow through on the current case whether there is a change in insurance company or not.

Motion to change the insurance to Rural Mutual, M. Starck/ J. Carlson, 4 Ayes, Motion Carried. Al, agent from Rural Mutual clarifies that it was okay that they had changed a few of the values on the buildings, okayed by L. Potswald.

Motion to move to agenda item IV. A. 1: IV. Committees, Planning and Zoning, Request to issue Stop Work Order at Craftivity/Madeline Island School of Arts, M. Childers/ M. Starck, 4 Ayes, Motion Carried.

IV. Committees

A. Planning and Zoning

1. Request to issue Stop Work Order at Craftivity/Madeline Island School of Arts: Lisa Potswald has asked to take this item off of the agenda as she is waiting to hear from the Attorney on the matter. She also spoke with the Chair of the Town Plan Commission as it was agreed that the item can wait.

Motion to return to the agenda, item II, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

II. Interim Town Administrator's Report: Presented by Lisa Potswald, discussion on policies and payments with Town credit cards. Credit cards only to be used by the person whose name is on the card and all receipts must be turned in. Bills will only be paid at Town Board meetings, so Department Heads need to plan accordingly. Report dated June 10, 2015 to June 22, 2015 placed on file by Unanimous Consent.

III. Public Works

A. Roads: Foreman K. Larsen gave an update that the calcium chloride is being spread on the gravel roads and is on schedule. Also, the disk mower is awesome.

B. Parks

1. Hiring of Parks Attendant: Foreman Larsen has a candidate but need to check on references. If everything checks out, K. Larsen would like to hire him. Pay rate of \$13.00, and hours not to exceed 599. Motion to allow Kristian Larsen to hire Jake Williams if references check out at \$13.00/hour, M. Starck/ J. Carlson, 4 Ayes, Motion Carried.

2. Big Bay Town Park Reservation System Issues: Foreman K. Larsen and Treasurer C. Neubauer have been working on the issue. The company has not paid the Town for reservations made on the website since July 2014 and owes \$18,136.00. C. Neubauer wants to be careful so current reservations and information is not lost, and does not want to make a change now that it is the middle of the season. C. Neubauer will be sending a certified letter to the president of the company demanding payment or the matter will go to the attorneys and collection. The board is okay with the treasurer proceeding as planned and contacting the attorney if necessary.

3. Change in Shower Fees at Big Bay Town Park: K. Larsen had changed the shower fees earlier this year from old rate of \$1.75 for three minutes plus \$.25 for each 30 seconds after to \$1.50 for 90 seconds plus \$.25 for each 30 seconds after to offset the cost of the pump outs, but has been receiving complaints and would like to switch it back. The Board is okay with keeping the showers at the old rate.

C. Airport

1. Airport Manager's Report & Checklist: Presented by M. Dalzell who reported that he spent the afternoon with representatives from the DOT, Cooper Engineering, and the FAA on siting the AWOS system. Things are moving ahead and it is now on to the DNR application and approval. Report dated June 22, 2015 placed on file by Unanimous Consent.

IV. Committees

B. Housing Authority Board

1. Appointment of member for three year term, ending July 1, 2018: Motion to appoint Keith Sowl as a member of the Housing Authority Committee for the term ending July 1, 2018, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

C. Zoning Board of Appeals

1. Appointment of member for three year term, ending July 1, 2018: Motion to appoint Paul Brummer to the Zoning Board of Appeals for the term ending July 1, 2018, M. Childers/ J. Carlson, 3 Ayes, 1 Opposed (M. Starck), Motion Carried. *[Clerk's note: A Special Town Board Meeting held on 6/26/15 corrected the appointment as the nomination comes from the Chair and is then confirmed by the board.]*

V. Town Hall Administration

A. Administrative Assistant's Report: Report dated 6/18/15 approved and placed on file by Unanimous Consent.

B. Budget Report and Budget Summary Report: Supervisor Childers reported that new accounting software delayed the reports from the last meeting, and there are is nothing that jumps out except for the possible modification of the loan discussed earlier. Motion to approve and place the Budget Report dated 6/26/15 on file, M. Starck/ J. Carlson, 4 Ayes, Motion Carried.

