

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: January 8, 2021

DATES OF REPORT: December 19, 2020 through January 8, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- Dock Passenger Shelter Project
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Contract with Kathleen Erickson for Lawn Care. This contract is for grass cutting, trimming, etc. at the Greenwood Cemetery for 2021.
- Public Service Commission of Wisconsin (PSC) Energy Innovation Opportunity (EIO) Grant Project and Application. The Energy Committee recommended that the Town Board contract with Solar CBI to compile information regarding possible solar projects on Town property and make recommendations to the Committee about what projects to pursue and the viability of applying for an EIO grant. The Energy Committee is meeting on Friday, January 8 at noon to hear the recommendations. They will in turn make a recommendation to the Town Board about how to proceed. I will distribute that information to the Board on Monday, January 11 for consideration at the January 12 meeting. The grant is due on January 21, 2021.
- Consider Land Swap with Evan J. Erickson for ESB Utility Easement; Parcel Numbers 014-00198-0202, 014-00198-0203, 014-00198-0204, and 014-00199-0000. See separate memo.
- Town Administrator Hiring Process. Ads for the position will be posted in many locations as per the PAA contract. Lisa and Kevin are putting together a community profile that will be sent out to many towns via the WI Clerk's mailing list.
- Change Order #2 with Five Star. See separate memo.
- Change Orders # 7 and #8 with Berghammer. See separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- I met with Cindy, Rick and Bill on January 7 to discuss the ESB construction, outfitting and logistics of moving in. The plan is to begin the move on or before 2/28/21.
 - We discussed the budget for equipping the building and went over what is yet to be purchased. All items on the list have a monetary placeholder
 - All volunteers and staff who will be occupying the building will need to go through training regarding the door/lock system, the conference equipment, and other equipment associated with the building.
 - Ray the Town's Facilities Manager will be responsible for learning and maintaining the systems in the new ESB.
 - Cindy, Rick, Bill and I will meet again in two weeks to go over where construction and purchasing is at.
- Town emergency services staff/volunteers have begun getting their COVID shots – yippee!!
- Town staff are meeting onsite with St. John's/Wood's Hall representatives on Friday 1/8/21 at 2:30 to review a draft lease agreement and discuss matters related to that agreement. The agreement must be reviewed by church and Wood's Hall committees prior to coming to the Town Board for consideration.
- Barb will be taking some time off in January – yippee for her!

TO: Town Board

FROM: Lisa Potswald

RE: Amended Town Board Agenda of January 12, 2021

DATE: January 11, 2021

1. We received three additional change orders from Berghammer:

- Change Order #9 – Add liner panel to apparatus bay. The structure was spec'ed out with the area above the administration rooms being left open. Wendel recommended, and I agreed, that it should be closed in.
- Change Order #10 – Deduct bollards on northeast corner. Bollards were taken out of the plan to allow for adding a parking lot on the northeastern side of the building.
- Change Order #11 – Add exterior lettering. The specs called for the building being labeled "La Pointe Emergency Services Building". The change order adds "Town of" to the lettering.

The total amount of the three change orders adds **\$2,080.50** in expenditures.

2. You have received information about a possible land swap with Evan J. Erickson that will benefit the Town. Because the Town is both giving away and receiving property, it must go to the Townspeople for approval. There is one other item that must go to the electors for approval – that is building/installing the shed at the cemetery. The Town Board can either schedule a special Town meeting to deal with these two issues or wait until the Town meeting in April. The survey to be conducted by Nelson Surveying would not happen until the snow is gone. If the Town Board votes to bring this matter to the electors for consideration, I can let Nelson Surveying know to tentatively put this project on their schedule.

Please let me know if you have any questions about any of these matters.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: January 22, 2021

DATES OF REPORT: January 8, 2021 through January 22, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- Dock Passenger Shelter Project
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Training new Town Board Member(s). The Town Board could have up to two new Board members post-election. What specific steps/training do the current Town Board members recommend that any new Town Board member engage in? Do you want any training for the Town Board as a whole, and if so, what training?
- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. For Line Item 15 in the Schedule of Values, 250 linear feet of timber fendering was proposed in the Bid Documents. Only 202 linear feet of timber fendering was installed by Wren Works. They have been paid accordingly. The intention with Change Order No. 4 was to modify the final quantity of timber fendering to 202 linear feet, to “clean up” the Schedule of Values. This does not affect the “bottom line” of the project; it only corrects a mistake in documentation. Max Lindsey has reviewed and approved this action by the Town Board.
- TA Search Update. I received an email from PAA on 1/21. They have received three applications and Kevin has communicated with four people who appear to be interested in the position.
- Madeline Island Museum. I sent a follow-up email to Christian Overland from the Wisconsin Historical Society on January 21, 2021 and received the following response the same day: *“Unfortunately, I have not had access to review the court pleadings yet. My staff is working on this and they will brief me soon so I can then meet with the La Pointe Town Board in the very near future. Does the town board meet every Tuesday?”* I responded that the Town Board meets the second and fourth Tuesdays. I will keep you informed as I hear more.
- Exchange Project Update. Barbara With has asked to present an alternative plan for the Exchange to the Town Board at the January 26th meeting. Debbie Knopf contacted me on January 19 to assure me that St. John's/Woods Hall committees are meeting weekly to develop a plan for operating the Exchange this summer and intend to have a plan to present to the Town Board in March. Since Town

staff were already in Board-approved negotiations with St. John's/Woods Hall on this project, I recommend that the Town Board wait to entertain alternative proposals until after St. John's/Woods Hall committees have completed their planning process and present their proposal to the Town Board, and for the Town Board to receive staff recommendations before making any decisions about how best to proceed.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- OEI solar grant due on 1/22/21. The Energy Committee met on January 19 to discuss how to proceed with this application. Due to some confusion on the part of possible subcontractors about which projects to apply for and the short timeline, the Energy Committee voted to not apply for the grant. We will watch for future grant opportunities.
- Assistance for Firefighters Grant (AFG) due 2/12/21. The Fire Department wants to submit a grant for replacing approximately 11 sets of outdated SCBA equipment that was donated to the department after the fire. Red is getting me the final amount to request. A local match of 5% of the grant is required. Please approve submission of this application in an amount not to exceed \$50,000.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- COVID vaccinations update. The La Pointe Clinic received its first delivery of vaccines on 1/19/20, with emergency services folks first in line. All three PD officers and all Ambulance Services members have received their first round of vaccinations, so the Clinic will focus on the Fire Department members who haven't yet received vaccinations in their first round.
- We held a Department Heads meeting on Thursday 1/20/21 and discussed the following:
 - *Town requirements for COVID vaccinations*. The CDC/EEO indicates that employers can mandate vaccinations. We discussed mandating vaccines this a.m. and the majority of folks present did not want to mandate shots for employees and volunteers at this point. Should that change, policies regarding such a mandate will come to the Town Board for consideration.
 - *ESB updates*. You have received regular and other updates from me.
 - *TA recruitment update*. See above.
 - *Introduced Ray Hakola, Facilities Manager*.
 - *Discussed 2021 projects and department updates*. I will be meeting with Ben and Ray very soon to develop timelines for publishing bid documents for priority projects (Town Hall, Library, Rec Center).
- After the Department Heads meeting, I met with Cindy, Bill and Rick regarding the ESB:
 - *Purchases yet to be made*. Most remaining purchases are in the works. I am waiting for purchase orders for equipment, tools and other items for the apparatus bays, and for the window blinds – you will see them soon.
 - *Plans for moving into the ESB*. Rick, Cindy and Bill assured me that they have specific plans in place for the move to the new building. We will review them more specifically as we get closer to the actual move.
 - *Training on building*. All staff and volunteers who will have access to the building (Fire Department, Ambulance Service, Police Department, Public Works) must go through a training session to learn how the door locks, security system, overhead doors, conference equipment, and other equipment in the building works to ensure everything is used correctly.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 19, 2021

DATES OF REPORT: February 6, 2021 through February 23, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. Barb reviewed the financials and had some questions which I have now passed on to the Town's attorney. **Please table this agenda item.**
- Superior Tech Services Contract Amendment. Due to the ferry shutting down, the contract is being amended to May 1, 2021 to allow for delivery and installation. If there is an ice road, it could happen sooner.
- TA Search Update. Please see email from Kevin Brunner dated **February 3, 2021**. **Set mtg to review applicants?**
- **MRF job descriptions?**
- Airport Ordinance Rewrite. See separate memo.
- Requests for Bids. You have received four Requests for Bid (RFB):
 - Paint Town Hall Interior
 - Install New Town Hall Floor
 - Recreation Center Restroom Remodel
 - Construct Passengers' ShelterPlease consider approving these for publication on or about February 24, 2021. Bids will be due and opened at a Town Board meeting on March 23, 2021.
- **Big Water Contract?**

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- You received an email from me updating you on construction of the ESB on 2/16/21. MTG with Police, Fire, Ambulance, Public Works?

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 19, 2021

DATES OF REPORT: February 6, 2021 through February 23, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
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- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
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- Town Administrator

3. Town Board Agenda – Information/Comments

- Special Assessment Process for Big Arns/Brians Roads. You have received information designed to inform you about previous assessment processes and the decisions to be made for this process.
- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. Barb reviewed the financials and had some questions. SmithGroup is working with Wren Works to put together a letter that resolves these questions. If not received, please table this agenda item.
- Superior Tech Services Contract Amendment. Due to the ferry shutting down, the contract is being amended to May 1, 2021 to allow for delivery and installation. If there is an ice road, it could happen sooner.
- TA Search Update. I am waiting to hear back from Kevin at PAA to see about setting up a meeting with him and the Town Board.
- Airport Ordinance Rewrite. See separate memo. This meeting can either be your first read, or you can decide to adopt it.
- Requests for Bids. You have received four Requests for Bid (RFB):
 - Paint Town Hall Interior
 - Install New Town Hall Floor
 - Recreation Center Restroom Remodel
 - Construct Passengers' Shelter

Please consider approving these for publication on or about February 24, 2021. Bids will be due and opened at a Town Board meeting on March 23, 2021.

