

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

MEMO

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

DATES COVERED IN REPORT: Dec. 10, 2021-Jan. 6, 2022

1. Accomplished/Completed

- **Contracts.** Multiple contracts completed (see below)
- **Service Award Program.** Updated 2021 qualification paperwork for Fire and Ambulance volunteers.

2. Coming Up

- **Ashland County Board.** I will present public comment on Jan. 11 regarding county's plan to eliminate \$135,000 in funding to support Town law enforcement on Madeline Island.

3. Town Board Agenda – Information/Comments

- **Ice Road Plowing and Maintenance.** You have Nelson Construction's proposed rates for the 2021-22 season. If you agree, move to have the Chair send a letter accepting the rates and authorizing Nelson Construction to plow an ice road and maintain approaches.
- **Planning and Zoning.** See the Zoning Administrator's report for details. In short:
 - Item 1: the Town Plan Commission requests a vote for the record that the Plat Map as presented complies with Town zoning.
 - Item 2: the Town Plan Commission recommends that you approve the Certified Survey Map to divide the single existing parcel to create 4 conforming lots.
- **Energy Committee.** These contracts authorize work by two consultants (muGrid Analytics and Solar CBI) on the feasibility study for creating a resilient microgrid among key structures in town, including Town Hall, the Library, the Clinic, and the Dock. The contracts will be paid through the grant we received through the state's Office of Energy Innovation.
- **Comprehensive Plan Steering Committee.** The committee had its first meeting on Dec. 29. The seven members have agreed to meet on Thursday afternoons at least twice a month through September. They recommend appointing Alexander Nelson as chair. I am scheduled to meet with Alex and the committee vice-chair, Dan Bartholomay, on Jan. 12 to set up a timeline for the committee's work, including a thorough review of the existing plan's goals, objectives, policies and implementation items so committee members can prioritize topics moving forward.
- **Winter Transportation Agreement.** This agreement for the windsleds and winter van is similar in substance to past years. However, it does make language more consistent; removes unnecessary references to the ferry line and school district that are not appropriate in a Town contract; specifies passenger rates for the season; and, for the first time, outlines a schedule. In addition, a cover letter provides public notice of hourly rates and fuel surcharge. You should vote on the cover letter and the contract separately.
- **Attachment A to 2022 Compensation Resolution.** This amendment:
 - Adds a winter recreation director for the Library, a position that did not exist at the time

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- Fixes incorrect language regarding per diems for volunteer EMTs and EMRs. The original resolution incorrectly stated “Saturday” shifts; the 2022 budget actually covers “Weekend” shifts. This makes the Compensation Resolution consistent with the budget.
- **Town Administrator Moving and Relocation Expenses.** The employment agreement allows up to \$3,000 in reimbursement during the first year, with Town Board approval. This request is the initial installment.
- **Contract with YWS Technology.** This is a two-year renewal with our current IT consultant, at identical terms to the previous contract.
- **Contract Amendment with Workhorse Software Services.** The Town Board originally approved this contract on Dec. 14, 2021. At that time, the vendor told us the language was acceptable. However, the vendor’s representative who authorized the original contract language apparently was not authorized to do so. Thus, we tweaked language; changes are highlighted in the copy you have in your packet. A summary of changes:
 - Introduction: New language covers the legalities of an amended contract.
 - Section 1 bullet points. New language clarifies that the Town will cover any hours and expenses that our technology consultant and outside auditor incur while collaborating with the vendor as part of software installation.
 - Section 2. Modified language clarifies the benchmark of when the vendor should invoice the Town for final payment on each module.
 - Section 5. Eliminates boilerplate language that does not apply to this type of job or contract (such as requiring the vendor to be responsible for such things as equipment, materials and subcontractors).
 - Section 10 a) and b). Reduces the required amounts of workers comp and liability insurance to reflect the vendor’s coverage, and eliminates the need for comprehensive liability insurance coverage.
 - Section 16. Adds a designated contact person for the vendor.
- **Covid Workplace Protocols.** See the separate memo as a basis for discussion.
- **Police.** See the separate memo as a basis for discussion.
- **Ice Rescue MOU.** This is related to the Winter Transportation Agreement. It, too, is nearly identical in substance to past years, but also makes language more consistent within the MOU and in reference to the main agreement, and corrects a few typos.