C. Performance Evaluations for Police Chief and Interim Town Administrator: The Board decided that Lisa Potswald as Interim Town Administrator will do the meetings and reviews of the Department Heads. L Potswald pointed out that both the Police Chief and the Town Administrator report to the Town Chair, and thus the Chair would meet, review and evaluate both. Meetings to be held prior to the beginning of the budget cycle.

E. Fireworks Permit: Hollywood Pyrotechnics for July 4, 2015: all paperwork is in order except for from the Coast Guard. Application had been submitted but still awaiting approval. Motion to approve the fireworks permit for Hollywood Pyrotechnics for July 4, 2015, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

G. Clean Sweep Hazardous Waste Removal Contract with Northwest Regional Development Commission: the contract is for Northwest Regional Development Commission to pick up the waste that is delivered to the Madeline Island Recycling Facility during the Clean Sweep event. They will also remove other material that has been stored at MRF for a while. Three quarters of the cost is covered by the grant. Motion to authorize the Town Chair to sign the contract for the Clean Sweep Hazardous Waste Removal Contract with Northwest Regional Development Commission, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

I. Wage Resolution: Attachment "C" to 2015 Compensations Resolution # 2014-1223: Includes the wage for the Interim Town Administrator position, Camp Host, Park Assistant/Laborer, and job title change of Invasive Species Interns to Land Trust Outreach & Invasive Species Coordinator. Motion to approve the Wage Resolution: Attachment "C" to 2015 Compensations Resolution # 2014-1223, M. Starck/ J. Carlson, 4 Ayes, Motion Carried.

J. Propane Proposals for 7/1/15 to 6/30/16: Motion to approve posting and sending out proposals for propane, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

K. Septic Proposals for 7/1/15 to 6/30/16: Motion to approve posting and sending out proposals for septic waste removal, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

L. Public Records Request policy and procedure: Discussion on what the Board wants in regards to knowing about public records request. Some board members in favor of receiving copies of all requests, others in favor of not receiving any copies. Decision to have a public records log sheet that the Board can reference to know which documents have been requested and who is requesting them.

M. Request for vacation extension for Administrative Assistant and Clerical Assistant: Both Barb Nelson, the Administrative Assist, and Kathleen Erickson (Waggie), the Clerical Assistant have unused vacation time accrued in 2014. Motion to approve the request for vacation extension Barb and Waggie per memo (extension until September 30, 2015), M. Starck/ J. Carlson, 4 Ayes, Motion Carried. Discussion on how dedicated both Barb and Waggie are, but also the difficulty in taking time off. Supervisor M. Childers questions whether Town Hall is understaffed or not; Interim Town Administrator Potswald said she doesn't have enough information to determine at this point.

N. Filling Town Administrator Position: Interim Town Administrator Lisa Potswald is working on updating the Town Administrator job description. Discussion on waiting to discuss further until the full new board is present.

VI. Vouchers: Motion to approve vouchers in the amount of \$89,536.70, J. Patterson/ M. Childers, 4 Ayes, Motion Carried.

VII. Treasurer's Report: Motion to approve the Treasurer's Cash Summary Report as of May 31, 2015 showing a total of \$904,192.22 and a total available checking of \$323,296.55, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

VIII. Minutes

A. Regular Town Board Meeting June 9, 2015: Motion to approve minutes as submitted, M. Childers/ J. Carlson, 4 Ayes, Motion Carried.

IX. Emergency Services

A. Ambulance Director's Report: Motion to place Ambulance report dated June 23, 2015 on file, J. Carlson/ M. Childers, 4 Ayes, Motion Carried.

X. Library

A. Library Board Minutes, May 14, 2015: Minutes placed on file by Unanimous Consent.

B. Appointment of two members for three year terms, ending July 1, 2018: One member reported that they did not want to serve another term, did not hear back from another member. No sign ups. Chair J. Patterson mentions his disappointment in lack of interest. Posting/ sign up sheets to be left up.

XI. Public Comment B:** None

XII. Lawsuits & Legal Issues

A. Nelson, et Al. v. Defoe, et al. Case No. 15-CV-274: Interim Town Administrator L. Potswald reported that she met with the Attorney on the case and she is confident that the Town is in good hands.