- Nelson Construction Dock Lease. You will an email memo from me regarding this matter. I spoke with Max and he wants to check on a few things before giving his legal opinion.

- American Tower Report and Affidavit. You have received information regarding this matter. The Town Board should consider approving the Town Board Chair to sign the documents.
- Contract Amendments for the ESB. The Town Board is requested to consider extending the contract for each of the following as listed:
 - Berghammer Builders – through 3/31/21
 - Nelson Construction – through 7/1/21
 - Five Star Electric – through 3/31/21
 - Brown Plumbing – through 3/31 21

Construction insurance will be extended through 3/31/21 as well. The Wendel contract does not need to be extended as it is a time and materials contract.
- Ribbon-Cutting/Open House for ESB. Does the Town Board want to plan a ribbon cutting/open house for the ESB? We could do it when we have occupancy in March, or we could wait until the summer. You may want to set a tentative date.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- You received an email from me updating you on 2/16/21 regarding construction of the ESB. As stated, due to many factors, this is a rapidly evolving project with the certificate of occupancy meeting with James Price **tentatively** scheduled for March 8. Tim the Project Manager and I have talked about the training that those using the building will need and will make arrangements for that to happen. The Town cannot occupy the building (putting trucks/ambulances in the building, etc.) until we have the certificate of occupancy.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 5, 2021

DATES OF REPORT: February 24, 2021 through March 5, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Special Assessment Process for Big Arns/Brians Roads. Micaela will prepare the assessment resolution for a future meeting. Please let me know if you have any questions.
- TA Search Update. The Town Board has chosen to conduct remote interviews with four candidates on March 11. Out of those interviews, the Town Board will identify finalists. Lisa will work with Town Board members to establish up to 10 questions for those interviews.
- Dock Lease with Nelson Construction. Please consider signing the lease.
- Airport Ordinance Rewrite. See separate memo you previously received.
- Airport Statement of Intentions. Please see separate memo.
- Post for Summer Jobs. Please consider approving these postings.
 - Campground Host #1
 - Campground Host #2
 - Campground Assistant
 - Parks #1
 - Parks #2
 - Parks #3
- MRF Job Descriptions. Please consider the following job descriptions.
 - MRF Supervisor
 - MRF Recycling Specialist
- Appoint MRF Supervisor. Please consider appointing Martin Curry as the MRF Supervisor for up to 40 hours per week at a salary of \$20.00 per hour effective March 27, 2021. Attached to this report you will find Motions to Hire Employees for your convenience.

- Appoint MRF Recycling Specialist. Please consider appointing Joe Abhold as the MRF Recycling Specialist for up to 40 hours per week at \$23.46 per hour effective March 9, 2021. Attached to this report you will find Motions to Hire Employees for your convenience.
- Fire Department Share of Furniture Purchase. Please see separate memo that will be distributed on Monday, March 8.
- Public Arts Committee – Gateway Art Project. See separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- I previously reported on vandalism to one of the windsleds. The Marina made the repairs at a cost of \$728.50.
- You received emails from me updating you regarding construction of the ESB. As stated, due to many factors, this is a rapidly evolving project with a number of last-minute problems. The certificate of occupancy meeting with James Price is **tentatively** scheduled for Tuesday, March 9. Depending upon if there are any final corrections to be made, the Town should receive the certificate of occupancy between 3/9 and 3/16.
- Tim the Project Manager and I have talked about the training that those using the building will need and will make arrangements for that to happen. The Town cannot occupy the building (putting trucks/ambulances in the building, etc.) until we have the certificate of occupancy.
- I know that Town Board members are anxious to tour the ESB – we will set up a time for a tour as soon as possible after the certificate of occupancy is final.
- I have scheduled a vacation from April 12 through 23 to burn up some of my accumulated vacation time. I will not be here for the April 13 Town Board meeting or the April 20 Town meeting, however I will have everything ready for both meetings prior to starting my vacation. I will be off the island and have asked Barb to serve as Town Administrator while I am away – she actually agreed to do so!

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 19, 2021

DATES OF REPORT: March 6, 2021 through March 19, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- TA Search Update. The two finalists will meet with staff on Friday, March 26 and will interview with the Town Board members on Saturday, March 27.
- Open bids. The Town Board will be opening bids for the following projects: Painting the Library Exterior, Painting the Town Hall Interior, Replacing the Town Hall Floor, and Constructing the Passenger Shelter. We have to review all the bid information before we can declare the low bidder, so the only information to be read at the Town Board meeting is the bidding firm and the bid amount.
- July 4th Fireworks Inquiry. The Madeline Island Chamber of Commerce Board must start the process for obtaining permits for the fireworks if they are to be held in 2021. MICC would like to know the Town Board's opinion regarding whether the fireworks can/should be held in 2021.
- Airport Stimulus Funding. Please see separate document and memo. Between CARES and Stimulus funds, the airport will receive a total of \$29,000 that can be reimbursed for actual expenses over a period of three and four years.
- Public Officials Bond Coverage/ Policy. Please see Barb's memo. The Town Board should select which insurance company to engage for this coverage.
- Agenda Items for the Annual Town Meeting. I recommend that the Land Exchange between Evan Erickson and the Town is included, along with installing the storage building at Greenwood Cemetery. Both are required by statute to be approved by the electors.
- Post Office Operation Concerns. I requested that this issue be included on the Town Board agenda for consideration by the Town Board to send letters of concern about the inconsistent USPS service on the Island. While I understand the USPS is a national issue, the problems with inconsistent and undependable service and staffing on the island is a local issue.

- Updates on Construction of Emergency Services Building (ESB). I apologize for all the emails the Town Board and staff have been receiving, however final completion of the ESB continues to be a very fluid situation. As of this writing, we should have full completion by 3/29. I will continue to keep everyone informed.
- Exchange Presentation. You will receive information from St. John's regarding their proposal for operating the Exchange – I suggest moving this to the top of the agenda after opening bids. Should the Town Board approve it in concept, Town staff will work with St. John's to develop an operational plan and associated contract. Marty Curry, MRF Supervisor, will attend the meeting.
- MRF Truck. Ben will be providing information about possible MRF truck options. Staff will be available at the meeting to answer questions.
- Community Center Work Group. Dorgene has prepared a memo listing the Work Group members recommended by the Library Board. Because this is a Town Board appointed Work Group, the Town Board must also consider approving the members.
- Emergency Services Building Policies and Procedures. Rick, Cindy, Bill, Ben, Ray and I met on 3/18/21 to put together ESB policies and procedures – they have each reviewed and approved the document. This document will remain fluid for a period of time as the departments start using the building and run into issues that need to be addressed in policy or procedure.
- SmithGroup Billing. Attorney Max Lindsey will be available to discuss this matter in closed session.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- The Town Board currently has a policy that no one who owes the Town money can serve on a Town committee. It was suggested that the Town Board consider expanding this policy to include businesses/people who propose to contract with the Town. I have contacted the WTA to get direction from them and will work with the Town's attorney to put together draft language for the Town Board's discussion/consideration.
- Jim Patterson is presently the Town Board representative for the Winter Transportation Committee and is the chair of the committee. There will be at least one new Town Board member in April. I suggest that the appointment to the Winter Transportation Committee by the Town Board be made at the second Town Board meeting in April.
- Vacations:
 - Ben will be on vacation the week of 3/22 through 3/26. Ray and Evan will be primary contacts.
 - Barb will be out of the office from Thursday, April 1 and back in the office on April 7.
 - I will be on vacation beginning Monday, April 12 and back on Friday, April 23.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 9, 2021

DATES OF REPORT: March 20, 2021 through April 9, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Ordinance 2020-01: AN ORDINANCE CREATING "FACE COVERING REQUIREMENTS DURING THE COVID-19 PANDEMIC. Please see separate memo.
- Hire Summer Staff. See separate memo and motion to hire forms.
- Personal Vehicle Use Policy. See separate memo and policy.
- Salary Increase When No Town Insurance. See separate memo.
- Consider and Sign Substantial Completion Forms for ESB. See separate memo.
- Contract with On the Rock Roofing to Install Flooring in the Town Hall. You have received a copy of the contract; we recommend approval. Work will begin in May as soon as the interior painting is done.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- Please see attached draft Orientation plan for new Town Administrator. Please feel free to modify.
- I will be on vacation beginning Monday, April 12 and back on Friday, April 23. I can be reached by email/text/telephone.
- The Town Hall will be in disarray while painting and flooring is happening. Please call the 715-747-6913 number with any questions. Dorgene is coordinating day to day activities onsite.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 23, 2021

DATES OF REPORT: April 10, 2021 through April 23, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- PAA Travel Expenses. Please see separate memo from Barb and email from Kevin Brunner.
- 2021-2022 Contract with Big Water Fire Apparatus LLC. Please see separate contract distributed.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- James Price and Tim Gagner will be on the Island to meet with Ben and me on Monday to close out all the building inspector paperwork for the ESB.
- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town is scheduled for May 11. Should there be any problems, Wren Works will be responsible to correct them.
- I will be starting the performance evaluation process for 2021 in mid-May by distributing the evaluation form and instructions. It is my intention to meet with each department head to review his/her past year's performance and to include Michael in the process.
- The Town Hall walls and ceilings look wonderful!! The flooring selected will be perfect and will hopefully be installed the week of May 10. After the flooring is in, everything will be returned to its original location and the old Town Hall will be painted. An important investment in maintaining our Town Hall!!

