

## TOWN BOARD MEETING MEMO

From: Dorgene Goetsch, Clerical Assistant  
Date: October 21, 2024  
Re: Agenda items

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### Public Works

#### **Roads, Dock and Harbor**

- **Purchase order for black top repair on Sunny Slope, Penny Lane & South Shore.** Action item.  
This PO is for repairs Northwoods Paving did while they had the blacktop plant on the island.

#### **Materials Recovery Facility**

- **MRF Supervisor CDL Training.** Action item. Continued discussion from 10/8 meeting.

### Committees

- **Planning and Zoning - Recommendation from TPC for 2 CSM's.** Action items. The TPC approved 2 Certified Survey Maps at their 10/2/24 regular meeting. These also need to be approved by the Town Board.
- **Community Awards - Committee appointments.** Action Item. This Committee is appointed each fall to serve from 10/1 – 12/31. The Town Board Chair nominates 3-5 committee members, and the Supervisor's confirm.
- **Harbor Commission**
  - **Change to disbursement policy.** Action item. Per Town Attorney Bryce Schoenborn, the Town Board does not need to approve every Harbor Commission expense which is the current practice.
- **Public Arts – Appoint committee member.** Action item. Please consider appointing Marmie Jotter to the Public Arts Committee for term ending July 31, 2026.

### Town Hall Administration

- **Propane Bid Selection and Contract.** Action item. Bids were opened at the 10/8/24 Town Board. A bid needs to be selected and contract approved.
- **Town Board Agenda Order Policy.** Action item. Alex has made changes to the policy to reflect what the recent agenda items have been and has added an Employee Personnel item to be included regularly.
- **Compensation Resolution #2023-1212D Attachment C.** Action item. This resolution amends wages for the Public Works Director and Ambulance Director.

### Emergency Services

- **Fire Department – Purchase Order for Jet Ski.** Action item. This PO is for the purchase of a Jet Ski for shore-based water rescue. The Fire Department is looking for Town Board approval them to spend up to \$20,000 (from their 6606 fund) for the jet ski, trailer, rescue board, attachment and safety gear. They plan to fundraise this summer to cover most of the expenses.
- **Ambulance**
  - **Approve Deemed Resignation of Ambulance Director.** Action item. The Ambulance Service voted Sarah Schram as Ambulance Director effective 11/1/24 at their 10/9/24 meeting in which current Ambulance Director, Cindy Dalzell was in attendance. As of today, we have not received a resignation from Cindy Dalzell.

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- **Approve Ambulance Director Job Description.** Action item. This job description combines the current Director and Assistance Director positions which Sarah Schram plans to do.
- **Appoint Ambulance Director.** Action item. See items above.
- **Purchase Order for portable radios for expanding service.** Action item. This PO is for the purchase of 8 radios for expected new service members in the coming months.

**Town Administrator**

(5) TB, TA, A, Clerk, Pmb, Public

**From:** Sarah Schram  
**Sent:** Thursday, October 10, 2024 1:00 PM  
**To:** Glenn Carlson; Town Administrator  
**Subject:** EMS

Hello,

Last night at our EMS meeting, our service voted to nominate me as the new Ambulance Director. Please let me know if you need anything else from me. Cindy also let us know that would be her last meeting. I assume you'll hear from her.

Regards,  
Sarah Schram

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Madeline Island Ambulance Service Meeting

10/9/24- 5pm

ESB

Members Present; Jay Wiltz, Alan Hardie, Chris Wolfe, Karl Williams, Gary Flores, Jackie Nohā, John Carlson, Alex Nelson, Cindy Dalzell and Sarah Schram

Jay motioned for Sarah Schram to be appointed the Madeline Island Ambulance Director, Alan seconded and all approved.

Minutes respectfully submitted by Sarah Schram

(5) STB, TA, A, Clerk, Public

# Attachment "C" to 2024 Compensation Resolution Town of LaPointe Resolution #2023-1212D

**RESOLVED** by the Town Board of the Town of LaPointe, Ashland County, Wisconsin, and this change to Resolution #2023-1212D (*2024 Compensations*) has been passed and is attached to the resolution and becomes a part thereof.

<u>POSITION</u>	<u>2024 RATE</u>	<u>CHANGE</u>	<u>2024 RATE</u>
Public Works Director <i>*retroactive to 9/16/24</i>	\$36.13	-\$4.13	\$32.00

Ambulance Director	\$884.00/month	+\$884.00/month	\$1768.00/month
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Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Attest:

\_\_\_\_\_  
Glenn Carlson, Chairman

\_\_\_\_\_  
Alex Smith, Town Clerk

\_\_\_\_\_  
Michael Anderson, Supervisor

Posted:

\_\_\_\_\_  
Aimée Baxter, Supervisor

\_\_\_\_\_  
Susan Brenna, Supervisor

\_\_\_\_\_  
Samantha Dobson, Supervisor

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(5) TB, TA, A. Clerk, PWD, Public

## CONTRACT FOR SERVICES

This contract for services is made and entered into between the Town of La Pointe in Ashland County, Wisconsin, (the "Town") and La Pointe Gas (the "Contractor").

### RECITALS

**WHEREAS**, the Town desires to obtain the services described herein; and

**WHEREAS**, the Contractor represents to the Town that it has the expertise, knowledge and experience necessary to properly perform this contract according to its terms and that it is ready, willing and able to do so,

**NOW, THEREFORE**, in exchange for the valuable consideration set forth herein, the Town and the Contractor hereby agree as follows:

**1. Description of Services.** The Contractor will, in accordance with the terms and provisions set forth herein, provide the Town with the following services:

- A. Purchase, delivery, and fill of liquefied petroleum gas to 1,000-gallon propane tanks and 500-gallon propane tanks.

Such services will be provided at:

- Big Bay Town Park, 2305/2306 Big Bay Road (1 tank)
- Snow Removal Equipment building (SRE), 797 Big Bay Road (5 tanks)
- Roads Shop, 795 Big Bay Road (3 tanks)
- Old County Garage, next to 795 Big Bay Road (1 tank)
- Airport, 793 Big Bay Road (1 tank/generator)
- Emergency Services Building, 320 Big Bay Road (5 tanks)
- Winter Transportation Terminal, 318 Big Bay Road (2 tanks)
- Community Clinic, 241 Big Bay Road (2 tanks)
- Town Hall, 240 Big Bay Road (2 tanks)
- Library, 249 Library Street (3 tanks)
- MRF, 412 Big Bay Road (1 tank)

Town will monitor levels and will notify Contractor before levels decline to 20%. Contractor shall fill all tanks to at least 80% within one week before ferry boats stop running.

Contractor will not be responsible for the accuracy of tank gauges or failure of equipment that are owned by the Town.

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Contractor agrees to perform the Services to the satisfaction of the Town during the term of this Agreement, using professional care and skill and its best efforts to render the services and provide the deliverables identified.

**2. Payment.** In exchange for the Contractor providing the Town with the purchase, delivery and fill of liquefied petroleum gas, the Town will pay the Contractor the sum of \$1.99 per gallon. The same rates will apply if new facilities are added during the length of the contract. No additional fees – such as hazmat fees, inspection fees, surcharges, or disposal fees – will be paid by the Town.

The Town will issue the Contractor a Sales and Use Tax Exemption Certificate.

The Town shall pay the Contractor upon receiving a proper invoice. Payment will be made within 35 days of receiving the invoice, following approval at the closest Regular Town Board Meeting.

What date?

**3. Dates of Service.** The services provided for herein shall be provided between October 1, 2024 and September 30, 2025.

**4. Reimbursement for Expenses.** Along with its invoice, Contractor may seek reimbursement for actual, reasonable, out-of-pocket expenses incurred in connection with performing this Contract, if the Town agreed to those reimbursements in advance. To qualify, reimbursements must be supported by adequate receipts and documentation, as requested by the Town.

**5. Independent Contractor.** Contractor is an independent contractor and is solely responsible for maintenance and payment of any and all taxes, insurances and the like that may be required by federal, state or local authorities. Contractor agrees that it is solely responsible for payment of income, social security, and other employment taxes that are due to the proper taxing authorities; the Town will not deduct such taxes from any payments to the Contractor.

Contractor is not the Town's agent or representative, and has no authority to bind or commit the Town to any agreements or other obligations.

**6. Workmanlike Manner.** The services provided by the Contractor shall be provided in a workmanlike manner consistent with the terms and provisions of this contract.