4. Follow Up on Previous/Ongoing Projects

- **Passenger shelter.** The shelter is scheduled to be delivered on Jan. 12; it will be stored in the Town shop until it can be installed in spring. In addition, because of the delay in delivery, the state has given us an extension on the grant that supports the project.
- **Rec Center Remodel.** The building inspector and the Town’s facilities manager met Jan. 6. It appears that the required conditional approvals have been granted, that a clear list of design corrections and conditions have been documented, and that a clear schedule of future inspections is spelled out.
- **Community Awards.** Forms seeking nominations from the public are being posted on the Town website and in the post office, and being solicited through the Gazette. The nomination deadline is Feb. 28. (The Board may need to reconstitute the committee at the next meeting; one of the previous appointees currently is not eligible.)

- **ESB.** Emergency Services leadership and Public Works crews compiled an extensive list (with photos) of items that should be fixed under warranty. I submitted these to the project manager for follow-through.
- **MRF Skid Steer.** As you know, the skid steer has been ordered. Because of backlogs, delivery is not expected until at least April. To quote the dealer: "Kubota has shut off estimated ship times because they are allocating units to each dealer. We don't know till they are actually loaded on a truck that they are coming."

5. Grant Report

- **Comprehensive Plan.** As scheduled in the 2022 budget, I expect to apply to two funds through the Apostle Islands Area Community Foundation to support consultants, interns, and other outside support for the Comprehensive Plan process. I expect to bring those applications for your approval at the next meeting.

6. Lawsuits/Legal Issues

- **Defoe.** I had a phone conference with the insurance company's attorneys on Dec. 29. They received a preliminary outline of settlement terms from the plaintiff's attorney. Some of the proposals seem acceptable; for example, we seem to be in the same ballpark on removal of disciplinary notices from several years ago, or language regarding the supervisory authority of the Town Board and Town Administrator. Other proposals are clearly not acceptable. These include suggestions that would require the Town to follow procedures that are beyond what is required in state law (and, in at least one case, agree to a procedure that is not allowed in state law). The insurance company attorneys are drafting a response; I have not seen that yet. In the meantime, depositions scheduled for last week were cancelled.
- **Mattingly.** No updates.

7. Other Information

- **Administrators.** Met Dec. 13 with city and county administrators from Ashland, Bayfield and Washburn to discuss common issues, including police staffing, harbor commissions, 2022 elections, affordable housing, Viking cruises in 2022, and potential cooperative efforts on federal funding and police training.
- **Affordable Housing.** Participated in discussion Dec. 20 with Rebecca Gireau from WHEDA in anticipation of Chequamegon Bay pilot project beginning in March.

MEMO

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

DATES COVERED IN REPORT: Jan. 7-20, 2022

1. Accomplished/Completed

- Nothing to report that is not covered elsewhere.

2. Coming Up

- **Wisconsin Towns Association.** The quarterly "county unit" meeting for Ashland and Bayfield Counties is scheduled for Monday Jan. 24 at 7 p.m. in Moquah. I have requested remote access but doubt it will be available. I'm not sure I can justify the time and expense of an overnight stay to attend in person.

3. Town Board Agenda – Information/Comments

- **Change Order #4 with Luppino.** To expedite payment and permit approval, the Town paid the invoice to Alder Engineering. Under contract, those costs are the responsibility of the contractor. This change order deducts the Town's payment from future payments the Town would owe Luppino.
- **Hartzell Expandable Condominium.** See separate memo outlining various topics concerning this project. As explained in the memo, the TPC and the zoning administrator request that the Town Board confirm that the Plat Map meets zoning requirements for an *R-1 residential district*.
- **Affordable Housing Advisory Committee.** The first request was tabled on Sept. 28; now that the Comprehensive Plan Steering Committee is active, the housing committee requests Town Board support of this request. The second request concerns practical steps the Town can take to reduce costs and remove barriers to developing affordable housing on the island. The third request from the committee chair is to seek Town Board permission to apply for grants from the Apostle Islands Area Community Fund and from the Grutzner Madeline Island Fund.
- **Comprehensive Plan Steering Committee.** In your packet, you have draft language for applying to the Apostle Islands Area Community Fund and the Michael Madeline Island Fund.
- **Covid Protocols.** See the separate draft of a policy for Covid guidelines. It reflects what has been in effect unofficially since Jan. 1, updated to reflect Town Board conversation on Jan. 11. This would apply to Town employees and compensated volunteers. It covers workplace safety, isolation, and testing requirements; compensation; and safety equipment.
- **Resolution 2022-0125.** This resolution extends meeting and payment procedures that have been in place during the pandemic. It also adds the policy described above, and acquisition of testing kits. If the policy above is not adopted, the first (and possibly second) bullet point in this resolution will need to be removed.
- **Ashland County Law Enforcement Agreement.** Glenn Carlson and I attended the county's executive committee meeting on Jan. 21. That committee voted to send the Town a Letter of Intent to terminate the law enforcement agreement "with details to be worked out later." In other words, there is no effective date at this point. The committee tabled a decision on