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 6, 2021

DATES OF REPORT: April 24, 2021 through May 6, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- **Ambulance Director and Assistant Director Position Descriptions.** Please see separate memo and position descriptions.
- **Fire Inspector Position Description.** You have received a copy of the description.
- **Campground Host and Campground Assistant Job Descriptions.** Please see separate memo and job descriptions.
- **Property Donation.** Please see separate memo.
- **CA Nelson and Son Lease.** See ten-year lease which was distributed to you.
- **Passenger Shelter Construction.** Please see separate memo.
- **Ashland County Property Parcel 014-00215-0600.** Ashland County has asked if the Town is interested in purchasing this property. Refer to email regarding this matter.
- **ESB Additional Work.** Please see separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town is scheduled for May 11. Town staff and MIFL staff did a walk-through on May 6 in preparation for the inspection. All of the

same people will be at the walk-through and we are prepared to present the repairs that must be made to SmithGroup and WrenWorks.

- Town Hall renovations have been at a standstill this week while waiting for the flooring to arrive – hopefully on May 7. A self-leveling mastic will be applied to the floor before they start laying the vinyl.
- Town Board Chair Glenn has requested some changes in processes such as setting each agenda. Town Hall staff will now meet with him to set each agenda prior to each Town Board meeting.
- Barb and I are both out of the office on Friday, May 7. Both of us will be back on Monday. I can be reached by cell phone should something arise.

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 21, 2021

DATES OF REPORT: May 6, 2021 through May 21, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Contract Amendment/Payment to SmithGroup. Please see separate memo.
- Ambulance Director and Assistant Director Position Descriptions. Please see separate memo and position descriptions.
- Baker Tilly Auditing Services. Please see agreement for auditing services.
- Downtown Property Donation. Please see separate memo.
- Passenger Shelter Construction. The Town received word this week that the Wisconsin Coastal Management Program will extend the grant agreement through the end of 2021 and will also consider a further extension if needed. Ben, Ray and I recommend that the Town Board rejects the bids for the passenger shelter at this time and rebid the project when the price of lumber comes down.
- Purchasing and Contracting Policy Amendment. Please see separate email.
- Video Surveillance Policy. You have received a draft of a Video Surveillance Policy for town property. This has been reviewed by and discussed with Department Heads. Please let me know if you have any questions.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- The Wisconsin State Hazard Mitigation Officer contacted Matt Erickson, Ashland County Highway Commissioner to let him know that the Federal Gov't is bringing back legislative appropriations ("earmarks") for BRIC (Building Resilient Infrastructure and Communities)-eligible projects. She thought that Ashland County's County H stabilization project on Madeline Island would be perfect for this funding. If the county applies, the grant requires a 25% local match. If the Town applies and can

qualify as a “small, impoverished community”, the match is only 10% - a difference of \$180,000 in match for this project. I am working with them to see if we can prepare an application for this project.

- I will begin preparing another Assistance To Firefighters grant for the fire department after June 1. This program provides equipment and gear for wildland firefighting.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town happened on May 11. Attached to this report is the Final Walk-Through report. SmithGroup must approve the repair work that is required, and then Wren Works will schedule. I have told SmithGroup via email that the Town will not pay for any repair work cited in the Final Walk-Through Report.
- The flooring for the Town Hall arrived on 5/17, however the primer required by the manufacturer did not. It is being “overnighted”, so hopefully work on the floor will begin on Monday 5/24. We hope to be able to start moving back into the Town Hall in midweek of next week.

TO: Town Board

FROM: Michael Kuchta

RE: Town Administrator's Report

DATE: June 4, 2021

DATES OF REPORT: May 22-June 4, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Cell Tower: Ric Gilman is working on permits.
- Updating Ordinances: Lisa Potswald and Paul Wilharm continue to work on an airport ordinance
- Policies:
 - Personnel: Lisa expects to have a revised policy complete before the end of June
 - Personal use of vehicles: I expect to discuss this with department heads at the monthly June meeting
- 2021 Capital Projects
 - You have contract extensions on the agenda for Town Hall painting and flooring
 - Nelson's Survey has begun work on the Erickson property swap
- Personnel Matters: see agenda
- Emergency Operations Plan: Lisa has a draft; next step is to discuss with departments
- COVID-19: At the June 22 meeting, the Board likely will need to rescind the resolution that closes Town Hall. Should also determine which financial process you want to follow moving forward: whether to continue to follow what has been done during the pandemic, to return to previous protocols, or to use a hybrid system
- Public Arts Project: Committee meets June 9 to discuss next steps in the Gateway sculpture project
- Town Hall basement: With the opening of the ESB, we need to work out with the Police Department how to divvy up basement storage space among Police and Town files.
- We have received a request to build a new hangar at the airport; we are assembling an information and procedural packet

3. Town Board Agenda – Information/Comments

- Roads, Dock and Harbor.
 - Northwoods blacktopped culverts, dock approach (and ESB lots) last week. Change order reflects work on three additional culverts.
 - The uncertainty with Wren Works and Smith Group continues over repairs still needed on the dock and payment for the repairs.
 - Reminder: the public hearing on the Big Arns Road assessments is Wednesday June 15 at 5:30 p.m.
- Parks. Ordinance Chapter 432: We are looking for your ideas and priorities in light of the special Board meeting of May 27.
- Town Administrator Transition Plan. Lisa and I have divided a list of tasks and issues. She will close out some tasks before the end of June; I will focus on topics that we expect to be ongoing.
- Resolutions 2021-0608 and -0608A. Your main decision is how much you want to centralize access to town attorneys, to decide who needs to be aware of inquiries, to ensure that there is adequate

discussion in advance, and to decide whether an issue can be resolved through free service from Wisconsin Towns Association before accessing private attorneys.

- Propane contract. We have sent a letter to Gene Nelson asking whether he can renew contract at same rate. If not, contract will need to go out for bid. In addition, what could come into play is the Town policy that prevents the Town from entering a contract with an entity that owes money to the Town.
- Fire Chief's Report. This annual grant provides equipment and gear for wildland firefighting. The Town's share is 50%.
- Fire Chief Personnel Matter / Contract with Community Security Solutions. You have received a separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- We are waiting to hear back from Ashland County and Wisconsin Emergency Management about the possibility of qualifying through the federal BRIC process for a shoreline stabilization grant for County H, Joni's Beach, and perhaps other locations. Deadline to submit is June 21.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- The town has received a data request for environmental information dating back to 1900 on the MRF parcels. We are waiting to hear from Trileaf Environmental Architecture and Engineering of Schaumburg, Ill., if they are willing to pay for the time and effort required to fulfill their request.
- The University of Wisconsin Extension released the report on its Chequamegon Bay Regional Housing Survey. The report does not appear to be posted online yet; if you want a PDF version, email me – I will be happy to send it to you.

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: June 5-18, 2021

1. Accomplished/Completed

- Lisa Potswald submitted the Fire Fighter Protection grant application to the DNR on June 10.
- Resolution 2021-0622 is prepared for Town Board action.

2. Coming Up

- Representative from Superior Tech Services will visit Town Hall on June 23 to assess possibilities for a video conferencing system. Micaela Montagne and I will be there.
- I am scheduling a discussion before the next meeting cycle to assess our current agenda preparation processes and responsibilities.

3. Town Board Agenda – Information/Comments

- Roads, Dock and Harbor.
 - Northwoods Paving: The change order is on the agenda for your approval; Northwoods blacktopped three additional culverts. This work is complete.
 - County Road H Shoreline Mitigation: see separate memo.
 - Dust Abatement: See separate memo.
- Parks. You have Ben Schram's request for a wage increase for Ciara Wiggins, and authorizing posting the RFB to remodel the Rec Center restrooms
- MRF. St. John's is requesting that the MRF site be open on Thursday Aug. 5 so the church can direct people from the church bazaar to the Island Closet for items that are available only at the closet. I am awaiting more details from the congregation before discussing with MRF staff.
- Public Arts Committee. An update on the Gateway sculpture is included in your packet. The committee is looking for:
 - Permission to place the sculpture on Town property (most likely, the new greenspace being donated on Main Street)
 - The Town to include the installation under the Town's liability insurance policy.
- Resolution 2021-0622. A separate memo is provided.
- Emergency Services Building:
 - Open House is scheduled for Saturday July 3, 1-4 p.m. Town Board should clarify which account(s) to charge expenses – which primarily will be for postage and light snacks. Barb Nelson advises that three viable options are ESB Outfitting Designated Fund, ESB Contingency, or ESB Excess Cash. Using Contingency or Excess Cash would be divided 50% to Fire, 25% to Police, and 25% to Ambulance.
 - Grading and gravel in the east parking lot was completed June 15.
 - See separate memo from Lisa on unresolved issues.

4. Follow Up on Previous/Ongoing Projects

- Updating Ordinances:
 - I am reviewing the most recent draft from Lisa and Paul Wilharm on an airport ordinance

- Policies:
 - Personnel: Still expecting a draft to share by the end of June
 - Personal use of vehicles: under development
- 2021 Capital Projects
 - **Dock:** The standoff continues between Wren Works (the contractor) and Smith Group (the project manager) over a concrete patch, sawcut, and caulking that are necessary on the dock. Smith Group has not made final payment to Wren Works. In the latest exchange of emails on June 15, Smith Group said:

“This is not additional work that will be paid for, but rather, work that was identified during the final walk-thru as items needing to be fixed in order for the work to be satisfactorily complete to the Owner.”