**7. Warranty.** The Contractor warrants that:

- a) All services it provides pursuant to this contract will be performed in accordance with all applicable federal, state and local laws, rules, regulations, codes and ordinances; and
- b) Any project or work of improvement the Contractor works on pursuant to this contract will comply when it is completed with all applicable federal, state and local laws, rules, regulations, codes and ordinances; and
- c) In the event it is determined that the Contractor has breached this warranty, the Contractor will promptly, upon being notified of such breach, immediately correct and cure the breach.

**8. Compliance with Regulations.** The Contractor will provide the Town with a legible copy of each license, certificate and permit which has been issued to the Contractor evidencing that the Contractor is authorized by law to provide the services described in this contract prior to starting any work to be performed under this contract. Compliance with this provision is a condition precedent to the performance of this contract.

**9. Assumption of Liability.** Each party to this contract accepts and assumes and shall be liable and responsible for any and all damages, injuries, deaths, losses, costs, expenses, fees and charges caused by the acts, omissions and negligence of its own directors, officers, members, employees, agents and representatives and any subcontractors and shall protect, defend and hold the other party to this agreement harmless from the same.

Neither party to this contract shall be liable or responsible for the negligence, acts or omissions of the other party or the other party's directors, officers, members, employees, agents or representatives.

**10. Hold Harmless.** The Contractor covenants that it will protect, defend, indemnify and hold the Town harmless from and against any and all claims, actions and causes of action filed or asserted by any person, entity, governmental unit or department against the Town or its supervisors, officers, employees, agents or representatives, for any damages, injury, death, losses, costs, expenses and fees or charges associated with, related to or arising from any occurrence, accident or incident caused by any negligence, act or omission of the Contractor or its officers, members, employees, agents or representatives in connection with this contract and its performance.

**11. Relationship Between Town and Contractor.** With respect to this contract, the Contractor shall be an independent contractor in regard to the Town and not an employee of the Town. As such, the Contractor shall, in accordance with §102.07(8)(b) Wisconsin Statutes:

- a) Maintain its business separate and apart from the Town.
- b) Hold a Federal Employer Identification Number for its business or else file a self-employment income tax return with the IRS reflecting its status.
- c) Control the means of performing this contract.
- d) Incur the main expenses related to the services provided under this contract.
- e) Be responsible for the satisfactory completion of the services provided for herein and be liable for a failure to complete the work or service specified herein.
- f) Receive the compensation provided for herein on the basis provided for herein.
- g) Realize a profit or suffer a loss under this contract, depending on how the Contractor performs.
- h) Have continuing reoccurring business liabilities and obligations.
- i) Operate a business, the success or failure of which depends on the relationship between business receipts and expenditures.

**12. Proof of Insurance.** Within five (5) business days after signing this contract, the Contractor shall file with the Town Clerk written documentation establishing that the Contractor has in effect the following types and amounts of insurance coverage:



- a) Worker's compensation insurance, if applicable.
- b) Liability insurance with limits of at least \$1,000,000 per occurrence.

**13. Default; Termination.** Either party may terminate this Agreement for material breach on 30 days' written notice to the other party, during which period the breaching party may cure. Additionally, either party may terminate this Agreement for its convenience upon 60 days' prior written notice to the other party. Upon termination, the Town shall promptly pay Contractor for all services rendered and reimbursable expenses incurred up to and including the effective date of termination.

**14. No Assignment.** Neither party to this contract may assign their rights or obligations under this contract to another, in whole or in part, without prior written consent of the other party. Any assignment or attempted assignment in violation of this provision shall be null and void.

**15. Applicable Law; Venue.** This contract shall be interpreted under the laws of the State of Wisconsin. Any suit or proceeding relating to this contract shall be venued in Ashland County, Wisconsin.

**16. Entire Agreement; Amendment.** This contract sets forth the entire understanding and agreement between the parties relating to the subject of this contract and supersedes and replaces any prior discussions, negotiations and agreements, oral or written. This contract may be amended only by a writing signed by the undersigned.

**17. Binding Contract.** Each of the undersigned states they have read this contract in its entirety, that they understand each of its terms and provisions and that they sign the same freely and voluntarily, intending to be legally bound hereby.

**18. Notice.** Any notice to either party under this contract shall be in writing and be served either personally or by registered or certified mail addressed as follows:

To the Town:

Administrator  
Town of La Pointe  
PO Box 270  
La Pointe, WI. 54850  
[administrator@townoflapointewi.gov](mailto:administrator@townoflapointewi.gov)

To the Contractor:

Gene Nelson  
La Pointe Gas  
PO Box 663  
La Pointe, WI 54850

**IN WITNESS WHEREOF**, the undersigned have executed this agreement:

Approved by Town Board (date): \_\_\_\_\_

The Town of La Pointe (the Town) Board Chair

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Full Legal Name of Contractor

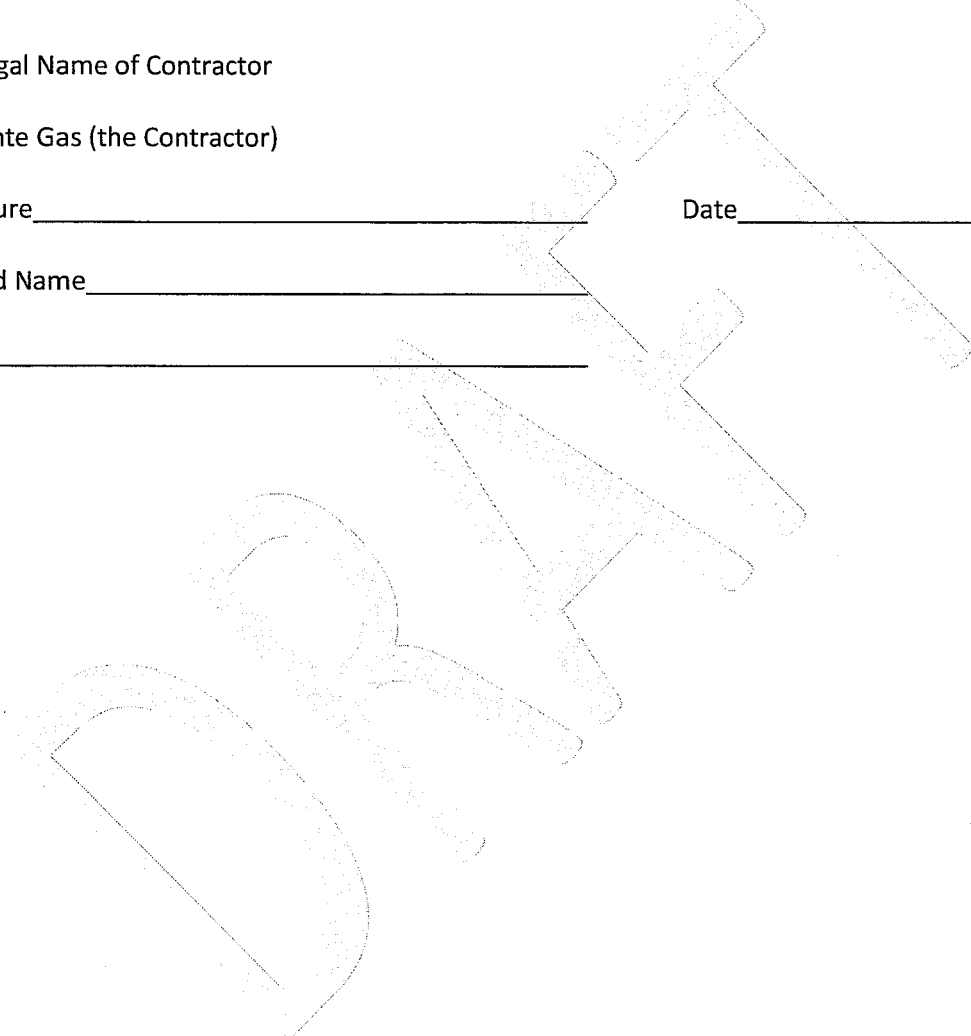
La Pointe Gas (the Contractor)

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Title \_\_\_\_\_



(5) TB, TA, A, Clerk, Amb, Public

**APPOINTED OFFICIAL JOB DESCRIPTION**  
\*\*\*\*\*  
**AMBULANCE DIRECTOR**

**Immediate Supervisor:**

Town Administrator

**Classification:**

Appointed Official

The Ambulance Director is appointed by the Town Board as recommended by the entire Ambulance Service. The Director represents the EMS organization at state, county, city and town government levels, and must have the ability to exercise sound judgment and make decisions during emergency or stressful situations.