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whether to actually terminate the \$135,000 payment. It is our understanding that discussion will go to the County's finance committee, then possibly back to the executive committee, before going to the full county board in February. Glenn and I can give more details in Tuesday's closed-session discussion with our town attorney.

- **ESB.** I continue to have weekly conversations with Wendel Companies to ensure that 5-Star follows through with required warranty work on the compressor, electrical, and other issues.

4. Follow Up on Previous/Ongoing Projects

- **Fire truck.** I meet with the Fire Department's apparatus committee on Jan. 26. They are finalizing specs for the new truck that is in the 2022 budget. They would like to schedule a meeting with the Town Board (they would prefer at the ESB) so they can discuss the existing equipment and their proposal for a new truck.

5. Grant Report

- **Microgrid Feasibility Study.** First quarterly report filed on Jan. 13.
- **Wisconsin Coastal Management Program.** The selection committee meets Jan. 27 to consider our application for an engineering study of options to increase accessibility at BBTP from the bluff to the lagoon and beach.

6. Lawsuits/Legal Issues

- **Defoe.** No updates anticipated.
- **Mattingly.** The town attorney expects to be present for a closed session.

7. Other Information

- **Wilderness Preserve.** The organization donated \$5,000 to assist Town efforts to remove inoperable automobiles and other scrap from the island.

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

MEMO

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

DATES COVERED IN REPORT: Jan. 21-Feb. 4, 2022

1. Accomplished/Completed

- Nothing to report that is not covered elsewhere.

2. Coming Up

- Nothing to report that is not covered elsewhere.

3. Town Board Agenda – Information/Comments

- **Angelo Luppino Change Order #5.** This is the price deduction for a 100-amp electrical panel v. a 200-amp electrical panel inside the Rec Center. We are awaiting a load calculation worksheet from the contractor to verify whether 100-amp service is adequate (because of load reductions since renovation plans originally were drawn up). If the worksheet arrives before the meeting and confirms that, you can act on this change order. If the worksheet determines that the building requires 200-amp service, we will disregard the change order and require the contractor to replace the 100-amp panel that is installed with a 200-amp panel, as originally required in the plans.
- **Plat review of Hartzell Expandable Condominium Parcel.** The zoning administrator and I are still awaiting advice from the town's attorney on questions raised at the Jan. 11 Town Board meeting. If we receive answers in time, we will forward you an updated memo.
- **Contract with Marina Lachecki and Robert Goslin to create interpretive sign for Gateway Sculpture.**
- **Contract with Little Big Bay Shop to design interpretive sign for Gateway Sculpture.** These contracts for the authors and designer were tabled at the Dec. 14 meeting because the Town Board wanted the Public Arts Committee to follow through on its statement that no taxpayer money would be spent on the sculpture. Since then, the La Pointe Center has raised the money necessary to pay for the sign without using public dollars. Because the sign would be installed on Town property, best practice would suggest that the contracts should be with the Town. The Town then would invoice the La Pointe Center to reimburse the cost (similar to how the Chamber reimburses the Town for pump-out services).
- **Workshop with Affordable Housing Advisory Committee.** Kellie Pederson from UW Extension is prepared to provide a presentation on the status of the Chequamegon Bay area affordable housing coalition's work, including the upcoming pilot project with the Wisconsin Housing and Economic Development Authority. The Town's committee was scheduled to meet earlier on Feb. 8; I expect to have their recommendations for workshop or presentation dates in time for Tuesday's meeting.
- **Madeline Island Ferry Line.** I met Feb. 3 with Robin Russell about 2022 schedules. See the separate memo for more details.