Wren Works replied: “I completely agree the work needs to be corrected to satisfy the Owner, however the work being requested was not in the plan drawings or specifications. This work is outside the bid and should be paid for. Kindly advise.”

I have kept town attorney Max Lindsay in the loop on the dispute.
 - **Town Hall:** Painting of Old Town Hall will take place after the June 22 Town Board meeting. Flooring on the back stairway still needs to be installed; the contractor says it will be done on the next “rain day.” Ben Schramm is compiling a list of hours and costs his crew incurred for moving furniture and clean-up – tasks that were the contractor’s responsibility under terms of the contracts.
 - **Erickson property swap:** Awaiting results from Nelson’s Survey.
 - CSS Investigation: Staff from CSS were on the island June 11-12. They expected to submit their findings to me on June 18, though additional information was still outstanding from the Police Department. I will review the findings from CSS and conduct additional research as necessary. Given that the next Regular Town Board Meeting is not scheduled until July 13, I anticipate that a Special Meeting will be needed once my review is complete.
 - Town Hall basement: Police Department says it needs to continue using secure storage space in Town Hall, rather than moving everything to the ESB.

5. Grant Report

- Fire Fighter Protection grant application and County Road H Shoreline Mitigation grant application are mentioned elsewhere in the report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- The Bayfield School District’s Building and Grounds Committee reviewed a “conceptual proposal” on June 15 regarding the La Pointe School. The rough estimate they provided in advance is \$1.66 million to renovate the existing building. An option – if I interpret it correctly -- is \$1.48 million to demolish the existing building (except the gym, kitchen and storage) and replace it with a 4,250-square-foot addition for classroom, office, and storage space.
- I attended the monthly Chamber of Commerce board meeting June 16. Long-term visits to the island are up significantly this year, replacing many of the one-day, overnight visits. There is a significant increase in visitors from Madison and Milwaukee areas, though Twin Cities remain dominant. Long-term visitors are altering arrival and departure patterns, seeking different

experiences, have different spending impacts, and have different expectations of businesses. Staffing remains a challenge for retailers and restaurants; many are adjusting hours and operations to ensure more balance and availability across days in the village area. Chamber board is hoping to create an economic development work group to assist with transitions for business owners who hope to retire, to identify recruitment opportunities for existing and potential businesses and services, and to take a holistic look at related challenges, including housing and transportation. They hope the Town and county/counties will partner in this effort.

- Among my meetings in the past two weeks:
 - Discussion with Charlie Meech of Madeline Island School of the Arts about how the restricted ferry schedule is affecting operations. He is looking at options, including establishing independent water transportation and proposals to modify the school's existing conditional-use permit.
 - Discussion with Winona LaDuke about ideas she is considering for increasing Indigenous presence and partnerships on the island, including through food, housing, and business start-ups.

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: June 19-July 9, 2021

1. Accomplished/Completed

- Revision of Community Awards Committee prepared for Town Board action
- Follow-up on CSS investigation, to be presented to Town Board

2. Coming Up

- Community discussions scheduled to follow up on Town Plan Commission "junk" survey. Sessions scheduled for Aug. 12, Aug. 17, Aug. 21. Each session will have a specific theme: 1) Vehicles, 2) Setbacks and Sightlines, 3) Logistics.

3. Town Board Agenda – Information/Comments

- Roads, Dock and Harbor.
 - Wren Works was scheduled to complete required work on Tuesday July 13. Final work was necessary to repair concrete spalling, cut a joint into concrete along steel plate, and seal the joint. Wren Works (the contractor) and SmithGroup (the project manager) have not resolved which one will pay how much of the final cost, but cost will not fall on the Town.
 - Contract for Joni's Beach. Contract extension is requested so work can be done after the busiest part of the season.
- Airport
 - Hangar Lease 9A. In your packet are applications for the transfer of the current lease and the application by Burwell Enterprises for a new lease. Leases must be approved by the Town Board. We are collecting additional and supporting documentation to fulfill administrative requirements.
 - Industrial lots. See the separate memo.
 - Contract with Nelson Surveying. The proposal will update boundaries of industrial lots and hangar sites; that will help Public Works better manage the property and leave the Town better prepared to move on requests for new hangar construction. Nelson did the previous airport survey in 2017, so will be able to build on previous work.
- Community Awards Committee. See the separate memo.
- Town Hall Administration.
 - Town Board Workshop. If there is desire to begin work on a new Comprehensive Plan sooner than later, Board should decide framework in time to build the investment into the 2022 budget and to seek additional outside funding. Plan Commission members have been informed of the potential workshop and invited to participate. The insurance benefits question should be standardized, instead of the current practice of handling requests on an individual basis. Again, if there are budget implications, now is the time to investigate them in time to incorporate into 2022.
 - Contract amendment with North Country Assessment Services. When RFB was issued in 2018, Town sought a five-year contract, and North Country submitted a five-year proposal. However, state requirements at the time limited contracts to three years. This extension covers the additional two years as originally envisioned by both parties, at the same rates.

- Emergency Services.
 - ESB. Now that project manager is no longer on the job, Public Works and I are still hoping to wrap up loose ends from punch list. This include a better water filter, parking lot lights, surveillance camera capacity, and an additional phone line.
 - CSS Investigation. You will receive a briefing in closed session.

4. Follow Up on Previous/Ongoing Projects

- **Updating Ordinances:**
 - Most recent draft from Lisa Potswald, Paul Wilharm, Dave Donkers, etc. on an airport ordinance is under review
 - Fire chief and I have agreed to review language for proposed burn ordinance
- **Policies:**
 - Personnel: Still in drafting stage
 - Use of personal vehicles for Town business: Still in drafting stage
- Land acquisition: Town attorney is tweaking final language of deed and covenants

5. Grant Report

- No updates

6. Lawsuits/Legal Issues

- Town Board members will receive updates in closed session.

7. Comments/Other Information

- Public Art Committee continues to pursue multiple options for Gateway Sculpture acquisition and installation. Moving pieces include timing of transfer of land from Russells to Town; whether it makes more sense for LaPointe Center to purchase and install sculpture and base, then donate them to the Town; or some hybrid arrangement.

(5)TB, Michael, Barb, Micaela,
Public

TO: Town Board
FROM: Michael Kuchta *MC*
RE: Town Administrator's Report

DATES COVERED IN REPORT: July 10-22, 2021

1. Accomplished/Completed

- Contractor completed final repair work on Dock expansion on July 13. Project manager and Public Works signed off on the work; I have authorized release of final payment.

2. Coming Up

- Community discussions are scheduled so residents can pursue major topics raised in the Plan Commission's "junk" survey. Sessions are scheduled at Town Hall for Aug. 12, 17 and 21. Each session has a specific theme (in order): 1) Vehicles, 2) Setbacks and Sightlines, 3) Logistics.

3. Town Board Agenda – Information/Comments

- Airport. You have a separate memo on leases.
- Committees and Boards
 - **Library Board.** Your vote is to approve the motion to hire Vanessa Sowl as a substitute Recreation Program Assistant. Her hiring will make it less likely that the program will need to cancel activities on any given day if one of the regular assistants is absent.
 - **Energy Committee.** Your vote is to authorize the committee to apply for a Critical Infrastructure Microgrid Grant from the state Office of Energy Innovation. The application would seek up to \$100,000 for a feasibility study of creating a self-sustaining microgrid (or grids) connecting solar arrays and battery storage to key island infrastructure, such as the Airport, Clinic, Dock, Emergency Services Building, Materials Recovery Facility, Public Works complex, School, Town Hall, and Winter Transportation facility. If the application is successful, you would have the opportunity at a later date to approve the actual grant.
- Town Hall Administration.
 - **Town Board Workshop.** On July 13, you committed to scheduling a workshop on two topics: updating the Comprehensive Plan, and offering compensation options for Town employees in lieu of health insurance. If you prefer to schedule this workshop in late afternoon/early evening, the best options seem to be Thursday Aug. 26 or the week of Aug. 30-Sept. 2.
 - **LaPointe Gas contract.** The bid was opened on July 13. Your next steps are to first accept the bid, then approve the contract, pending the vendor supplying documentation of required licensing and insurance.
 - **Text Alerts.** You had discussion July 13 about when to send text alerts to community members who subscribe. This proposal provides guidelines for urgent and no-so-urgent events and situations. The Town utilizes Mozeo; there currently are 404 subscribers; each alert costs 5 cents per text, or about \$20 total each time it is used. We currently have enough in our account for about a dozen alerts before we need to purchase more. We sent 119 alerts in 2019, 20 in 2020, and 21 so far in 2021.
 - **Great Lakes Island Summit.** I request authorization to attend this annual summit. The 2021 summit is Oct. 3-5 at South Bass Island, Ohio, in Lake Erie. Registration is \$100; lodging at

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the summit hotels (three nights) would be up to \$310; mileage would be \$845 (1,510 miles round trip); per diem would \$220 (4 travel days) additional lodging en route would be \$192 (2 nights). Total estimated cost: \$1,667, plus ferry fees.

- **Emergency Services.** You have a separate memo on the Emergency Services Building.
- **New Agenda Items.**
 - **Dust Abatement.** Public Works would like to contract with an outside vendor to apply 18,000 gallons of calcium chloride solution to heavily traveled stretches of North Shore, Benjamin, Schoolhouse, and Snowplace. (This is the same treatment used on gravel roads in 2019.) However, because of the cost of the contract – over \$20,000 – state statute requires at least 7 days’ notice about the proposed purchase. The Town Clerk was able to legally post public notice on July 23. That means the Town Board can approve the purchase as soon as this Friday, July 30. We ask you to schedule a special Town Board meeting on that day; if you approve the purchase, the vendor says it could apply the treatment next week.