It is desired that the Director is a member of the Ambulance Service. If no EMT wants to serve as Director, it is up to the Town Board to appoint a director (whether a member of the Ambulance Service or not.)

**I. DUTIES:**

- A. Serves as head of the Ambulance Service and has the ultimate responsibility for the day-to-day operations of the service. Enforces Town and Department policies and procedures.
- B. Supervises EMT's, EMRs and Drivers- has the direct responsibility for their actions.
- C. Serves as the link between the ambulance crew and the Town Administrator. Works with other Town Emergency Services and Public Works directors on planning and implementation of issues related to the ambulance service and/or general welfare of the Island community.
- D. Conducts himself/herself in a professional manner and maintains a positive community attitude toward the Madeline Island Ambulance Service.
- E. Attends meetings as required.
  - 1. Organizes, attends, and conducts the monthly Ambulance Service meetings. Sets agenda and prepares meeting materials.
  - 2. Attends at least 3 Bayfield-Ashland County EMS Council monthly meetings in the calendar year.
  - 3. Organizes, attends and conducts training meetings monthly during the months of October through April.

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4. Organizes and facilitates the refresher course for all EMT's and EMR's.
5. Organizes and facilitates the CPR refresher.

F. Operations:

1. Maintains Policy & Procedures Manual as written by the Medical Director and Medical Advisory Committee of the Bayfield-Ashland EMS Council.
2. Submits written monthly report to the Town Board.
3. Submits hourly report for Director.
4. Maintains, accesses and protects confidential patient records in accordance with HIPPA regulations.
5. Sets up Monthly on-call schedule, updates and distributes.
6. Monitors on-call schedule to ensure 24/7 coverage remains.
7. Distributes updated Policy and Procedures Manual to each EMT during refresher class.
8. Fills out Monthly Vouchers for members on-call schedule.

G. Supplies/ Durable Equipment

1. Coordinates purchases and repairs of all patient assessment equipment and patient handling equipment etc.
2. In coordination with the entire EMT service, maintains inventory of expendable supplies for the ambulance, and EMT bags. Maintains an adequate stock of spare supplies on hand, shopping for the best price.
3. In coordination with the entire EMT service, purchases durable equipment based on research and specific needs unique to service.

H. Maintenance

1. Coordinates all vehicle maintenance and repair.
2. Maintains and coordinates repair of radios/ telephone dispatch equipment.

J. Licensure:

1. Coordinates with service members regarding licensure for EMT Basic and EMRs (both initial and renewal), CPR, Advanced Skills, and Ambulance Service Provider license.
2. Ensures that all EMS personnel receive adequate training to meet applicable federal, state, and local requirements.

K. Budget and Funding:

1. Coordinates Department budget by preparing budget worksheets and attending budget workshops. Track budget and spending within budget limits on a monthly basis.
2. Prepares Funding Assistance Program (ACT 102) applications and reports.
3. Coordinates preparation of vouchers for services and supplies.
4. Oversees ambulance run reporting and ambulance run coding for billing. Assists hired billing agency with ambulance billings.
5. Submits monthly compensation vouchers for all members of Ambulance Service.
6. Researches and writes grant applications on behalf of the service.

J. Personnel:

1. Recruits and screens new personnel; schedules and assigns duties.

**II. Qualifications:**

A. Possession of a valid Driver's license.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of the Ambulance Director for the Town of La Pointe.

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Employee Signature

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Date



TOWN OF LA POINTE  
 PO Box 270  
 LA POINTE, WISCONSIN 54850TOW  
 715-747-6913

(5)TB, TA, A, Clerk, Public  
 Amb.

GOVERNMENT AGENCY TAX EXEMPT  
 - All Sales are Tax Exempt -

# Purchase Order Form

Date of Request 10/7/20 Is this Expenditure Currently in the Budget?  Y  N  
 Requester's Name Ambulance and Fire If not, where will funds come from? Polka Fundraiser Fund  
 Budget Line Item # \_\_\_\_\_ Currently in budget line item \$ \_\_\_\_\_  
 Project Name Portable Radios for Expanding Service Date Needed 1/1/25  
 Purpose/Comments: please see attached in email/ I've also emailed the quote from DSC.

Amount Estimate \$ 27,518.00 Checked State Purchasing  Y  N  
 Date Town Board approved: \_\_\_\_\_ SDS Needed?  Y  N

Purchasing policy recommends attaching 3 vendor quotes/estimates.

**Recommended vendor:** \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Vendor #2 \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Vendor #3 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Why did you pick this vendor? This vendor currently supplies and services our current fleet of radios.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor 2 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor 3 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor 4 \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor 5 \_\_\_\_\_ Date \_\_\_\_\_

Publishing/posting Needed?  YES  NO If yes, date(s) \_\_\_\_\_

Actual Cost \_\_\_\_\_ Actual Purchase Date \_\_\_\_\_

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## Town Administrator

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**From:** Sarah Schram  
**Sent:** Thursday, October 17, 2024 12:22 PM  
**To:** Lauren Burtaux; Town Administrator  
**Cc:** Glenn Carlson  
**Subject:** Purchase Order  
**Attachments:** Purchase Order for New Radios.pdf

Hello,

Could you please submit this purchase order to the Town Board at the earliest convenience with these notes?  
(Can this get on agenda for 10/22?)

The Madeline Island Ambulance service is hoping to expand it's service over the next 6 months. This will require new radios for new members. There are several current students that are already on the Fire Dept and could benefit from a new radio for both services. The Fire and Ambulance services are in agreement to purchase radios for these members with the funds raised in last year's Polka Fundraiser fund earmarked for 'communications.'

I've also forwarded the quote from DSC in Superior for 8- APX 4000 radios with chargers and two batteries each. This is what most current service members have and will keep the most uniformity within the fleet. It is important to order now as there is a 20-week turnaround.

Thank you for your consideration,  
Sarah Schram





Please review the following quote

**APX4000 WISCOM Portable**

Quote # DSC-EH005223  
Version 1

Prepared for:

**Madeline Island Ambulance**

Sarah Schram  
ambulanceassistant@townoflapointewi.gov

711 Hammond Ave  
Superior, WI 54880  
dsccommunications.com  
7153922911



### Services

Description	Price	Qty	Ext. Price
<b>Cloning of Each Additional Subscriber &amp; Activation on ARMER, WISCOM</b>	\$50.00	8	\$400.00

Subtotal: **\$400.00**

711 Hammond Ave  
Superior, WI 54880  
dsccommunications.com  
7153922911



## APX4000 WISCOM Portable

Prepared by:

**1 - Superior**

Erik Humphrey  
(715) 392-2911 ext. 2027  
Fax 7153922995  
ehumphrey@dsccommunications.com

Prepared for:

**Madeline Island Ambulance**

Box 270  
Lapointe, WI 54850  
Sarah Schram  
(906) 458-6875  
ambulanceassistant@townoflapointewi.gov

Quote Information:

**Quote #: DSC-EH005223**

Version: 1  
Delivery Date: 10/02/2024  
Expiration Date: 10/31/2024

### Quote Summary

Description	Amount
Services	\$400.00
Subtotal:	\$400.00
Shipping:	\$50.00
Total:	\$450.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**1 - Superior**

Signature: *Erik Humphrey*  
Name: Erik Humphrey  
Title: Client Strategy Lead  
Date: 10/02/2024

**Madeline Island Ambulance**

Signature: \_\_\_\_\_  
Name: Sarah Schram  
Date: \_\_\_\_\_



**MOTOROLA SOLUTIONS**

QUOTE-2337874  
APX4000 WISCOM Portable

Billing Address:  
MADELINE ISLAND AMBULANCE  
SERVICE  
270 HWY H  
LA POINTE, WI 54850  
US

Quote Date:09/19/2023  
Expiration Date:11/18/2023  
Quote Created By:  
Erik Humphrey  
Strategic Solutions Specialist  
ehumphrey@  
dsccommunications.com  
(715) 947-2027

End Customer:  
MADELINE ISLAND AMBULANCE  
SERVICE  
Cindy Dalzell  
ambulancedirector@townoflapointewi.g  
ov  
(715) 747-6913