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- **Workshop with Fire Department.** The department's apparatus committee suggests a meeting on Wednesday Feb. 16 at 5 p.m. to discuss their request to purchase a new main fire engine. The meeting could be in person at the ESB, or take place remotely.
- **Use of Town text system.** Because of increases in propane and other heating costs this winter, I am proposing to use the Town's text service to notify residents of energy assistance available from the state. The message would state: "Struggling to pay for heat this winter? Or to keep the lights on? Or know someone who is? Wisconsin can pitch in. Get details at <https://tinyurl.com/mr2f65mz>"
- **Police Department.** As you know, the Ashland County Board's Finance Committee voted Feb. 1 not to cancel the law enforcement payment to the Town for 2022, with the expectation that we will negotiate something different for 2023. That recommendation still must be approved by the Executive Committee (Feb. 10) and the full County Board (Feb. 22). The decision, if ratified, gives us breathing room. But we have much work ahead of us in talking with residents and businesses about what kind of law enforcement they expect on the island and what they are willing to pay for. More immediately, we should give the police chief guidance about whether to try hiring a third full-time officer this spring, as budgeted.
- **Fire Department.** This is an annual renewal of our agreement with the Ashland County Sheriff's Department; the service is used by all three emergency service departments.

4. Follow Up on Previous/Ongoing Projects

- **Fire numbers.** The zoning administrator, fire chief, ambulance director, airport director and I met Feb. 4 to outline an island-only approach to updating fire numbers, now that Ashland County has told us they do not have the capacity to be directly involved in the project.
- **Energy Committee.** Consultants have installed eGauge monitors in Town Hall, the Clinic, Library, Dock and La Pointe School to gather data for the microgrid feasibility study.
- **Comprehensive Plan Steering Committee.** The zoning administrator, public works director and I continue to do research for the committee as they seek to uncover data of existing conditions, and assess progress in the existing plan. Committee members are building a consensus toward developing an updated plan that focuses on a smaller number of specific goals, with concrete recommendations on how to achieve them. The committee meets this Thursday, Feb. 10, at 4 p.m. with a focus on the Plan's economic development and transportation sections.
- **Community Awards.** The new committee held its first meeting on Jan. 25; it intends to meet again March 1, after the public nomination period closes.
- **Covid protocols.** The procedures adopted by the Town Board on Jan. 28 were forwarded to all department heads. I have obtained a supply of N95 masks from Ashland County Public Health. I have not been able to find a bulk supply of "at home" test kits.
- **Ambulance billing.** The ambulance director, accounting administrator and I meet Feb. 4 to discuss problems with the current billing, in anticipation of an RFP when the current contract expires in March.

5. Grant Report

- I gave a brief online presentation Jan. 27 to support the Town's application to the Wisconsin Coastal Management Program for an engineering study on better accessibility at Big Bay Town Park. Program staff recommended our project for funding; the full coastal management council makes final decisions later this month.
- We received the first state reimbursement for trail work done last year at BBTP.

- The grant supporting installation of the passenger shelter at the Dock was extended until June 30.

6. Lawsuits/Legal Issues

- **Defoe lawsuit.** No updates at this time.
- **Mattingly judgment.** After the Jan. 25 Town Board meeting, we heard from the party attempting to purchase the land that a plan is in place. I asked the town attorney to follow up for details and, if a closing date was not set by the end of January, to proceed with the action approved by the board in closed session. No further updates at this time.

7. Other Information

- **Wind Sled training.** I met with the fire chief and ambulance director to outline training needs for EMS transports that utilize a wind sled. A training session is tentatively scheduled for Saturday Feb. 12.

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MEMO

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

DATES COVERED IN REPORT: Feb. 5-17, 2022

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Initial: dg

1. Accomplished/Completed

- Specific items are covered below.

2. Coming Up

- **School District Focus Group.** Weather permitting, I will attend this session the morning of Feb. 19. Contact me if you also are interested in attending.
- **Rural Economic Summit.** UW Extension and a variety of state agencies hold this webinar on Tuesday Feb. 22 from 1-4 p.m.
- **Webinar on BIL Funding.** The Towns Association hosts this session on Feb. 23 to explain how towns might use federal infrastructure funding.
- **Workshop on Affordable Housing.** Confirmed for Wednesday March 30 at 5 p.m.