4. Follow Up on Previous/Ongoing Projects

- **Committees.**
 - **Affordable Housing Advisory Committee** met July 19, for first time since February. Members reviewed the Chequamegon Bay Regional Housing Survey Report from UW Extension. Consensus is that the report provides only limited insight to housing challenges on Madeline Island. In response, committee members hope to explore specific areas and gather concrete data that can be used to pursue funding and appropriate initiatives. They will begin with workforce housing by having one-on-one conversations with island businesses before the end of summer.
 - **Public Arts Committee** continues to work out logistics of the Gateway sculpture and installation. Current preference is to have La Pointe Center handle all fundraising and logistics to acquire and install the sculpture, then donate it to the Town. It is possible it will be easier for the sculpture to be installed before official transfer of the Russell land to the Town. The committee is also considering recommending a joint dedication event.
- **Land donation from Russells.**
 - Deed language is in final drafting stage. As mentioned above, logistics of the Gateway sculpture may influence timing of the transfer.

5. Grant Report

- No updates at this time.

6. Lawsuits/Legal Issues

- Town Board members will receive updates in closed session.

7. Comments/Other Information

- The Ashland/Bayfield County meeting of the Wisconsin Towns Association meets Monday evening, July 26. I intend to attend, though I will have to stay overnight on the mainland.
- The Wisconsin Commercial Ports Association meets in Washburn Aug. 5-6. I hope to be able to attend at least one of the half-day sessions.

(5) TB, Michael, Barb, Michael,
Public

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: July 23-Aug. 6, 2021

1. Accomplished/Completed

- As you authorized on July 27 (and with content assistance from Energy Committee members and potential consultants), I completed and submitted a grant application on Aug. 5 to the state's Office of Energy Innovation for a microgrid feasibility study for critical public infrastructure in La Pointe. Award announcements are expected in late September.

2. Coming Up

- Community discussions begin this week so residents can pursue major topics raised in the Plan Commission's "junk" survey earlier this year. Sessions are scheduled at Town Hall for Aug. 12, 17 and 21. Each session has a specific theme (in order): 1) Vehicles, 2) Setbacks and Sightlines, 3) Logistics. Public notices include the possibility that there may be a legal "quorum" of Town Board members present, but that no action will be taken.

3. Town Board Agenda – Information/Comments

- Committees and Boards
 - **Planning and Zoning.** No recommendations from their Aug. 3 meeting; however, members expect to begin drafting language this winter to plug gaps in the existing Zoning Ordinance.
- Town Hall Administration.
 - **Letter to Bayfield County Board re: Kristle KLR water-bottling operation.** As you authorized at your July 30 meeting, I have drafted a letter urging the county to deny a conditional-use permit. The current draft reflects suggested revisions by individual board members.
 - **Contract with Island Septic LLC.** This contract amendment reflects the company's new owners. The contract has the same terms you approved on June 22, 2021.
 - **Madeline Island Ferry Line.** We expect to receive a memo from the Town's attorney before your Aug. 10 meeting.
- Emergency Services.

Please decide whether or not to authorize applying for one or more of these grants on behalf of our Emergency Services departments.

 - **Enbridge Safe Community First Responder Program.** We have been invited to submit an application for this grant program. Awards of up to \$7,500 are available to police departments; fire departments; and EMT, ambulance, and rescue services. Grants support training, education, or certain types of equipment. The application deadline is Sept. 30.
 - **Compeer Financial Emergency Response Equipment Grant Program.** Awards of up to \$3,000 per department are available for volunteer fire, rescue, and ambulance departments in rural communities. We are eligible to apply this year; application deadline is Aug. 31.

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4. Follow Up on Previous/Ongoing Projects

- **Committees.**

- **Affordable Housing Advisory Committee.** Members expect to survey more than 30 island employers in person before the end of the month to get their sense of the impact that housing availability and affordability has on their staffing and businesses. I can provide a copy of the survey upon request.
- **Public Arts Committee.** Members continue to work through details, funding, and legalities for the fabrication, installation and rights agreements for the proposed Gateway sculpture and base. Their preference remains for everything to be handled by the La Pointe Center for the Arts, then donated to the Town, perhaps in conjunction with the transfer of the Russell property.

5. Grant Report

- No additional updates at this time.

6. Lawsuits/Legal Issues

- No additional updates at this time.

7. Comments/Other Information

- I attended the second day of the Wisconsin Commercial Ports Association annual meeting in Washburn on Aug. 6. I will give a more detailed report in the future.
- With cooperation from the Ferry Line and Chamber of Commerce, I created an informational flier July 29 about the spike in Covid cases in Ashland and Bayfield Counties. I will revise as necessary when county health departments provide updated information.
- I have been consulting with the Wisconsin Towns Association on possible uses of federal ARPA funds. The initial response is that the guidelines are much different from how CARES money could be used.

TB, MICHAELA, MICHAEL, BARB

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: Aug. 6-20, 2021

1. Accomplished/Completed

- By the time of the board meeting, all three community discussions to follow up on the Plan Commission's "junk" survey will have take place. Aimee Baxter, Jim Peters, Ric Gillman and I then will review feedback and draft recommendations for next steps by the Plan Commission.
- The letter you authorized regarding the Kristle KLR project was sent to the Bayfield County Board on Aug. 11.

2. Coming Up

- **Town Board Workshop.** The workshop on compensation for employees who don't take health coverage, and on revising the Town's Comprehensive Plan, is this Thursday, Aug. 26, at 5 p.m.
- **Madeline Island Museum.** I am hoping to coordinate a meeting Aug. 30 with residents interested in starting a Friends group for the museum. We are hoping to have an outline ready before Sept. 15, when Nicholas Hoffman – who is administrator of museums and historic sites for the state historical society – visits the island.

3. Town Board Agenda – Information/Comments

- Public Works
 - **Rec Center.** Ben Schram and Ray Hakola will present ideas for closing the gap in funding between the contractor's bid and what is budgeted for renovating the restrooms. These ideas include targeted solicitation of donations in the community. I raised that possibility with the Chamber of Commerce board earlier this week; they understand the importance of the project and are receptive to participating. Your packet has a draft of a solicitation letter.
- Town Hall Administration.
 - **Budget.** Barb Nelson gave department heads an overview of this year's budget process. Based on those discussions, she and I will draft a revised calendar for the 2022 budget.
 - **Final Payments to Nelson Construction for ESB Work.** This is routine authorization to close out the two contracts the project manager set up for site work.

4. Follow Up on Previous/Ongoing Projects

- Committees.
 - **Affordable Housing Advisory Committee.** Members continue to survey more than 30 island employers in person before the end of the month to get their sense of the impact that housing availability and affordability has on their staffing and businesses.
 - **Public Arts Committee.** Members continue to work through details, funding, and legalities for the fabrication, installation and rights agreements for the proposed Gateway sculpture and base.
 - **Winter Transportation Committee.** Members are concerned about whether Lake Assault's repairs on the nose wheels of Sleds 1 and 2 will solve the problem, because they have not yet been tested. Arnie Nelson hopes to install the equipment by the end

of the month and do dryland testing.

5. Grant Report

- I spoke Aug. 17 with Michelle Johnson from Enbridge to get additional information about their Communities First Responder grant program. Each emergency service could apply, but Enbridge likely would give only one award per town per grant cycle. Police and Ambulance say they likely would use grant money for radios; Fire says they likely would use it for turnout gear. Michelle says the recognition requested in the grant application typically is the standard photo with a large check, though there could be different “creative” ways in a newspaper or social media. She says they were disappointed that the Town passed the resolution it did after their donation for the ESB, but that they “want to build relationships.” She says residents in Wisconsin tend to know Enbridge only through its pipelines, but that they also install and support transitional technologies and renewables. She says she would be happy to talk with board members if they want to learn more.

6. Lawsuits/Legal Issues

- There will be an update on the Defoe lawsuit in closed session.

7. Comments/Other Information

- I met Aug. 12 with administrators from the Bad River Band, which is rehabbing cabins on their end of the island. They intend to rent some for general vacation use, and to use other cabins and land for a variety of tribal uses. At this point, there are no mutual aid or other agreements in place for the Town to provide emergency, law enforcement, or road services. After consulting with our department heads, I prepared a long list of topics we should include in formal agreements. You have a copy of that separately in your packets.
- Emergency Services leadership is developing plans for a dispatch desk and other communication plans that will allow ESB to be used as a command center during an emergency. As they navigate space allocation, they may be recommending a storage container for the back of the building.
- At the monthly meeting of department heads, they requested that the Town establish a protocol for employees and volunteers who may be exposed to Covid on or off duty, especially now that the federal CARES program has expired. I will be drafting recommendations.

(5) TB, Michael, Baub, Micaela,
Public

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: Aug. 21-Sept. 9, 2021

1. Accomplished/Completed

- No updates

2. Coming Up

- **Friends of Madeline Island Museum.** I facilitated meetings on Aug. 30 and Sept. 13 with about a dozen residents interested in starting a Friends group for the museum. They are working on bylaws and a memorandum of understanding with the state historical society. I will join them this Thursday, Sept. 16, when they meet with a team of administrators from the historical society who are visiting the island.
- **Bayfield School District.** The school board holds its monthly meeting Sept. 20; I and others will be meeting with district administrator Beth Paap ahead of time.
- **Community Awards Committee.** Glenn will suggest nominees for you to appoint at your Sept. 28 meeting.

3. Town Board Agenda – Information/Comments

- **Rec Center Renovation.** You have a separate memo on revisions to this bid and other proposals to close the funding gap. Ben Schram and Ray Hakola will be available to discuss options and answer your questions.
- **Comprehensive Plan Steering Committee.** You have a separate memo on this recommendation, which you made on Aug. 26.
- **2022 Budget Process.** Barb Nelson and I have drafted a budget schedule. You have a separate memo on the basics.
- **Contract Amendment for Big Water Fire Apparatus.** The contractor is requesting advance payment so he can acquire the fire department equipment described in Invoice 090221. Approving the contract amendment would allow us to do this now and through the end of 2022 if other situations arise where his vendors require payment up front.