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51KDF9PW6AN	APX 4000 VHF MHZ MODEL 2 PORTABLE	8	\$2,425.28	\$1,770.45	\$14,163.60
1a	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	8	\$6.00	\$4.38	\$35.04
1b	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	8	\$0.00	\$0.00	\$0.00
1c	QA02750AB	ALT: IMPRES LI-ION 2800MAH (PMNN4448)	8	\$115.50	\$84.32	\$674.56
1d	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	8	\$1,727.00	\$1,260.71	\$10,085.68
1e	QA09113AB	ADD: BASELINE RELEASE SW	8	\$0.00	\$0.00	\$0.00
1f	H885BK	ADD: 3Y ESSENTIAL SERVICE	8	\$133.00	\$133.00	\$1,064.00
2	PMLN4651A	2 INCH BELT CLIP	8	\$12.96	\$9.46	\$75.68
3	PMNN4448B	BATT IMPRES LIION IP68 2800T	8	\$160.97	\$117.51	\$940.08
4	PMPN4576A	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES EXT PS US/NA/TW	8	\$82.08	\$59.92	\$479.36



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



QUOTE-2337874  
APX4000 WISCOM Portable

Grand Total

**\$27,518.00(USD)**

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



<b>Purchase Order Checklist</b>	
<b>Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)</b>	
<b>PO Number/ Contract Number</b>	
<b>PO Date</b>	
<b>Vendor = Motorola Solutions, Inc.</b>	
<b>Payment (Billing) Terms/ State Contract Number</b>	
<b>Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name</b>	
<b>Bill-To Address</b>	
<b>Ship-To Address (If we are shipping to a MR location, it must be documented on PO)</b>	
<b>Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )</b>	
<b>PO Amount must be equal to or greater than Order Total</b>	
<b>Non-Editable Format (Word/ Excel templates cannot be accepted)</b>	
<b>Bill To Contact Name &amp; Phone # and EMAIL for customer accounts payable dept</b>	
<b>Ship To Contact Name &amp; Phone #</b>	
<b>Tax Exemption Status</b>	
<b>Signatures (As required)</b>	

10/2/2024

To: Motorola Solutions Inc.  
1309 E. Algonquin Rd.  
Schaumburg, IL 60196

Re: Purchase of Motorola radio communications equipment

Madeline Island Ambulance Service does not have a formal purchase order system. This letter serves as authorization for Motorola Solutions to place an order for the communications equipment on the attached sheet for a purchase price of \$27,518.00. Madeline Island Ambulance Service agrees to pay Motorola Solutions for the equipment "Net 30 days upon shipment" to:

Madeline Island Ambulance Service  
C/O DSC Communications  
711 Hammond Ave  
Superior, WI 54880

When Motorola Solutions invoices the Madeline Island Ambulance Service, the invoice should reference "APX4000" and be sent to Sarah Schram at the following address:

Madeline Island Ambulance Service  
270 HWY H  
La Pointe, WI 54850

For taxation purposes, even if tax-exempt, the equipment sold to Madeline Island Ambulance Service will ultimately reside at the following address:

Madeline Island Ambulance Service  
270 HWY H  
La Pointe, WI 54850

Payments can be authorized solely on this document. I submit that I am a duly authorized official of our entity and that my signature makes this a legal and binding document and that funding has been encumbered for this order.

If you have any questions regarding this order, please feel free to contact Sarah Schram at [ambulanceassistant@townoflapointewi.gov](mailto:ambulanceassistant@townoflapointewi.gov) or (906) 458-6875.

Sincerely yours,

By: \_\_\_\_\_  
Sarah Schram

cc: Erik Humphrey

(5) TB, TA, A, Clerk, Public

**TOWN OF LA POINTE  
TOWN BOARD AGENDA ORDER POLICY**

Approved by the Town Board on May 28, 2019, November 24, 2020  
Amended July 13, 2021, 9/13/2022, 10/22/24

The order of the Town Board regular meeting agenda will be:

- I. Public Comment A\*
- II. Open Bids (if applicable)
- II. Administrative Reports
  - A. ~~Town Administrator's Report~~ *Town Chair's Report*
  - B. Public Works Director's Report (First meeting of the month)
  - C. MRF Supervisor's Report (First meeting of the month)
  - D. Airport Manager's Report & Checklist (First meeting of the month)
  - E. Planning and Zoning Administrator's Report (First meeting of the month)
  - F. Accounting ~~Administrator's Report~~ (First meeting of the month)
  - G. Police Chief's Report (First meeting of the month)
  - H. Fire Chief's Report (First meeting of the month)
  - I. Ambulance Director's Report (First meeting of the month)
- III. Public Works
  - A. Roads, Dock and Harbor
  - B. Parks
  - C. Materials Recovery Facility (MRF) (if applicable)
  - D. Airport (if applicable)
  - E. Cemetery (if applicable)
- IV. Committees
  - A. Planning and Zoning
  - B. Other Committees as needed
  - C. Committee Minutes (Second meeting of the month)
- V. Town Hall Administration
  - A. Budget Summary Report (Second meeting of the month)
  - B. Grant Updates (if applicable)
- VI. Vouchers
  - A. Town Of Lapointe
  - B. Harbor Commission
    - 1. Harbor Designated Fund
    - 2. MIFL Utility
- VII. Alternative Claims (Second meeting of the month)
- VIII. Treasurer's Report (Second meeting of the month)
- IX. Minutes
- X. Emergency Services
  - A. Police Department (if applicable)
  - B. Fire Department (if applicable)
  - C. Ambulance (if applicable)
- XI. Public Comment B\*\*
- XII. Liquor & Operators' Licenses (if applicable)

RECEIVED

OCT 17 2024

Initial: \_\_\_\_\_



XIII. Lawsuits & Legal Issues

XIV. Employee Personnel

XV. New Agenda Items for Future Meetings

V. Adjourn

Statements that must be on all posted Town Board agendas include:

\*This portion of public comment is restricted to one minute in length. For those wishing to speak for longer than one minute, that item appears later in the agenda.

\*\* Public Comment which is longer than one minute

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Town Clerk.

DRAFT

**Dorgene Goetsch**

(5) TB, TA, A, Clerk, Public

**From:** Glenn Carlson <glenncarlson453@gmail.com>  
**Sent:** Thursday, October 17, 2024 11:48 AM  
**To:** Alex Smith; Dorgene Goetsch  
**Subject:** Fwd: Authorizing payment of bills

Could you please include this e-mail in the materials for the upcoming TB meeting? Thank you.  
Glenn

----- Forwarded message -----

**From:** Glenn Carlson <glenncarlson453@gmail.com>  
**Date:** Thu, Oct 17, 2024 at 11:46 AM  
**Subject:** Fwd: Authorizing payment of bills  
**To:** Zach Montagne <Montagne@townoflapointewi.gov>, Jay Wiltz <Wiltz@townoflapointewi.gov>, Harbor Commission <harborstaff@townoflapointewi.gov>, Lauren Burtaux <harbor@townoflapointewi.gov>, Michael Collins <Collins@townoflapointewi.gov>, Pete Ross <Ross@townoflapointewi.gov>, Evan Erickson <Erickson@townoflapointewi.gov>, Susan Widmar <widmar@townoflapointewi.gov>  
**Cc:** Robin Trinko Russell <robintr@madferry.com>, Cal Linehan <clinehan@madferry.com>

FYI.

----- Forwarded message -----

**From:** Bryce Schoenborn <schoenborn@slabylaw.com>  
**Date:** Thu, Oct 17, 2024 at 11:38 AM  
**Subject:** RE: Authorizing payment of bills  
**To:** Glenn Carlson <glenncarlson453@gmail.com>

RECEIVED  
OCT 17 2024

Initial: dg

Dear Glenn,

I've gone through your email, the attachments, and my own research of the applicable statutes. In a nutshell, I believe that you are right. The statute that is primarily on point is Sec. 30.38(13). All the moneys received by the HC have to put in the municipal treasury in a designated harbor fund. Subsection (b) indicates that subject to the budget approved by the municipal governing body, the funds can be used for the acquisition, construction, improvement, repair, maintenance, operation and administration of the public harbor and harbor facilities and for the acquisition, chartering, and operation of vessels. Except as provided in Section 30.34(4), those moneys can be paid out on orders signed by the HC president and secretary, or some other official authorized by the HC board. Section 30.34(4) just references an optional emergency fund that the municipality can establish that would allow funds to be released solely on the signature of the secretary.

You don't need to have the municipality approve every expense, unless it would represent a budget amendment.

Please let me know if you have any questions or concerns. Thanks!

