

**TOWN OF LA POINTE**  
**REGULAR TOWN BOARD MEETING**  
**November 12th, 2024**  
**5:00PM at Town Hall**

*Approved 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, Accounting Coordinator Lauren Burtaux, Public Works Director Peter Wiggins, Zoning Administrator Ed Schaffer, Ambulance Director Sarah Schram

**Public Present:** John Carlson, Paul Brummer, Charley Brummer, Gene Nelson, Elizabeth Ellis

**Call to Order: 5:00pm**

**I. Public Comment A\*: None**

**II. Administrative Reports**

A. Town Chair's Report: Chair Glenn Carlson mentioned moving all of the closed session items on the agenda to the end of the meeting with Lawsuits/Legals.

B. Public Works Director's Report: Prepared by Peter Wiggins.

C. MRF Supervisor's Report: Prepared by Evan Erickson.

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 presented.

I. Ambulance Director's Report: Prepared by Sarah Schram.

All reports placed on file by unanimous consent.

**III. Public Works**

A. Roads, Dock and Harbor

1. Hire Temporary Plow Drivers:

Motion to hire Karen Thomas as non-CDL temporary snowplow driver at \$18/hr and Tyler Andreas as CDL temporary snowplow driver at \$20/hr both not to exceed, separately, 200 hours, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

B. Parks: Nothing to report

C. Materials Recovery Facility (MRF)

1. Approve MRF Supervisor Resignation:

The Town Board thanked Martin Curry's hard work and effort towards the MRF. Motion to accept Martin Curry's resignation as MRF Supervisor effective 11/18, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

2. Approve MRF Supervisor Job Posting and Description:

Motion to move item to after closed session discussion, A. Baxter/S. Brenna, 5 Ayes, Motion Carried.

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3. Appoint Interim MRF Supervisor: Motion to move closed session item to after Liquor Licenses, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

#### D. Airport

1. Hangar Leases: Motion to approve the following lot leases (LOTS 2A, 3A, 7, 7A, 9, 13A, 14 & 16), S. Brenna/M. Anderson, 5 Ayes, Motion Carried.

- a. Lot 2A
- b. Lot 3A
- c. Lot 7
- d. Lot 7a
- e. Lot 9
- f. Lot 13a
- h. Lot 14
- i. Lot 16

### IV. Committees

#### A. Planning and Zoning

1. Use of Easement for setback measurements:

The Town Board discussed the presented easement request to comply with setback measurements. A foundation was poured too close to the neighboring property, the neighbor is willing to allow easement for setback purposes. Zoning Administrator Ed Schaffer presented the easement agreement. The Town Attorney sent out a letter of his legal opinion regarding the use of an easement for setback measurements that has not been seen by the TPC. There is no provision in the Town Zoning Ordinance that dictates what constitutes the "line of the lot, which may need to be amended/clarified in the future to avoid setting a precedent.

Motion to send back to the TPC for review of letter from attorney, A. Baxter/M. Anderson, 5 Ayes, Motion Carried.

2. Certified Survey Map for Parcel #014-00211-0400

#### B. Community Awards Committee

1. Appoint member:

Motion to appoint Seri Demorest to the Community Awards Committee, S. Dobson/A. Baxter, 5 Ayes, Motion Carried.

#### C. Harbor Commission

1. Accept Member Resignation:

Motion to accept Pete Ross's resignation from the Harbor Commission, A. Baxter/M. Anderson, 5 Ayes, Motion Carried.

2. Approve Emergency Repair Fund for Harbor Commission:

Motion to approve Emergency Repair Fund establishment, A. Baxter/S. Brenna, 5 Ayes, Motion Carried.

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3. Greg Nelson Easement Request:

Motion to move to after Liquor Licenses, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

**V. Town Hall Administration**

A. Budget Summary Report:

Motion to approve the September and October Budget Summary Reports, A. Baxter/S. Dobson, 5 Ayes, Motion Carried.

B. Treasurers Report

1. August Report:

2. September Report:

Motion to approve the August and September Treasurer's Reports as presented, A. Baxter/S. Dobson, 5 Ayes, Motion Carried.

C. Island Collaborative Task Force Update:

Samantha Dobson updated the Town Board on what the Island Collaborative Committee will look like and requested adding a sign-up sheet to the next agenda.

D. Approve Treasurer's Resignation:

Motion to approve Melissa Pusateri's resignation as Treasurer effective 1/31/25, A. Baxter/S. Dobson, 5 Ayes, Motion Carried.

E. Approve Treasurer Job Posting:

Motion to approve the Treasurer job posting with a deadline for applications due when the deadline for nominations papers is (Jan 7<sup>th</sup>), A. Baxter/S. Dobson, 5 Ayes. Motion Carried.

F. Approve Internal Accounting Coordinator's Resignation:

Motion to approve Lauren Burtaux's resignation as Internal Accounting Coordinator effective 12/13/24, S. Brenna/S. Dobson, 5 Ayes, Motion Carried.