4. Follow Up on Previous/Ongoing Projects

- **Public Arts Committee.** Members continue to work through details, funding, and legalities for the fabrication, installation, and rights agreements for the proposed Gateway sculpture.
- **Airport Ordinance.** I met Sept. 2 with Paul Wilharm and Dave Donkers; we made substantial progress toward a final draft of an airport ordinance.
- **Affordable Housing Committee.** Members have completed 26 face-to-face surveys with Madeline Island employers to get information on how housing on the island affects their businesses. A few preliminary highlights:
 - Four out of five employers say a shortage of housing limits their ability to hire workers
 - Two out of three employers say a shortage of housing limits their days and hours
 - According to employers, 90 percent of their workers live *off* the island
 - In an open-ended question, half of employers volunteered that the ferry schedule is a barrier in hiring and retaining workers; 40 percent said the same thing about ferry costs.

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SEP 10 2021

Initial: dg

Other barriers mentioned include an overall shortage of workers (including in skilled trades), government unemployment payments, and the island's high cost of living.

5. Grant Report

- **Compeer Financial Services.** I submitted applications for grants for the Ambulance Service and Fire Department on Aug. 31.
- **Wisconsin Coastal Management Program.** I am working with Ben Schram to develop an RFP for engineering work to upgrade access to the lagoon at Big Bay Town Park. We estimate engineering would be in excess of \$40,000. The local match would be 50 percent. The grant application deadline is Nov. 5.

6. Lawsuits/Legal Issues

- No update

7. Other Information

- **Census data.** Micaela Montagne received information from Ashland County that, according to census data, La Pointe Township has 428 residents (427 on Madeline Island). That is an increase of 167, or 64 percent, from the 2010 census. Overall, the county lost population. A breakdown of La Pointe census data:
 - Population: 428
 - Voting age population: 370
 - Demographics: White: 376; Black: 23; Hispanic: 7; Asian: 2; Native American: 14; Multiracial: 3; Other: 3
- **Redistricting.** Ashland County will use the latest population data to determine redistricting for county board seats. On Sept. 7, the county's redistricting committee recommended a plan to the full County Board that would put the island in a new district – combining it with the eastern shoreline of the City of Ashland. The proposed district would have a total population of 810 and a voting age population of 679. If the numbers are correct, that increases the opportunity for an island resident to be elected to the county board. The county board holds a preliminary vote on redistricting on Sept. 16; municipalities then have until Oct. 18 to officially weigh in. The City of Ashland, in particular, has significant decisions to make, including how it will redraw its municipal voting boundaries and whether it will reduce the number of city council seats. It is conceivable that, depending on what the city does, the county also could reduce the number of board seats. That would change district boundaries again. The county holds a preliminary vote on final changes on Oct. 26; a public hearing and final vote are scheduled for Nov. 9.
- **Public safety.** I met Sept. 2 with the police chief, fire chief, and ambulance director to review protocols on incident command and managing volunteer crew members who show up when they or their department have not been toned out.
- **Ferry line.** I have requested a meeting with Robin Russell to discuss 2022 ferry scheduling. She says it is too soon "to formulate even an outline of the ferry schedule for 2022." She believes that late December or early January would be a more opportune time.

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: Sept. 10-23, 2021

1. Accomplished/Completed

- No updates

2. Coming Up

- **Wisconsin Towns Association Convention.** At your suggestion, I registered for the convention for one day, Monday Oct. 11. I expect to attend workshops on USDA rural development funding, updating a town comprehensive plan, and road funding. I should be back on the island in time for the Oct. 12 TB meeting.

3. Town Board Agenda – Information/Comments

- **Purchase Agreement for Passenger Shelter.** In March and again in May, the Board rejected bids for a passenger shelter at the end of the Town Dock because costs far exceeded the \$27,000 budget. Public Works is recommending that you approve a scaled-down, 20-by-10-foot aluminum and tempered glass shelter, which more closely resembles a heated, curbside transit shelter. The estimated purchase and delivery cost is \$27,050; that does not include staff time for installation, additional site work, and an electrical contractor. A Wisconsin Coastal Management Program grant will cover 55 percent (up to \$15,000); that grant already has been extended twice, but expires on Dec. 31, 2021. The purchase agreement and supporting documentation is in your packet.
- **Update Policy and Procedures for Boards, Committees and Commissions.** The draft eliminates outdated portions of the policy and makes minor technical or grammatical changes to improve readability. It also makes some changes in substance; see the separate memo for details.
- **Affordable Housing Advisory Committee.** The committee is asking for two commitments from the Town Board:
 - That you allocate the Town's first installment of federal American Rescue Plan funding toward research and development of affordable housing on Madeline Island. The first installment – \$13,659.52 – was deposited earlier this year in a segregated account. (A second installment of the same amount is due in 2022.) There are 15 broad categories in which ARP funding can be spent; housing is one of the few in which there is a logical match for La Pointe.
 - That the Town update the housing component of the Comprehensive Plan, and utilize them to lead the work in that area.
- **Update Grant Policy and Procedures.** At your Sept. 14 meeting, members asked me to review our policy for seeking and accepting grants. See the separate memo for details of suggested revisions.
- **Wisconsin Coastal Management Program.** Public Works and I are seeking your go-ahead to pursue a grant for engineering work to design accessibility improvements to the lagoon and beach in Big Bay Town Park. The goal is to replace and widen the existing stairs and bridge, plus create additional ADA-compliant access. Preliminary estimates from 2016 put engineering at

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roughly \$40,000; we expect updated figures before the application deadline. The local match would be 50 percent. The grant application deadline is Nov. 5.

- **Great Lakes Island Alliance.** GLIA has cancelled its summit, scheduled for Oct. 3-6. Please decide whether we should a) seek return of our \$100 registration fee or b) donate it to the organization.
- **Passenger Landing Fee.** Our town attorney continues to investigate the possibility of an “embarkation” fee for passengers and vehicles arriving at and using the Town dock, short of new language in state statute. He believes the route he is pursuing would be allowed by existing statute and lease language.
- **Purchase Agreement with Pete’s Trailer Sales.** The Fire Department is asking that you approve this purchase of a truck bed, which will be mounted on an existing Dodge chassis. This will be the platform for the department’s new brush truck; the existing truck will be decommissioned and put up for auction.

4. Follow Up on Previous/Ongoing Projects

- **Ferry Line.** Robbin Russell shared the revised fall ferry schedule with us a few days before it was published. The new schedule (through Nov. 28) runs the same number of boats as published earlier this year; however, it generally extends the day to include earlier and later boats to and from the island. (Of course, that means there are longer gaps between service during parts of the day.) A summary: The earliest boat to the island is now 7 a.m. (vs. 7:30); the latest boat to the island is 5:30 weekdays (no change) and 8:30 Fridays (vs. 7 p.m.). However, this eliminates the current 6 p.m. weekday boat, which benefits the school district. The earliest boat to Bayfield is now 7:30 a.m. (vs. 8 a.m.); the latest boat to Bayfield is 6 p.m. weekdays (vs. 4:30) and 7:30 p.m. Fridays (vs. 6:30 p.m.)

5. Grant Report

- **Office of Energy Innovation.** We received word on Sept. 17 that we will receive a state grant to study the feasibility of building one or more power microgrids for critical infrastructure in La Pointe. Estimated grant value is \$47,000. Except for ferry fees, all Town contributions would be in-kind. We have not received the paperwork yet for you to approve executing the grant.
- **County Road H Erosion Mitigation.** U.S. Sen. Tammy Baldwin’s office informed us on Sept. 16 that our joint application with Ashland County remains under consideration by the Senate’s Appropriations Committee. They expect to know more by the end of September.

6. Lawsuits/Legal Issues

- No updates

7. Other Information

- **Russell Land Transfer.** Gary and Robin would like to schedule a dedication ceremony for transfer of the Main Street parcels for Friday Oct. 15.
- **Friends of Madeline Island Historical Museum.** I continue to facilitate discussion among residents who plan to form a Friends group to support and advocate for the museum. About a half-dozen residents met with representatives from the Wisconsin Historical Society on Sept. 16. I will be phasing out my participation as the residents get closer to adopting bylaws, incorporating as a 501.c.3 organization, and create a memorandum of agreement with the historical society.

- **Bayfield School District.** Glenn Carlson and I met Sept. 20 with Beth Papp, administrator for the School District of Bayfield. We talked primarily about ferry schedules, the district's proposal for new classroom space for the La Pointe School, and resistance within the district to that kind of investment on the island. She hopes to set up listening sessions on the island and mainland in late November/early December to discuss the proposal, her vision for the school's role in the district, and different viewpoints.
- **La Pointe Post Office.** Sen. Baldwin's office called to ask how well the Postal Service has resolved service issues the Town had raised in spring. I will forward any comments you wish to share.

(5) TB, Michael, Barb, Micaela,
Public
10-5-21

TO: Town Board
FROM: Michael Kuchta
RE: Town Administrator's Report

DATES COVERED IN REPORT: Sept. 29-Oct. 5, 2021

1. Accomplished/Completed

- No updates

2. Coming Up

- **Wisconsin Towns Association Convention.** I am attending the convention on Monday Oct. 11. I expect to attend workshops on USDA rural development funding, updating a town comprehensive plan, and road funding. I should be back on the island in time for the Oct. 12 TB meeting.
- **Workshops.** The Library's Community Center work group will give you a presentation at 5 p.m. this Thursday, Oct. 16. Budget workshops are scheduled for 5 p.m. on:
 - Monday Oct. 18 (Police, Fire, Ambulance)
 - Wednesday Oct. 20 (Library, TPC, Committees)
 - Thursday Oct. 21 (Public Works, Cemetery, Health Center)
 - Wednesday Oct. 27 (general government and follow-ups).
- **Covid Protocols.** The current resolution for meetings, vouchers, etc. expires on Oct. 30.