Sincerely,



Attorney Bryce A. Schoenborn  
Slaby, Deda, Marshall, Reinhard & Writz LLP  
P.O. Box 7, 215 N. Lake Ave.  
Phillips, WI 54555  
(715) 339-2196  
(715) 339-4664 (fax)

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**TOWN OF LA POINTE**  
**REGULAR TOWN BOARD MEETING**  
**October 8th, 2024**  
**5:00PM at Town Hall**  
Draft Minutes

**Town Board Members Present:** Town Chair Glenn Carlson, Supervisor Sue Brenna, Supervisor Mike Anderson, Supervisor Aimee Baxter, Supervisor Samantha Dobson

**Staff Present:** Town Clerk Alex Smith, Public Works Interim Peter Wiggins

**Public Present:** Paul Brummer, John Carlson

**I. Public Comment A\*:**

Paul Brummer requested a word change to his public comment from 9/24, from “the” to “certain”.

**II. Open Propane Bids:**

Two propane bids were opened. One from Midland Services at \$2.19 per gallon plus ferry fees and the other from La Pointe Gas & Septic at \$1.99 per gallon. No action was taken.

**III. Administrative Reports**

- A. Town Chair’s Report: Glenn announced Gary Russell’s retirement.
- B. Public Works Director’s Report: Prepared and discussed by Peter Wiggins.
- C. MRF Supervisor’s Report: No report present.
- D. Airport Manager’s Report & Checklist: Prepared by Paul Wilharm.
- E. Planning and Zoning Administrator’s Report: Prepared by Ed Schaffer.
- F. Accounting Report: Prepared by Lauren Burtaux.
- G. Police Chief’s Report: Prepared by William Defoe.
- H. Fire Chief’s Report: No report present.
- I. Ambulance Director’s Report: Prepared by Sarah Schram.

**IV. Public Works**

- A. Roads, Dock and Harbor
  - 1. Xcel Energy Easement Request:  
Motion to approve the Xcel Energy Easement Request for a 15-foot easement along the east side of Sunny Slope, A. Baxter/M. Anderson, 5 Ayes, Motion Carried.
  - 2. Hire Peter Wiggins as Public Works Director:  
Motion to hire Peter Wiggins as Public Works Director effective 9/16 at \$32/hr., M. Anderson/S. Dobson, 5 Ayes, Motion Carried.
  - 3. Approve Mechanic/CDL Driver job description and job posting:  
Motion to approve the Mechanic/CDL job description and job posting, M. Anderson/A. Baxter, 5 Ayes, Motion Carried.
- B. Materials Recovery Facility
  - 1. Republic Services contract for Solid Waste and Single Stream Recycling:  
Motion to approve the Republic Services contract, A. Baxter/S. Dobson, 5 Ayes, Motion Carried.

2. MRF Supervisor CDL training  
Motion to postpone, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

#### **V. Committees**

- A. Harbor Commission
  1. Resolution for HAP Grant:  
Motion to approve the Resolution authorizing application of the HAP Grant, M. Anderson/S. Brenna, 5 Ayes, Motion Carried.
- B. Community Awards Committee
  1. Community Awards Committee appointments:  
Motion to postpone, M. Anderson/S. Dobson, 5 Ayes, Motion Carried.

#### **VI. Town Hall Administration**

- A. Treasurer's Report:  
Motion to postpone, S. Brenna/M. Anderson, 5 Ayes, Motion Carried.
- B. RFB for 2025 Chapel Cleaning:  
Motion to approve the RFB 2025 Chapel Cleaning with change to 3 hours a week, S. Dobson/A. Baxter, 5 Ayes, Motion Carried.
- C. Special Event Permit – Madeline Island Chamber of Commerce Fall Festival - October 19<sup>th</sup>, 2024:  
Motion to approve the Special Event Permit for Fall Festival, S. Brenna/S. Dobson, 5 Ayes, Motion Carried.

Motion to move item D after Public Comment B, S. Brenna/S. Dobson, 5 Ayes, Motion Carried.

- D. Discussion of Possible Town Administrator Candidates  
The Town Board may go into closed session during the meeting for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(c). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.
- E. Town Insurance Renewal:  
The Town Board reviewed the Town Insurance Renewal. No action was taken.
- F. Northwoods Paving Airport Lease:  
Motion to approve the Northwoods Paving Airport Lease for 1 year at \$5,625/year, M. Anderson/A. Baxter, 5 Ayes, Motion Carried.

#### **VII. Vouchers**

- A. Town of La Pointe:  
Motion to approve the town vouchers in the amount of \$174,310.68, M. Anderson/A. Baxter, 5 Ayes, Motion Carried.
- B. Harbor Commission: There were no Harbor Commission vouchers presented.
  1. Harbor Designated Fund
  2. MIFL Utility

#### **VIII. Minutes**

- A. Regular Town Board Meeting – September 10<sup>th</sup>

B. Regular Town Board Meeting – September 24<sup>th</sup>

C. Special Town Board Meeting – October 1<sup>st</sup>

Motion to approve the meeting minutes with changes to 9/24 Public Comment A, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

## **IX. Emergency Services**

### **A. Police Department**

#### **1. Discussion of Police Survey: The Town Board did not go into closed session.**

The Town Board may go into closed session during the meeting for the purpose of considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(d).

After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

The Town Board discussed their opinions on the police survey results and the objective moving forward.

## **X. Public Comment B\*\*:**

Paul Brummer commented on the MRF education fund surplus and that it doesn't always need to be spent. He also commented regarding the possible seeking out of a Constable/Police Commission and reminded the Town Board of the struggles from this topic discussion in the past.

John Carlson mentioned he was on the Town Board back when the discussion of a Constable/Police Commission was being considered. He commented on his previous public records requesting of the email conversation between the lawyers and the previous Town Administrator. He thanked Mike Anderson for catching the mistake in the 9/24 minutes.

Motion to go into closed session, S. Brenna/A. Baxter, Roll Call Vote: Mike Anderson yes, Aimee Baxter yes, Samantha Dobson yes, Sue Brenna yes, Glenn Carlson yes, Motion Carried. 5:43pm

## **VI. Town Hall Administration**

#### **2. Discussion of Possible Town Administrator Candidates: The Town Board discussed Possible Town Administrator Candidates in closed session.**

The Town Board may go into closed session during the meeting for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(c). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

Motion to return to open session, S. Brenna/A. Baxter, 5 Ayes, Motion Carried. 6:07pm

## **XI. Liquor & Operators' Licenses: Noting to report at this time.**

## **XII. Lawsuits & Legal Issues**

The Town Board may go into closed session during the meeting for the purpose of conferring with legal counsel with respect to litigation in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(g). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

- A. Petition with Ashland County Circuit Court case Regarding Ashland County Tax Levy:  
No closed session. There is nothing new to report.

**XIII. New Agenda Items for Future Meetings**

Bid Selection and Propane Contract

Public Works Employee Letter

Treasurer's Report

Community Awards Committee Appointments

MRF Supervisor CDL Training

Hire Mechanic/CDL Driver

Permanent closed session language for employee personnel

**XIV. Adjourn:** Motion to adjourn, S. Brenna/A. Baxter, 5 Ayes, Motion Carried. 6:11pm

**Town of La Pointe**  
**Special Town Board Meeting**  
**2025 Budget Workshop**  
**Thursday, October 17<sup>th</sup>, 2024**  
**5:00 pm at the Town Hall**  
*Draft Minutes*

**Town Board Members Present:** Town Chair Glenn Carlson, Supervisor Sue Brenna, Supervisor Mike Anderson, Supervisor Aimee Baxter, Supervisor Samantha Dobson

**Staff Present:** Town Clerk Alex Smith, Police Chief William Defoe (via zoom) Ambulance Assistant Sarah Schram

**Public Present:** None

1. Call to order:

Meeting called to order by Glenn Carlson at 5:00pm.

2. Public Comment:

None.

3. Hire Mechanic/CDL Driver:

Motion to hire Matthew Herriot, M. Anderson/A. Baxter

Discussion: The Town Board discussed a starting salary of \$28/hr until CDL training is completed and then a salary of \$30/hr.

Amended motion to hire Matthew Herriot starting at \$28/hr, M. Anderson/A. Baxter, 5 Ayes, Motion Carried.

4. Approve CDL Training for Mechanic/CDL Driver:

Motion to approve the CDL training with an estimate of \$2500 and additional \$1000 for travel/expenses, A. Baxter/S. Dobson, 5 Ayes. Motion Carried.

5. Budget Workshop with each of the following departments:

A. Police:

William Defoe prepared and discussed the budget for 2025. The 2025 budget is similar to the 2024 budget. The police department is much better staffed than the previous 2024 budget. William Defoe plans to retire in March of 2026 and therefore did not request funds under the "Hiring Expense". However, if Defoe was to retire early, he suggests a \$2,000 budget and completing a search before he leaves. The department is requesting \$5,000 for a storage container to properly store supplies. The hard drive at the ESB has had several outages this year and therefore the storage room needs a replacement and better ventilation. This would be a mutual expense between the police, fire, and ambulance. The Town Board and Defoe discussed "Parking Violations" being high in 2023 and being much lower this year with less tickets being issued due to proper deterrence and cleaning up LOT W.