G. 2025 Chapel Cleaning Update:

There were no bids received for Chapel Cleaning. Possible rebidding in the spring.

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H. Propane Contract Discussion

1. Possible Rebid of Propane Contract:

Motion to move item to after Liquor Licenses, S. Brenna/S. Dobson, 5 Ayes, Motion Carried.

I. Town Board Agenda Order Policy Discussion:

According to Wisconsin Open Meeting Laws, item "Employee Personnel" is not compliant with requirements.

Motion to remove "Employee Personnel" from the Town Board Agenda Policy, A. Baxter/S. Brenna, 5 Ayes, Motion Carried.

J. Agenda for Special Town Meeting on December 3<sup>rd</sup>, 2024:

Motion to add consider compensation modification to Treasurer/Town Clerk positions, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

K. Finalize 2025 Budget:

The Town Board discussed the final details of the budget and increasing the tax levy by 5% of 2024 actual.

Motion to move item to after closed sessions items, S. Brenna/A. Baxter, 5 Ayes. Motion Carried.

L. Baker Tilly Letter of Engagement:

Motion to approve the Baker Tilly Letter of Engagement, A. Baxter/S. Brenna, 5 Ayes, Motion Carried.

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M. Consider merit increases for individual employees/positions

N. Discussion of Town Administrator Candidates

O. Discussion of Accounting Manager Applications/~~Hiring Process~~ Possible Hiring

Motion to move M, N, and O, to after Liquor License, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

**VI. Vouchers**

A. Town of La Pointe:

Motion to approve the town vouchers in the amount of \$203,335.34, M. Anderson/S. Dobson, 5 Ayes, Motion Carried.

**VII. Minutes**

A. Regular Town Board Meeting – October 22<sup>nd</sup>, 2024

B. Special Town Board Meeting – Budget Workshop – October 24<sup>th</sup>, 2024

C. Special Town Board Meeting – Budget Workshop – October 29<sup>th</sup>, 2024

~~D. Special Town Board Meeting – Budget Workshop – November 7<sup>th</sup>, 2024~~

Motion to approve the minutes 10/22, 10/24, 10/29 with language change to 10/29, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

**VIII. Emergency Services:** Nothing to report.

**IX. Public Comment B\*\*:**

Paul Brummer gave a shoutout to Sue Brenna for setting the Island Collaborative Committee Meeting time to 5pm.

John Carlson commented on the Zoning Administrator's attitude during the meeting.

**X. Liquor Licenses:** Nothing to report

**XI. Lawsuits & Legal Issues:**

Motion to go into closed session, S. Brenna/S. Dobson, Roll Call: Mike Anderson yes, Sue Brenna yes, Aimee Baxter yes, Samantha Dobson yes, Glenn Carlson yes, Motion Carried. 6:09PM

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**  
Nothing new to report, no need for closed session discussion.

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**3. Appoint Interim MRF Supervisor: Motion to move closed session item:**  
Discussed in closed session.

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**3. Greg Nelson Easement Request:**  
Discussed in closed session.

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**1. Possible Rebid of Propane Contract:**

Discussed in closed session.

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**M. Consider merit increases for individual employees/positions:**

Discussed in closed session.

**N. Discussion of Town Administrator Candidates**

Discussed in closed session.

**O. Discussion of Accounting Manager Applications/~~Hiring Process~~ Possible Hiring**

Discussed in closed session.

Motion to return to open session, S. Brenna/A. Baxter, 5 Ayes, Motion Carried. 6:47pm

There were several motions/discussion after returning to open session.

Motion to hire Evan Erickson Jr as Interim MRF Supervisor starting 11/19, S. Brenna/A. Baxter, 5 Ayes, Motion Carried.

Motion to approve Greg Nelson's easement request, A. Baxter/S. Brenna, 5 Ayes, Motion Carried.

Motion to give Gene Nelson a firm deadline to sign propane contract by 12pm on 11/15 or propane will be put out for rebid, G. Carlson/M. Anderson, 5 Ayes, Motion Carried.

Motion to approve the 2025 budget as presented with the merit increases included, S. Breann/A. Baxter, 5 Ayes, Motion Carried.

The Town Board has chosen to move forward with zoom interviews with the top 4 candidates recommended by PAA.

A few of the Town Board members will be interviewing an applicant for Accounting Manager after this meeting is adjourned.

The Town Board has decided to hold off on posting for a MRF Supervisor for the time being.

## **XII. New Agenda Items for Future Meetings**

**Island Collab Sign Up sheet**

**Town Board Minutes**

**Auction Items**

**Resolution for Town Board Approving Tax Levy Increase**

**XIII. Adjourn:** Motion to adjourn, S. Brenna/M. Anderson, 5 Ayes, Motion Carried.

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

**Approved with addition to second of motion under Town Administration D. 11/26/24**