3. Town Board Agenda – Information/Comments

- **Purchase Agreement for Passenger Shelter.** This agreement is ready for your approval. A dedicated memo and other supporting materials are in your packet.
- **Amended Contract for Rec Center Restrooms.** The amendments (highlighted in the preamble and Section 5) incorporate work Town crews will do, as reflected in Change Order #1, which you approved on Sept. 14. The Town Attorney has signed off on the amendment language.
- **Purchase Agreement for Cemetery Shed.** This agreement with Carlson Building Supplies is ready for your approval. Supporting documentation includes Town electors' approval of this project, and the sextons' contributions to the building.
- **Ambulance Service.** The budget proposal you will review later this month contains two proposals that will address the staffing and retention issues Sarah Schram raised in her letter to you.

4. Follow Up on Previous/Ongoing Projects

- No updates.

5. Grant Report

- **Compeer Financial.** We did not receive grants for Ambulance Service radios or Fire Department turnout gear. A grant officer said they typically award only one grant per county and typically give preference to communities with a large agricultural sector. We were encouraged to apply again in 2022

6. Lawsuits/Legal Issues

- No updates.

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Michael dg

7. Other Information

- **Friends of Madeline Island Historical Museum.** I continue to facilitate discussion among residents who plan to form a Friends group to support and advocate for the museum. They will focus on approving bylaws at their next meeting, Monday Oct. 18
- **Vacation.** I am out of the office Oct. 6-8, then traveling to and from the WTA Convention on Oct. 11-12.

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report

DATES COVERED IN REPORT: Oct. 6-21, 2021

1. Accomplished/Completed

- No updates

2. Coming Up

- **Workshops.** The final Budget workshop is scheduled for 5 p.m. tomorrow, Wednesday Oct. 27 (general government, revenue, compensation, follow-ups).

3. Town Board Agenda – Information/Comments

- **Wisconsin Coastal Management Program grant application.** This grant application seeks partial funding for an engineering study to design ADA-compliant accessibility at Big Bay Town Park, including replacing and expanding the existing bridge and staircase. The grant would require a 50/50 Town match of \$15,000 in 2022. The engineering study would make actual construction a shovel-ready project in the future. Town policy requires the Board to approve all grant applications of this size before they are submitted. The draft before you is substantially complete; Ben Schram and I will continue to fill in gaps. In addition, there is time for revisions before the Nov. 5 filing deadline.
- **Sublease of Aircraft Hangar 9A.** Silvertree Ranch LLC has an airport ground lease with the Town through 2031. It wants to sublease the site to Trifly LLC, which is an affiliate of Silvertree. Under Section 4 of the lease, Silvertree needs prior consent of the Town to do so. Silvertree will continue to own the hangar and remain the primary lessee. The proposed sublease and a Certificate of Insurance for Trifly are in your board packet. Your decision is whether to grant Silvertree permission to enter the sublease with Trifly.
- **Grant Agreement with WI Office of Energy Innovation.** Your approval of this \$47,000 grant would allow the Energy Committee to pursue a feasibility study for creating up to three self-sufficient microgrids for Town facilities and other critical infrastructure. The grant covers the bulk of the anticipated costs; the Town has some in-kind costs, plus about \$400 in outlays for ferry fees. After your approval, we would issue a request for quotes seeking consultants to carry out the study.
- **Applicant to Affordable Housing Advisory Committee.** The applicant, Charlie Bertel, has participated as a resident and is interested in taking on a formal role. There are no maximum limits on the number of members you can appoint to this committee. (Also, your packet includes a summary of the employer survey that members of the committee conducted this summer.)

4. Follow Up on Previous/Ongoing Projects

- **Wisconsin Towns Association Convention.** Please see the separate memo summarizing my participation.

5. Grant Report

- Updates are covered under the meeting agenda.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **Accounting software.** Barb Nelson continues to research two final options. She will be in Washburn on Oct. 25 for a hands-on look at one of the options in a real-world situation.
- **Passenger landing fee.** The Town attorney and I have agreed to look further into one option that he believes we may be able to pursue under existing statute.
- **Town projects.** Paperwork is complete for the Rec Center bathroom renovation, dock passenger shelter, and cemetery shed projects.
- **Gateway Sculpture.** The Town's Public Arts Committee and the La Pointe Center for the Arts have overcome significant hurdles and are moving forward with fabrication of the crane sculpture proposed by artist Lisa Kosmo. The La Pointe Center signed a contract with the artist and purchase orders with engineering, fabrication, concrete, and excavation contractors. The hope is to have the concrete foundation and base installed this fall in the newly donated Russell land. The Center is covering all costs and intends to donate the sculpture to the Town when complete.

(5)TB, Michael, Barb, Micaela,
Public
11-4-21

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report

DATES COVERED IN REPORT: Oct. 22-Nov. 4, 2021

1. Accomplished/Completed

- **Wisconsin Coastal Management Program.** I submitted our grant application on Oct. 27 for an engineering study of options to improve accessibility to the beach and lagoon at Big Bay Town Park.
- **Travel paperwork.** Barb Nelson and I revised the Town's travel authorization, mileage, and per diem forms.

2. Coming Up

- **School District of Bayfield.** I intend to sit in on community listening sessions the school district has scheduled in La Pointe on Nov. 6 and in Red Cliff on Nov. 20. The future of the La Pointe building is among topics.
- **Fire signs.** I will join zoning administrator Ric Gillman, who succeeded in setting up a meeting Nov. 18 with Ashland County emergency management director Dorothy Tank to upgrade fire signs on the island.

3. Town Board Agenda – Information/Comments

- **Budget Considerations.** Reminder: You have tentatively scheduled a budget meeting for this Thursday, Nov. 11. Final budget sessions are scheduled for next Tuesday and Wednesday, Nov. 16-17. The budget must be finalized by Nov. 17 and posted by Nov. 19. A Town Meeting to vote on the levy is scheduled for Dec. 6.
- **ESB.** The project manager and I continue to seek final change orders and credits from 5 Star Electric. The Town continues to withhold final payment of \$29,180.

4. Follow Up on Previous/Ongoing Projects

- **Airport hangar lots.** Paul Wilharm, Ben Schram, and I sent final revisions to surveyor Peter Nelson to complete a survey of hangar lots at Major Gilbert Field. The survey involves creating legal definitions of existing lots, and establishing lot lines for undeveloped lots. That will allow the Town to enter additional leases.
- **Insurance renewal.** I submitted the initial renewal form for the Town's liability insurance. Now I have to supply additional information being requested by underwriting – such as, how much do you think the dock is worth?
- **Town Plan Commission.** Zoning administrator Ric Gillman and I prepared a letter to gauge interest in a community-wide effort to collect junked vehicles and get them off the island. He and I also talked with the town attorney about the zoning issues raised by Bob Hartzell's proposed expandable condominium project of glamping units.
- **Chequamegon Bay Region Housing Report.** I participated in an online presentation about the initial draft of this report, which is setting the stage for WHEDA's pilot project on affordable

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workforce housing in 2022. If time allows, I will submit comments and/or participate in a further discussion in Washburn on Nov. 11.

5. Grant Report

- **County H Shoreline Stabilization.** Wisconsin Emergency Management will resubmit a request for federal funding for this project. In this filing, however, Ashland County can apply directly; the Town will not have to serve as a conduit.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- That's it.

(5)TB, Michael, Barb, Micaela,
Public

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report

DATES COVERED IN REPORT: Nov. 5-18, 2021

1. Accomplished/Completed

- **School District of Bayfield.** The district held a community listening session at the La Pointe School on Nov. 6. What I heard as main concerns from Island residents: improving coordination and integration between the mainland and island when it comes to scheduling, activities and having students do more together; improving communication between the district and parents; the need for the district to make a decision on the La Pointe building – whether it is repaired or replaced, just move out of the holding pattern. (I plan to attend a similar community session in Red Cliff on Nov. 20.)
- **Chequamegon Bay Region Housing Report.** I attended a rescheduled workshop in Washburn on Nov. 19. The goal: finalize the regional planning commission's draft report on affordable workforce housing needs in the region. My recommendation: That they use the abundance of available data to identify specific types of housing that the marketplace is not supplying for households in key income or life stage groups – such as specific types of apartments at specific rents, or specific types of starter homes under a specific price.
- **Voyager Lane parcels.** The consultants from Wetlands and Waterways completed their initial assessment of the two parcels being offered to the Affordable Housing Advisory Committee. The initial map suggests that only about 30 percent of the parcels might be buildable. The committee is looking into other potential sites for year-round housing, including identifying Town-owned property that could be considered.

2. Coming Up

- **Budget and Levy.** A public hearing on the proposed budget and the Town Meeting to vote on the proposed levy are scheduled for Monday Dec. 6. As you know, the Town plans to work within the allowable levy limit, which means it would receive about \$22,000 less in property taxes than last year. Barb Nelson and I will be working on the "budget book" for electors.
- **Thanksgiving weekend.** Town Hall will be closed Thursday-Friday, Nov. 25-26.