XIII. Liquor & Operators' Licenses

A. Combination "Class A" Liquor License and Class "A" Fermented Malt Beverage License

1. Island Market Inc., Marilyn Hartig Agent
2. L & D Trading Post/ Lori's Store, Lori Hinrichsen Agent

Motion to approve licenses for A: Combination Class A licenses for Island Market and L& D Trading Post, B: Class A license for Craftivity, and C, Class B licenses for On The Edge, and the Pub, M. Starck/ M. Childers, 3 Ayes, 1 abstain (M. Starck), Motion Carried.

B. "Class A" Liquor License for consumption off premises

1. Craftivity Inc/ Madeline Island School of the Arts, Charles Meech, Agent:

Motion to approve above, discussion that the art school will use the license for selling unopened bottles of wine to their students and teachers.

C. "Class B" Liquor License

1. On the Edge Inc./ Café Seiche, Chris Wolfe Agent
2. The Pub on Madeline Island Inc., Nicole McNally Agent

Motion to approve above.

D. Class "B" Fermented Malt Beverage License

1. Farmhouse Madeline Island, Lauren Schuppe Agent
2. Frankie's Inc./ Grandpa Tony's, Susan Flores, Agent
3. Madeline Island Golf Club, Inc, William Nelson Agent
4. Middle Road Literary/ Arts Society Inc./ Leona's aka Tom's Burned Down Café, Kirsten Pedersen Agent
5. On the Edge Inc./ Café Seiche, Chris Wolfe Agent
6. The Pub on Madeline Island Inc., Nicole McNally Agent

Motion to approve all Class "B" Licenses, contingent upon full payment of Sanitary district bills for Frankie's Inc., M. Starck/ M. Childers, 4 Ayes, Motion Carried.

E. Reserve "Class B" Liquor License

1. Middle Road Literary/ Arts Society Inc./ Leona's aka Tom's Burned Down Café, Kirsten Pedersen Agent

Motion to approve Reserve "Class B" License to Middle Road Literary/Arts Society Inc., M. Starck/ M. Childers, 4 Ayes, Motion Carried.

F. "Class C" Wine License

1. Farmhouse Madeline Island, Lauren Schuppe Agent
2. Frankie's Inc./ Grandpa Tony's, Susan Flores, Agent

Motion to approve both "Class C" licenses, Frankie's contingent upon full payment of bills to the Sanitary District, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

G. Cigarette and Tobacco License

1. Island Market Inc.
2. L & D Trading Post/ Lori's Store
3. Middle Road Literary/ Arts Society Inc./ Leona's aka Tom's Burned Down Café:

Motion to approve Cigarette Licenses to Island Market, L & D Trading Post, and Middle Road Literary/Arts Society Inc, M. Childers/ J. Carlson, 4 Ayes, Motion Carried.

H. Non-intoxicating Beverage License

1. Craftivity/ MISA
2. Farmhouse Madeline Island
3. Frankie's Inc./ Grandpa Tony's
4. Island Market Inc.
5. L & D Trading Post/ Lori's Store
6. Madeline Island Golf Club, Inc
7. Middle Road Literary/ Arts Society Inc./ Leona's aka Tom's Burned Down Café
8. On the Edge Inc./ Café Seiche
9. The Pub on Madeline Island Inc.

Motion to approve all non-intoxicating beverage licenses, M. Starck/ M. Childers, 4 Ayes, Motion Carried.

I. Operator's Licenses

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|--------------------|---------------------|
| 1. Peter Dunn | 5. Dan Schuppe |
| 2. Joshua Huff | 6. Paul Turner |
| 3. Alicia Montagne | 7. Jessica Williams |

4. Barb Nelson

Motion to approve all Operator's Licenses, M. Starck, M. Childers, 4 Ayes, Motion Carried.

J. Temporary Class "B" Retailer's License

1. Madeline Island P4, July 3, 2015 at Joni's Beach: Motion to approve temporary Class "B" license to Madeline Island P4 for their event on July 3, 2015 at Joni's Beach, M Starck/ M. Childers, 4 Ayes, Motion Carried.

XIV. New Agenda Items for Future Meetings

Loan extension information, Library Board members, Filling the Town Administrator Position

XV. Adjourn: Motion to adjourn, M. Childers/ J. Carlson, 4 Ayes, Motion Carried. Adjourned at 6:45pm.

Submitted by Micaela Montagne, Town Clerk.

Approved as Submitted, July 14, 2015, Micaela Montagne, Town Clerk.