B. Ambulance:



Sarah Schram prepared and discussed the budget for 2025. There have been major changes to the department with Cindy Dalzell retiring. The department's biggest challenge is the lack of members. However, there are currently 10 members enrolled in the courses and if they pass, these members will receive certification by the end of the year. In the 2025 proposed budget the increase in wages for more members is included. The department is requesting a slight increase in pay for the EMT's, with the most training required, necessity, and the most responsibility when caring for a patient. The town has hired a new collections company that is working well and doing a better job collecting. Schram stated there are roughly 75-90 calls a year and it hasn't been less than in quite some time. With the support of the board, Schram plans to combine the role of Ambulance Assistance and Director and is confident she can take that role on. The Town Board mentioned that the Ambulance will still pay for the ferry even though the Town owes it as it is a bookkeeping issue. Schram mentioned slowly setting aside funds for a new ambulance and the possibility of a fundraiser.

C. Fire Department:

The 2025 Fire Department budget was postponed. There were no department members present to discuss the budget.

D. Community Clinic:

Molly Sullivan prepared the budget for 2025. Sarah Schram was present to discuss the proposed clinic budget. The clinic is requesting \$24,000 this year, which was what was requested last year. The clinic continues to provide quality healthcare to residents and tourists. They have hired a nurse practitioner and were able to be open three days a week in the busy season.

4. Adjourn:

Motion to adjourn, S. Brenna/S. Dobson, 5 Ayes, Motion Carried. 5:38pm

**Submitted by Town Clerk, Alex Smith.**

**Town of La Pointe  
Island Collaborative Task Force  
Tuesday September 17, 2024  
5 pm at Town Hall  
Minutes**

Members present: Sue Brenna, Nathan Holst, Sam Dobson, Michael Childers and Michael Collins.

Public present: Glenn Carlson, Town Board Chair

**1. Call to order/Roll Call and introductions**

The Island Collaborative Task Force meeting was called to order by M. Childers at 5:00 pm.

**2. Public Comment - none**

**3. Minutes from 7/10/24 to be considered for approval**

**Motion** by M. Collins to approve minutes of 7/15/24 (not 7/10/24), seconded by Sam, all ayes. Motion Carried.

**4. Administrative Tasks**

**A. Goal/Mission Conversation**

**B. Inventory/grouping of Organizations**

**C. Inventory of community development models**

General discussion on a document passed out by Sam regarding the LISC.org methodology including defining investors, connectors, innovators and builders.

General discussion on how to define success, processes and definable projects, how to corral many resources and the need for funding resources.

Members are asked to bring their ideas of what the collaborative structure might look like framed by today's conversation to the next meeting.

**4. Set next meeting agenda and date – Tue. 10/15/24 @ 5pm**

Collaborative structure ideas.

**5. Adjourn.**

Motion by Sam to adjourn, seconded by M. Collins, all ayes. Motion Carried.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved as presented 10/15/24. D. Goetsch, Clerical Assistant

(5)TB, TA, A, Clerk, PUBLIC

**SPECIAL LIBRARY BOARD MEETING**  
**Thursday October 3, 2024**  
**5:00 PM 2<sup>nd</sup> Floor Library and Zoom**  
**Minutes**

**Members present:** Peggy Ross (Vice-President), Marilyn Hartig, Paula Wurst, Mike Peterson and Kerrey Andreas  
**Members absent:** Keith Ryskoski and Mary Whittaker  
**Staff present:** Lauren Schuppe, Library Director

The Madeline Island Library Board meeting was called to order by Peggy at 5:01 pm.

**I. Public Comment - none**

**II. Financials**

**A. Review and Approve Library 2025 Budget**

- Lauren shared her preliminary 2025 general budget noting increases in wages (2.5% COLA), summer rec wages increased to the rates that were paid this year, insurance increase estimated to be 5% and NWLS fees up \$500 from last year.
- Lauren noted she does not have the designated fund figures yet, these can be approved at the next regular Library Board meeting on 10/15/24.
- Discussion on lack of monthly budget worksheets being provided by the Town.

Motion by Paula to approve the 2025 budget justifications for general funds, seconded by Marilyn, all ayes. Motion Carried.

**B. Review and Approve RFP for Lower Roof Repair at the Library**

Lauren noted that the lower roof repair is in the 2024 budget for \$24,000. This Request for Proposal (RFP) will start the process of getting this project started.

Motion by Paula to approve the RFP for lower roof repair, seconded by Kerrey, all ayes. Motion Carried.

**III. Adjourn**

Motion by Paula to adjourn, seconded by Mike, all ayes. Motion Carried. Meeting adjourned at 5:33 pm.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.  
Minutes approved as presented 10/15/24. D. Goetsch, Clerical Assistant

(5)TB, TA, A, Clerk, Pubgk

**REGULAR LIBRARY BOARD MEETING**  
**Tuesday September 17, 2024**  
**5:00 PM Meeting Zoom**  
**Minutes**

**Members present:** Keith Ryskoski (President), Marilyn Hartig, Mary Whittaker, Peggy Ross, Paula Wurst, Mike Peterson and Kerrey Andreas

**Staff present:** Lauren Schuppe, Library Director

The Madeline Island Library Board meeting was called to order by Keith.

**I. Public Comment - none**

**II. Minutes**

**A. Regular Library Board Meeting August 22, 2024**

Motion by Mary to approve the above minutes as presented, seconded by Marilyn, all ayes. Motion Carried.

**III. Directors Report**

- Summer Rec billing has been calculated (approx. \$7,600) and should be billed out soon. These funds will replenish the summer recreation designated fund.
- Lauren has an appt. with Xerox next week to look at a replacement for the current copier/printer which is on its last leg.
- Lauren will work with Lauren in Accounting to get Workhorse (Town's accounting software) installed on her laptop which will provide real time budget information.
- Our library system, Northern Waters Library Service (NWLS) is searching for a new director.
- Lauren has signed up for her continuing education classes for her director's certification which will be completed by 12/31/24.

**IV. Financials**

**A. Sign Directors Timesheet**

Timesheet submitted for weeks ending 8/31/24.

Motion by Kerrey to approve signing director's timesheets as presented, seconded by Peggy, all ayes. Motion Carried.

**B. Approve Bills**

Elan Financial Services	\$1,948.17
Norvado	190.37
APG Media	112.66
Adventure Vacations	1,800.00
Capital One/Wal-Mart	189.71
Demco	110.43
Christopher Dooley	570.00
Farmhouse Madeline Island	400.00

Heart Graphics	66.00
MEI	495.66
NWLS	542.71
Northwoods Forager	4,400.00

Motion by Peggy to approve paying bills as presented, seconded by Paula, all ayes. Motion Carried.

**C. Budget Timeline**

**1. Approve Capital Improvements**

Lauren would like to submit a Capital Improvement for \$25,000 for potential elevator repairs.

Motion by Peggy to approve Lauren submitting the above Capital Improvement to the Town, seconded by Mary, all ayes. Motion Carried.

**2. Schedule special meeting**

Lauren noted that the full budget for 2025 is due next Friday. A meeting needs to be scheduled for next week to approve. Consensus to have a meeting next Wed. 9/25 @ 5pm.

**V. Ongoing Projects**

**A. FriendsCircle**

**1. Report from Board Liaison Kerrey Andreas**

Kerrey stated the 8/21 garden parking had a good turnout. They have a good list of volunteers that signed up. People were interested in the makerspace. They have not had a meeting since then. Their next goals are to get support for the OWL System and spread the word about the FriendCircle.

**B. Library Community Center RFP**

**1. Update on Town Board meeting**

The Town Board discussed the RFP at their last meeting. Lauren's goal was for them to be aware of the costs and become familiar with the proposals that were received. They had a few questions, and the topic was tabled pending additional information regarding the study be done in phases as suggested to Lauren by Baker Street Consulting Group. Lauren has a meeting scheduled with Baker Street to discuss this idea. Glenn Carlson, Town Board Chair suggested holding off until we see what direction the Bayfield School is taking on a referendum for the school.

**2. Approve submission to the Duluth Superior Community Foundation Opportunity Grant**

Lauren would like to apply for this opportunity grant for \$50,000 to fund the community center feasibility study. The submission is due 10/1 with awards being made by 12/31.