3. Town Board Agenda – Information/Comments

- **Parks and Recreation Plan.** The Town Plan Commission approved this revised plan on Nov. 3 and submits it to you for your review and adoption. The revisions remove recommendations that have been accomplished, update improvements that are underway, and add current information – most notably, the addition of the Russell land donation.
- **Renewal of Airport Hangar Lease 9.** The current occupant is exercising his option to renew the lease for 10 more years. Lease rates adjust each year based on the rate of inflation. You will set the exact rate for 2022 when you approve the schedule of fees in December.

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- **Winter Transportation Cooperative Agreements.** Yes, Glenn already has signed these; that's my fault. I put them in his mail slot, thinking you already had approved these annual agreements. I was wrong. Instead, you get to make it official tonight.
- **ESB.** We are waiting on the final change orders and credits from 5 Star Electric. We anticipate \$1,800 in credits, leaving a final payment of \$3,292.35. If the paperwork is not available tonight, there's always next time.
- **Joint Powers Agreement.** This agreement for emergency police, fire, and ambulance response within Ashland County is up for renewal annually. Your approval continues the agreement through 2022.

4. Follow Up on Previous/Ongoing Projects

- **Fire signs.** Ashland County cancelled the meeting scheduled for Nov. 18. Ric Gillman is trying to reschedule with a different cast of characters for early December.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Case 19CV57.** Attorneys for the plaintiff and insurance company hope to schedule an off-the-record discussion on Friday Dec. 10 about the framework of a settlement. The insurance company attorneys are hoping that I and a Town Board member can participate. In the meantime, depositions of the previous town administrator and board chair are scheduled for Jan. 6 and 7 in Ashland.

7. Other Information

- **Schoolhouse Road Easement.** The 25-foot easement that the Town approved for driveway access to the property at Schoolhouse and Big Bay roads has been filed.
- **Harmoni Tower.** The company has exercised its option and paid the required \$500 to automatically extend its lease for one year at the site of a proposed wireless tower on MRF property.
- **Budget.** I met with department heads on Nov. 18 to get their feedback and suggestions on this year's budget process. I intend to seek a similar discussion with you.

TBS Michael, Barb,
Micaela, public

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report

DATES COVERED IN REPORT: Nov. 19-Dec. 9, 2021

1. Accomplished/Completed

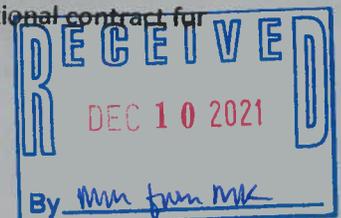
- **2022 Budget.** Barb Nelson and I completed budget worksheets based on the final Town Board workshops, then compiled the Budget Book for the Dec. 6 public hearing and Town Meeting.
- **Exit interview** with Officer Richard Laakonen.
- **Insurance.** I completed a review and updates to the Town's 2022 policy for property and related insurance through Glatfelter Public Practice. You will vote during your meeting on approving the renewal.

2. Coming Up

- **Microgrid Feasibility Study.** The Energy Committee was scheduled to meet Dec. 13 to review contracts with two consultants who will lead the study. The contracts are expected to be ready for approval at the next Town Board meeting. (I also met with David Robinson from Xcel Energy about their potential role in microgrids.)
- **Holidays.** After consulting with department heads and other staff, we will close Town Hall on Friday Dec. 24, Monday Dec. 27, and Friday Dec. 31 for the Christmas Eve, Christmas, and New Year's holidays.

3. Town Board Agenda – Information/Comments

- **Russell Land Donation.** The Russells have signed the quit claim deed. The land transfer becomes official once you officially approve the accompanying covenants (Exhibit A), and the Town Attorney files the paperwork with the county. If you approve the donation, the Town Planning Commission is recommending that the two parcels be combined. Finally, board members have talked previously about naming the land Russell Park. Gary and Robin are OK with that choice.
- **Comprehensive Plan Steering Committee.** You have two actions to consider: Appointing members and a chair for the Steering Committee, and establishing operating guidelines for the committee.
- **Affordable Housing Advisory Committee.** Jane Vogt has been participating in meetings the past few months as a member of the public. She now is applying to become a formal committee member.
- **Contracts for Gateway Sculpture interpretive sign.** One contract hires Marina Lachecki and Rob Goslin to conduct research, write the text, and suggest photos that will be part of the informational sign for the sculpture, which the La Pointe Center is donating and installing on the Russell land. The sign would go in the existing kiosk near the sculpture, facing Grampa Tony's. The second contract hires Little Big Bay Shop to design the sign, using content that Marina and Rob provide; they design the tourist-oriented signs that currently exist on the site. Funds will come from the committee's existing line-item budget. (There will be an additional contract for printing the sign next spring.)



- **Budget Amendment.** See the separate memo outlining the changes.
- **Contract with Workhorse Software Services.** The purchase covers a series of accounting software modules in 2021 and 2022. Workhorse is able to begin this project on Dec. 15, if the Town Board approves.
- **Contract with Vantage Flex.** This company administers the Town's pretax Section 125 benefit for eligible employees. You are being asked to renew the agreement for three years. Note: You have the option of including a debit card option, which would allow employees to pay for covered medical expenses upfront, rather than seeking reimbursement. The debit card cost to the Town is 75 cents per employee per month, or approximately \$125/year.
- **Discussion of 2022 Budget Process.** Barb Nelson and I are always assessing how to make the process more effective. Potential topics: What kind of spreadsheets are most useful for you? What kinds of narrative? Is there information we should supply automatically that you are not getting without asking? Would you like more direct access to department heads? What would you like to know in advance about department operations? How many years into the future should departments project operating budgets and capital needs? How many years into the future should we project revenue? Should we do more to designate current funds for longer-term capital and debt expenditures? How can we improve the information we make available to electors for the public hearing and Town Meeting?
- **Attachment E to 2021 Compensation Resolution.** This closes the loop to formalize the new pay rate you approved last month for a Temporary Truck Driver.
- **2022 Compensation Resolution.** This formalizes the pay scales, cost-of-living raises, and merit raises that were calculated into the 2022 budget for employees, appointed officials, and compensated volunteers.
- **2022 Fee Schedule.** See the separate memo outlining proposed changes. (Note: The Zoning Administrator's report has additional details on increasing the rental permit fee, a recommendation he supports.)
- **General Insurance Renewal.** The proposal is to renew the Town's insurance for property and related losses. I have distributed a summary packet for you to review; it gives an overview of the major coverage categories, category limits, and values of Town property and equipment. The total premium is \$76,871 – an increase of \$5,152 from this year. Much of the increase is because we specifically added MRF and other equipment to the coverage, added the ESB pumphouse for fire suppression to the coverage, and increased coverage for the Town's "outdoor property" from \$850,000 to \$3 million. "Outdoor property" includes infrastructure such as the dock, playground equipment, park amenities, signs, retaining walls, pavilions, and storage sheds. A complete list of changes is on the third page of the summary packet
- **Resignation of Richard Laakonen.** As the police chief's memos report, Officer Laakonen resigned to take a position in Bayfield County. Officer Laakonen expressed a willingness to be available to La Pointe on a part-time basis; however, because Bayfield County does not allow him to take outside employment until he has been with the department for a year, we needed to terminate his employment with La Pointe effective Nov. 26. We have notified him that we would welcome him back on part-time status when the time arrives.
- **Hire Jonathan Rahlf FT.** Officer Rahlf, who has been on the force part-time since July, would replace Officer Laakonen as full-time.
- **Memorandum of Understanding: FEMA Assistance to Firefighters Grant.** The Fire Department and Ambulance Service request your approval of the MOU, in which they would partner with 11 Bayfield County agencies in applying for a FEMA grant to purchase emergency radios. If the

regional application is successful, our fire department would acquire six new radios and EMS would acquire six new radios. FEMA would pay 90%; the Town's 10% share would be approximately \$3,200 for the fire department and \$2,100 for the Ambulance Service. The Town's share would be paid from Fire Equipment Account 52210-07 and Ambulance Capital Outlay Account 57230-00. Each department's capital plan is to acquire two radios per year, so a successful grant would accelerate those plans. The FEMA applications are due Dec. 17. Awards typically are announced in September.

4. Follow Up on Previous/Ongoing Projects

- **Passenger shelter.** The manufacturer has informed us that, because of material and staffing shortages, the shelter is not likely to ship until January 2022.
- **School District of Bayfield.** Glenn Carlson and I met Nov. 20 with Beth Papp, the district administrator, and sat in on the district's first community listening session in Red Cliff.
- **Cemetery shed.** Delivery of the new shed, which originally was scheduled for Dec. 8, had to be rescheduled for this week because of logistics problems at the supplier.

5. Grant Report

- No other updates.

6. Lawsuits/Legal Issues

- **Defoe.** Mike Anderson and I were scheduled to join attorneys representing the Town's insurance company in a conference call on Dec. 10 to discuss potential settlement terms with the plaintiff's attorney. We expect to update you in closed session.
- **Mattingly.** The Town Attorney has provided an update, which I will share with you in closed session.
- **Overnight compensation for police officers.** The Town's personnel attorney has provided an update on legal options, which I will share with you in closed session.

7. Other Information

- **Organics composting.** Northland College is selling its in-vessel composting machine, which turns food scraps and other organic waste into compost. Ben Schram, Marty Curry, and Joe Abhold are planning a visit on Dec. 16 to see if it could make sense for the island.
- **Wisconsin Towns Association.** I participated in a webinar Dec. 3 on legislation that the association believes has the potential to override local zoning and assessment discretion and practices. I sent you an email and PowerPoint on Dec. 6 with more detail.
- **Wisconsin Economic Development Corporation.** I listened in to a presentation Dec. 3 from regional directors of the organization on small-town and rural development programs. I talked later with one of the directors about the need to boost cell phone coverage on the island and other parts of the region.