

TOWN OF JACKSONPORT BOARD MEETING

Tuesday, September 26, 2017 at the Town Hall

Randy Halstead called the meeting to order at 8:00 p.m.

The Pledge of Allegiance was led by Al Scharrig.

Chairman Randy Halstead, Supervisor Tim Bley, Supervisor Tom Wilson, Treasurer Carol Oram and Clerk Elissa Taylor were present.

Motion(Tom/Tim/Passed) to accept the agenda for the September 26 , 2017 Town Board meeting.

Motion(Tim/Tom/Passed) to accept the minutes of the Town Board meeting on August 22, 2017 and the two special meetings held in September to interview and hire a new Clerk/Treasurer. With that being said, Tom introduced Theresa Cain-Bieri, the newly hired Clerk/Treasurer. Her start date is October 16th.

Treasurer's Report: "The town received a check from Door County Tourism Zone in the amount of \$3,595.50 for June collections and another in the amount of \$8,228.76 for July collections. Door County Kayak Tours donated \$850.00. Launch fees collected in late August and early September totaled \$90.00. Transportation aids from the State have remained the same as last year. Numerous building permits."

Committee Reports:

- Plan Commission – None**
- Parks Committee – Attached**
- Building and Grounds – Attached**
- Tourism Zone - Attached**

Payment of Accounts – Motion(Tom/Tim/Passed) authorizing payment of accounts.

Public Comment: Little Bit made mention that Parallel 44 was looking to expand its business and that Sevastopol was not allowing it. Thought it might be a business opportunity for Jacksonport. She also asked about the five man board topic that came up at the Annual Meeting and the fact that the electors in attendance had voted overwhelmingly in support of the Town Board going in that direction. Note: Only in towns with populations exceeding 2500 can the final decision be made by a vote of the people. In towns with less than 2500, where the Town has village powers, only the town board itself can increase the board size. From the July 2017 minutes, "**Consideration Given to Five Member Board** – Randy made the motion to increase the board size from three to five members. There was no second on the motion. The motion failed."

Land Lease Agreement with Antoinette Christenson – FYI – Motion(Tom/Tim/Passed) to file a memorandum of lease.

Land Donation Agreement with Penny Olson – Quit Claim Status – Randy Nesbitt is rewriting the Quit Claim to correct ownership as the property is held in trust. This transfer should be completed by the October meeting.

Compensation for the Conferring of a Benefit on the Town – Olson and Christenson – Motion(Tom/Tim/Passed) approving the purchase of \$100 gift cards for Antoinette Christenson (land lease for town sign) and for Penny Olson (donated land to the town).

Resolution Supporting Constitutional Amendment to Allow Limits on Campaign Contributions and Conducting a Non-Binding Statewide Referendum – Approved by **Motion(Randy/Tim/Passed)**. "Now therefore, be it resolved that the Town Board of the Town of Jacksonport, Door County, Wisconsin, does hereby respectfully request the Door County Board of Supervisors to support this Resolution and ask the Wisconsin State Legislature, and our locally elected state representatives, to provide the voters of the state with the opportunity to speak through a non-binding state-wide Referendum asking if they, the voters, support an amendment to the United States Constitution stating:

1. Only human beings –not corporations, unions, SuperPACs or similar associations –are endowed with individual constitutional rights, and
2. Money is not speech, and therefore limiting political contributions and spending is not equivalent to restricting political speech.

Clerk/Treasurer Combined Position – Theresa Cain-Bieri has been hired as the new Clerk/Treasurer for the Town of Jacksonport and will begin October 16th.

Parks Committee Recommendations:

The Parks Committee request approval from the town board to obtain bids from design/build firms for finalization of design and actual construction of Lakeside Park’s Changing/Restroom Facility and related 2017 Consensus Plan features. Motion(Tim/Tom/Passed) to approve.

The Parks Committee recommends the town board approve a bench design for Lakeside Park as submitted. Motion(Tom/Tim/Passed) to approve the bench design as submitted. Donors would be asked for funds ranging from \$650 to \$850 to \$950 depending on the size of the bench. The donated amount would cover the bench, the plaque and the installation. The town has already had 4 or 5 people call to ask about donating a bench to the park.

Parks Committee request the town board locate the historical maritime markers and artifacts at the identified location within Lakeside Park, just west of the engineered dunes, reassembling them in-line with their original location. Motion(Tom/Tim/Passed) to have Al Birnschein relocate the markers. Les Kiehnau offered to coordinate the project with Al.

The Parks Committee request the Town Board to direct that any excess soil being removed to accommodate walking path installation be relocated to Lakeside Park for ultimate use in smoothing its terrain. Motion(Randy/Tom/Passed) to approve.

Building and Grounds Recommendation to the Board on a Design/Build Firm for the Town Hall Project – The committee is recommending that the town engage the **services** of the design/build firm of Shuh Construction as the project manager for the Town Hall remodel. They will fine tune the drawings and specs, come up with a cost estimate for construction and, upon Town approval, will competitively bid all construction processes. **Motion(Tim/Randy/Passed)** to approve.

Request County Cut Brush on Junction Between Cty A and Pit Road – MotionTom/Tim/Passed) to approve.

CLAA Requests Authorization to Install Donation Box at Clark’s Lake Boat Ramp – Motion(Tim/Randy/Passed) to approve.