Motion by Kerrey to authorize Lauren to apply for a \$50,000 Opportunity Grant from the DSCAF, seconded by Mike, all ayes. Motion Carried.

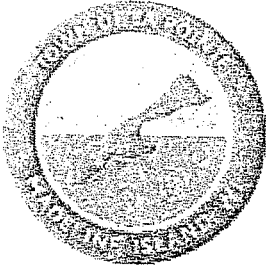
**VI. Future Agenda Items – budget,**

**Adjourn:**

Motion by Mary to adjourn, seconded by Paula, all ayes. Motion Carried.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant.

Minutes approved as presented 10/15/24. D. Goetsch, Clerical Assistant



(5) TB, TA, A, Clerk, Public

TOWN OF LA POINTE, MADELINE ISLAND

Application to Serve on a Board and/or Committee

Complete and return to Town Hall (PO Box 270) or email to clerk@townoflapointewi.gov

1. Please select the board and/or committee that you wish to be considered for appointment to (you may select more than one)

- Affordable Housing Advisory Committee
Election Board \*
Madeline Island Public Library Board
Town Plan Commission\*
Zoning Board of Appeals \*
Board of Review (alternate)\*
Energy Committee
Public Arts Committee
Winter Transportation Committee
Other:

\*Members receive compensation for meeting attendance
\*\* Members receive monthly compensation

2. Personal Information

Name (please print) MARMIE PAULINE JOTTER

Mailing Address P.O. Box 517 La Pointe WI 54850

Phone (Primary) Phone (Other) Email Address

Town Resident? Full time [X] Seasonal Other

3. Have you served on any other Town boards/committees in the past? YES [X] NO

If yes, what boards or committees? MN Mental Health Advisory Committee, Virginia, VA; Exchange Women's Advocates, Human Rights Commission, Hibbing, MN

4. What are your reasons for seeking an appointment to the board(s)/committee(s) you have selected above?

I LOVE ART

5. Why would you be an asset to the board(s)/committee(s) you have selected above? (Use back if necessary)

I care about community ART

RECEIVED OCT 16 2024

I am aware of the required time commitment (see back) for the board(s)/committee(s) I have selected above.

Print Name [Signature]

Signature MARMIE PAULINE JOTTER

Date 10/15/2024

**TOWN OF LA POINTE**  
**SPECIAL TOWN BOARD MEETING**  
**October 14th, 2024**  
**5:00PM at Town Hall**  
*Draft Minutes*

**Town Board Members Present:** Town Chair Glenn Carlson, Supervisor Sue Brenna, Supervisor Mike Anderson, Supervisor Aimee Baxter (5:05pm), Supervisor Samantha Dobson

**Staff Present:** Town Clerk Alex Smith

**Public Present:** None.

I. Call to Order:

Meeting called to order by Glenn Carlson at 5:03pm.

II. Public Comment:

Glenn Carlson made a public comment in response to a previous public comment about Johnson Controls being hooked up at the ESB building, that it is in fact active and has been for about a year.

Town Board Supervisor Aimee Baxter arrived at 5:05pm.

Motion to go into closed session, S. Brenna/S. Dobson, Roll Call Vote: Sue Brenna yes, Aimee Baxter yes, Samantha Dobson yes, Mike Anderson yes, Glenn Carlson yes, Motion Carried.

5:05pm

III. Discussion of Town Administrator Compensation:

The Town Board may go into closed session during the meeting for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in which it is or is likely to become involved in accordance with to Wisconsin Statutes 19.85 (1)(c). After the completion of the closed session, the Board will come back into open session to act upon the discussion in the closed session or otherwise complete the business of the meeting before adjourning.

This discussion of Town Administrator Compensation was discussed in closed session.

Motion to return to open session, S. Brenna/S. Dobson, 5 Ayes, Motion Carried.

The Town Board came to a consensus advertising the position as “up to \$110,000”.

IV. Adjourn:

Motion to adjourn, S. Brenna/S. Dobson, 5 Ayes, Motion Carried. 5:27pm



(5)TB, TA, A, Clerk, Public

**Town of La Pointe  
Affordable Housing Advisory Committee  
Tuesday August 14, 2024  
10:00 am Town Hall/Zoom  
Minutes**

Members present: Katie Sanders (Chair), Jane Vogt, Charlie Bertel, Mark Pass and Jim Peters

**1. Call to Order/Roll Call**

Meeting called to order by Katie at 10am.

**2. Public Comment**

**3. Minutes of the following meetings to be considered for approval:**

**A. July 9, 2024**

Motion by Charlie to approve the minutes as presented, seconded by Jane, all ayes. Motion Carried.

**4. Updates**

**A. Charlie Bertel – CheqBUILT Community Land Trust**

The Executive Director job description has been approved and they are now in the recruiting phase. They have applied for grants to support the director's salary and to assist in affordability. Charlie will present our Big Bay Rd property idea to the president of the board and then have their building committee look at the site to see if there is an interest in pursuing a project.

**B. Jane Vogt – Habitat for Humanity – Middle Road property housing ideas**

Jane stated that Habitat believes the house on Middle Rd should be torn down. Jane explained the 3 programs Habitat has available that could be helpful on the island – building homes, rehab existing homes for lower income and non-conventional mortgages.

**C. Mark Pass – Follow up with One Roof regarding manufacturer/builder of their homes**

Mark spoke about Lagom Modular in Duluth who has built homes for One Roof. He has not spoken with the owner as of today. Mark believes the cost is around \$300,000.

**D. Discussion on committee direction**

Broad next steps discussed including-

- Rental/Mortgage Assistance
  - Katie will draft bylaws for a rental assistance fund
  - Jane will get Habitat information on mortgage assistance to Katie
- Build proposals for Big Bay Rd property
  - Katie will investigate architects (gratis) and the developer that did the Casper Trail property layout.
  - Charlie will look into CheqBUILT building committee interest
  - Mark will try to connect with Lagom Modular
- Habitat Resources

Jane will work on new committee member recruitment to fill her spot.

**5. Recommendations to Town Board – None**

**6. Public Comment**

**7. Set Next Meeting Agenda and Date**

Next meeting scheduled for Wednesday 10/8/24 at 10 am

**8. Adjourn**

Motion by Jane to adjourn, seconded by Charlie, all ayes. Motion Carried

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant  
Minutes approved as presented 10/9/24. D. Goetsch, Clerical Assistant

August 2024

(5) TB, TA, A. Clerk, Public

Date	Payable to Who	Check #	Amount	Description
8/1/2024	Fidelity Payment Center	July	1,478.64	BBTP Camp Reservation Fees
8/4/2024	Elan Financial Services (MGK)	#C0950FB1A6	225.43	July Statement
8/4/2024	Elan Financial Services (WJD)	#C1D05F06B1	475.53	July Statement
8/4/2024	Elan Financial Services (TWE)	#C7161BAFAE	624.70	July Statement
8/4/2024	Elan Financial Services (BTS)	#C9D106DAD6	692.96	July Statement
8/4/2024	Elan Financial Services (SS)	#CDBEF837EC	9.35	July Statement
8/5/2024	North Country Assessment Services, LLC	83445	38,700.00	PO#2023-14 Payment 2/3
8/7/2024	Town of La Pointe - Tickets/Swipes	83446	315.00	Ambulance Crew Commute Card
8/7/2024	Elan Financial Services (BTS)	#CAF28F0366	47.94	Missed Amount Due - Keys made
8/8/2024	Xcel Energy	#04043	15.45	Greenwood Cemetery Electric
8/8/2024	Department of the Treasury	#92968196	12285.58	PR#16 FIT
8/8/2024	Wisconsin Department of Revenue	#0892247392	2,401.72	PR#16 SIT
8/8/2024	Empower/Deferred Comp	#1211811714	100.00	PR#16 Deferred Comp
8/12/2024	Cardknox	August	10.38	August CC Processing Fees
8/20/2024	WI Department of Revenue - Sales Tax	#2126101856	2,147.85	July Sales Tax
8/22/2024	Wisconsin Retirement System (WRS)	#310274	16,572.11	July Retirement 2024
8/22/2024	Department of the Treasury	##90716112	14,552.16	PR#17 2024 FIT
8/22/2024	Empower/Deferred Comp	#1215835261	100.00	Empower/Deferred Comp
8/22/2024	Wisconsin Department of Revenue	#1921744224	2,671.30	PR#17 2024 SIT
8/23/2024	Securian Financial Group, Inc.	83512	319.95	September Life Insurance
8/23/2024	WI SCTF	83513	140.50	Payroll# 15 Garnishments
8/23/2024	Xcel Energy	#B1C63	279.50	Street Lights July 2024
8/23/2024	Department of the Employee Trust Funds	#011700553	12,044.26	September Health Insurance
8/30/2024	Bremer Bank Loans	#01-072024	97,767.72	P5 Year Loan Pymt 1/5
<b>TOTAL</b>			<b>\$202,499.39</b>	

8/8/2024	Payroll Batch ACH Direct Deposit	#2180692580	40404.28	PR#16 2024
8/8/2024	Brummer, Charles	83471	171.88	PR#16 2024
8/8/2024	Brummer, Paul	83472	125.71	PR#16 2024
8/8/2024	Flockhart, John D	83473	452.80	PR#16 2024
8/8/2024	Hilty, Zach	83474	1,185.15	PR#16 2024
8/8/2024	Soderburg, Heather L	83475	405.86	PR#16 2024
8/8/2024	Whittaker, Alan Dale	83476	46.17	PR#16 2024
<b>TOTAL PAYROLL #16</b>			<b>\$42,791.85</b>	

8/22/2024	Payroll Batch ACH Direct Deposit	#2374688217	42,595.11	PR#17 2024
8/22/2024	Flockhart, John D	83504	357.08	PR#17 2024
8/22/2024	Hilty, Zach	83505	1,014.00	PR#17 2024
8/22/2024	Nelson, Brian H	83506	1,652.66	PR#17 2024
8/22/2024	Ralph, Evan L	83507	1,347.84	PR#17 2024
8/22/2024	Romundstad, Nancy J	83508	69.26	PR#17 2024
8/22/2024	Soderburg, Heather L	83509	505.77	PR#17 2024
8/22/2024	Taylor, Leonora M	83510	69.26	PR#17 2024
8/22/2024	Wiltz, Joseph P	83511	2,002.01	PR#17 2024
<b>TOTAL PAYROLL #17</b>			<b>\$49,612.99</b>	

**AUGUST 2024 TOTAL: \$296,382.87**

Revised 10/7/24

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(5) TB, T.A.A, Clerk, Public

### TIMELINE FOR 2025 LA POINTE BUDGET

DATES	ACTIVITIES
Thursday September 19, 2024	Department capital requests due to LB/GC, 9 a.m.
Friday September 27, 2024	Department budgets due to LB/GC, 9 a.m.
Friday October 11, 2024	Budget books will be available for the Town Board by 4 p.m.
Wednesday Oct. 16, 2024 (5 pm)	Town Board Round One budget workshop: Public Works (Roads, Parks, MRF, Airport, Dock, Cemetery), Harbor Commission
Thursday Oct. 17, 2024 (5 pm)	Town Board Round One budget workshop: Police, Ambulance, Fire, Library, Community Clinic
Tuesday, October 22, 2024 (5 pm)	Regular Town Board meeting
Wednesday Oct. 23, 2024 (5 pm)	Town Board Round One budget workshop: General Government, Committees (Affordable Housing Advisory Committee, Community Awards Committee, Energy Committee, Island Collaborative Task Force, Public Arts Committee, Town Plan Commission, Winter Transportation Committee)
Thursday Oct. 24, 2024 (5 pm)	Town Board Round One budget workshop: Follow-up conversations with departments, committees, commissions as necessary; final instructions to staff
Due End of October 2024	Deadline to receive tax levy from technical college
Due End of October 2024	Deadline to receive tax levy from sanitary district
Friday November 1 <sup>st</sup> 2024 (5pm)	Town Board Round Two Budget workshop
Tuesday Nov. 5, 2024	VOTING DAY! No budget workshop available.
Thursday Nov. 7, 2024 (5 pm)	Town Board Round Two budget workshop
Beginning of November 2024	Deadline to receive tax levy from school district
Tuesday Nov. 12, 2024 (5 pm)	Regular Town Board meeting & <b>finalize budget.</b>
Friday, November 15 <sup>th</sup> , 2024	Town Budget must be posted
Tuesday Dec. 3, 2024	Public hearing on budget; Town Meeting to finalize levy
Tuesday Dec. 10, 2024 (5pm)	Regular Town Board meeting
Sunday, December 15 <sup>th</sup> , 2024	Deadline to submit Levy Limit Worksheet to DOR

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trial. dg



TOWN OF LA POINTE  
PO Box 270  
LA POINTE, WISCONSIN 54850  
715-747-6913

(5) TB, TA, A, Clerk, PWD, PUBLIC

PO#2024-47

GOVERNMENT AGENCY TAX EXEMPT

- All Sales are Tax Exempt -

# Purchase Order Form

Date of Request 10-8-24 Is this Expenditure Currently in the Budget? (circle) Y N

Person's Name Pete Wiggins If not, where will funds come from

Budget Line Item # See attached Document Currently in budget line item \$ See attached Document

Project Name TOWN Black-top Repair Date Needed \_\_\_\_\_

Purpose Repair of Black top on S. Shore Road, Penny Lane, Sunny Slope RD.

Amount Estimate 34,555.47 Checked State Purchasing Website (circle) Y

Date Town Board approved: \_\_\_\_\_ SDS Needed? \_\_\_\_\_

Actual Cost 34,555.47 Actual Purchase Date \_\_\_\_\_

Purchasing policy requires attaching 3 vendor quotes/estimates. Circle Selected Vendor:

Vendor #1 North woods Paving Amount \$ \_\_\_\_\_

Vendor #2 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Vendor #3 \_\_\_\_\_ Amount \$ \_\_\_\_\_

Why did you pick this vendor Only time this was available

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #2 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #3 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #4 \_\_\_\_\_ Date \_\_\_\_\_

Supervisor #5 \_\_\_\_\_ Date \_\_\_\_\_

Town Administrator \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Complete one Purchase Order for each vendor on a multi-vendor project.

## CONTRACT PROCESSING

\$1,500 - \$5,000 - Signed by Town Administration \_\_\_\_\_ YES \_\_\_\_\_ NO

\$5,001 - Signed by Town Board \_\_\_\_\_ YES \_\_\_\_\_ NO Date Contract to TB \_\_\_\_\_

Publishing/posting Needed? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, date(s) \_\_\_\_\_

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Initial: dg

## Progress Billing Invoice

**From:** Northwoods Paving  
 610 Industrial Park Road  
 Ashland, WI 54806  
 Ph. 715-682-4340

**Invoice #:** 5600010702

**Date:** 10/08/24

**Application #:** 1

**To:** Town of La Pointe  
 PO Box 270  
 La Pointe, WI 54850

**Customer Number:** 560100

**Contract:** 5645086-45 TOWN OF LA POINTE - MADELINE ISLAND - PATCHING

Cont Item	Description	Contract			To Date		This Invoice		% Compl	
		Contract Quantity	U/M	Unit Price	Contract Amount	Quantity JTD	Amount To-Date	Quantity This Period		Amount This Period
1	TOWN OF LA POINTE - MADELINE ISLAND - PATCHING	0.000	LS	0.000	0.00	0.000	0.00	0.000	0.00	0.00%
10	Madeline Island Patches: Total Sq Ft 8521 White Fish St #1 5	120.000	TON	265.240	31,828.80	130.280	34,555.47	130.280	34,555.47	108.57%

**Total Contract:** 31,828.80

**Total Billed:** 108.57%

**Less Retainage:**

**Net Invoices:**

**Less Previous Applications:**

**Total Due This Invoice:**

34,555.47

0.00

34,555.47

0.00

34,555.47

34,555.47

0.00

34,555.47

-

34,555.47

**Terms: DUE UPON COMPLETION**  
 Payment in full is due upon completion unless modified by written contract. A delinquency charge of 1 1/2% per month (18% per annum) will be assessed on any unpaid balance from the previous statement.

**Northwoods Paving Invoice #5600010702**

**For South Shore Road, Penny Lane and Sunny Slope Road.**

Please use these line items to pay for the Asphalt patching Northwoods paving did for the Town. These repairs needed to be completed while Northwoods Paving and the Asphalt plant was on the Island.

<b>100-00-53210-371-000: Ice Road Materials</b>	<b><u>\$1955.47</u></b>
<b>100-00-53311-370-000: HWY Roads Gravel</b>	<b><u>\$5,000.00</u></b>
<b>100-00-55200-110.-000: Parks Wages</b>	<b><u>\$10,000.00</u></b>

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Intest *cg*