Snow-Goers Requests to Use Town Land During the 2017-18 Snowmobile Season – Motion(Randy/Tim/Passed) to approve.

Set Budget Workshop Date – The budget workshop date is scheduled for October 19th beginning at 6PM.

Creation of a 150th Anniversary Ad Hoc Planning Committee – FYI/Possible Discussion and/or Action – The year 2019 will be the 150th anniversary of the Town of Jacksonport. It has been suggested that Lisa Bieri be asked to coordinate a planning committee with representation from each town civic group. **Motion(Tom/Tim/Passed)** to approve.

Agenda Items for Next Month –

- **Land Lease – FYI**
- **Quit Claim - FYI**

Motion(Tim/Tom/Passed) to adjourn at 9:15 PM

Respectfully submitted,
Elissa Taylor, Clerk

Committee Reports

Parks Committee Report 9/26/17 (Les Kiehnau) - As Parks Committee Chair, I attended Plan Commission’s last meeting and offered to assist in the development and installation of the three town banner assemblies identified on the Town Board-approved Parks Committee’s 2017 consensus plan. The Planning Committee moved and approved that action. Tim Bley is checking into the masts and I’m checking into the actual banners.

The Parks Committee had another productive meeting on September 11th, in which we met with two design/build firms and discussed the proposed Lakeside Park Changing/Restroom facility consensus plan. Post meeting, a third firm has also expressed interest in the project.

The intent was to receive initial feedback before going out to bid. The goal is to have an aesthetically pleasing, cost effective, functional design which differentiates Jacksonport in a good way. The committee also asked the design/build firms' opinions on the most appropriate time to bid this project out, and build the facility ... to keep construction cost as low as possible. The detailed consensus plan provided was well received by each firm. The committee raised and confirmed a few items of potential cost savings and confirmed an appropriate development timeline... final drawings and specs this fall/winter, bids late winter, and construction just after Memorial Day.

As a result, the Parks Committee moved and unanimously passed the motion outlined on the Town Board' 9/26/17 agenda as item 11, a, 1: The Parks Committee request approval from the town board to obtain bids from design/build firms for finalization of design and actual construction of Lakeside Park's Changing/Restroom Facility and related 2017 Consensus Plan features.

The Parks Committee also continues efforts to refine Jacksonport Park's identification signs and rules signs, addressing both their design and cost.

After a few months of research and review the Parks Committee moved and unanimously passed the motion outlined on the agenda as item 11, a, 2: The Parks Committee recommends the town board approve a bench design for Lakeside Park as submitted. The chosen park bench design provides a range of sizes (i.e. costs + appropriate install fee) and the ability to receive a small memorial plaque (if appropriate and wanted by a donor).

The Parks Committee's continued progress on the maintenance front resulted moving and unanimously passing the motion outlined on the agenda as item 11, a, 3: Parks Committee request the town board locate the historical maritime markers and artifacts at the identified location within Lakeside Park, just west of the engineered dunes, reassembling them in-line with their original location.

Mr. Lutz, the property owner adjoining Lakeside Park to the south, has graciously offered to stain/paint the Park's two garages. The Park's Committee moved and unanimously approved a color and to accept Mr. Lutz's offer, and has purchased and provided him the stain, paint and a roller insert. The color selected in a warn, dark, gray.

To assist in smoothing some of the terrain within the park, the Parks Committee moved and unanimously passed the motion outlined on the agenda as item 11, a, 4: The Parks Committee request the Town Board to direct that any excess soil being removed to accommodate walking path installation be relocated to Lakeside Park for ultimate use in smoothing its terrain. The most appropriate spot to start the fill/grading process was determined to be the Northwest corner of the park.

Building and Grounds Committee Report 9/26/17 (Les Kiehnau & Tom Ash) - The Building and Grounds committee provided Keuny's completed 2nd design package to Design/Build-Construction Management firms for discussion, review and comment. The committee met with three firms.

Overall Construction Management costs appear to be in the range of 12+/-% of overall costs, for each of the three firms. Construction management services are intended to ultimately refine the drawings and specs to achieve enough contractor attention, participation, and scheduling accommodation (over the fall and winter), to maximize cost savings and efficiently get the project constructed.

Discussions revealed that the cost of materials and labor continue to escalate due to an improving economy and in part to major hurricanes and floods (i.e. drywall, roofing, insulation, piping costs, etc. have had major cost increases) albeit this is anticipated to wane somewhat as production catches up with demand, barring further natural disasters.

The last month's activities resulted in the Building and Grounds Committee moving and unanimously passing a recommendation addressing the Town Board's September 26,2017 agenda item 11, b: Recommendation to the Board on a Design/Build Firm for the Town Hall Project.

Motion: The Buildings and Grounds Committee requests approval from the Town Board to hire construction management services from Schuh Construction, Inc. to coordinate the finalization of design and actual construction of the Town Hall/Fire Station.

Subject to final contract negotiation, Schuh would provide construction management services and seek multiple competitive bids for all major construction categories of the project.

Tourism Zone – Little Bit did not have a formal report but shared huge concerns over legislation in play that would allow outfits such as Air BNB to collect and hold room tax based on zip codes. Waiting on further information from the TZC.