3. Town Board Agenda – Information/Comments

- **Planning and Zoning.** No action required tonight. The Plan Commission will discuss a certified survey map for the Hartzell Expandable Condominium proposal at its March 9 meeting; TPC may have a recommendation for your March 22 meeting. Also, TPC holds a public hearing March 23 on the request from Madeline School of the Arts for a conditional use permit to build two 6-room student dormitories.
- **Affordable Housing Committee.** Member Gloria Fennell has submitted her resignation. The resignation leaves the committee with 8 members, well above the required minimum of 5 members. No board action is required; community members can submit applications to join at any time.
- **Budget Amendment #2022-01.** Accounting Administrator Barb Nelson and I prepared a separate memo; that memo walks you through changes item by item.
- **Engagement Letter with Baker Tilly.** This is a one-year contract for Baker Tilly to audit the Town's finances from calendar year 2021. This is the same firm that recently completed our audit for 2020. Basic cost (on Page 6 of the engagement letter) is \$18,400; additional fees are estimated at \$3,400-\$4,200, for a total cost of up to \$22,600. You budgeted \$25,000.
- **Island Closet Lease.** This draft makes only minor changes to the initial 2021 lease, primarily in the areas of parking, traffic flow and building access. This lease would be for two seasons.
- **Apostle Islands Inline Marathon.** Organizers are seeking approval of their special event application. The Ashland County Chamber of Commerce plans to revive the skate marathon on June 18, from roughly 8:30-11:30 a.m. (with follow-up festivities at the Rec Center). The event last was held in 2019. A map will be enclosed in your packet with their permit applications; essentially, the event closes down one lane of County H along the route.
- **Police Department.** Ashland County cancelled both the Executive Committee and full County Board meetings scheduled for this month. We do not know when the full board will take up their Finance Committee's recommendation on our law enforcement agreement. Also of note:

Despite county administrator Dan Grady's claim in the Ashland Daily Press that the annual payment is "unprecedented," the Washington Island police chief told our chief that Door County provides their island \$104,000 a year, plus a new vehicle every seven years.

- **Fire Department.** Based on your Feb. 16 workshop with the apparatus committee, the department requests that you authorize Town staff to work with them on developing a formal request for proposals to build a new main fire engine. The Town Board would need to approve the RFP before it is posted.

4. Follow Up on Previous/Ongoing Projects

- **Fire numbers.** Zoning Administrator Ric Gillman had productive discussions with representatives of Ashland County that cleared up key concerns that were stalling this project. As a result, he will lead a meeting of Town staff on Feb. 24 to move forward (independent of the county) to build out the fire number system on the island.
- **Comprehensive Plan Steering Committee.** The committee held a wide-ranging discussion Feb. 10 on economic development, zoning, and transportation issues. Members meet this Thursday, Feb. 24, at 4 p.m. with a focus on developing a more-detailed timeline for community engagement and plan development, plus a review of the current Plan's sections on infrastructure, natural and cultural resources, and intergovernmental cooperation.
- **2020 Audit.** Baker Tilly delivered its draft report. There are a few recommendations the Board will have to look at long term: Adopt a budget for designated funds, not just the general fund; create a debt service fund; increase our capitalization threshold; and prepare for new GASB standards on leases.
- **Accounting software.** Workhorse is installing initial modules; Barb is beginning to enter data from January.
- **Affordable Housing Advisory Committee.** Members had an informative discussion with Ashland County Housing Authority director Denise Lutz on Feb. 8. The WHEDA pilot project for Ashland and Bayfield Counties holds its initial session over 8 hours on March 22-23.

5. Grant Report

- **Wisconsin Cooperative Feasibility Grant.** I had preliminary discussions with Yacht Club board member Tony Brown about whether applying for this grant would make sense as the marina and Town assess long-term fuel supplies on the island. We will continue discussions in time to meet the June application deadline, if necessary.
- **Airport Capital Improvement Plan.** Paul Wilharm and I updated the 6-year plan for the state's Bureau of Aeronautics.

6. Lawsuits/Legal Issues

- **Defoe lawsuit.** No updates at this time.
- **Mattingly judgment.** No updates at this time.

7. Other Information

- **Technology.** YWS Technology installed a new router at the MRF, upgraded wi-fi at the Roads buildings, and trained me and some first responder staff on additional uses of the video system in the ESB training room. Later this year, we will draft a five-year technology plan for Town properties.

MEMO

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

DATES COVERED IN REPORT: Feb. 18-March 4, 2022

1. Accomplished/Completed

- Paul Wilharm and I submitted an updated six-year Capital Improvement Plan for Major Gilbert Field to the state Board of Aeronautics.
- I updated and redesigned the reservations form for Town parks facilities, including Russell Park.

2. Coming Up

- **WHEDA Rural Affordable Workforce Housing Initiative.** The pilot project for Ashland and Bayfield Counties officially begins this month. I expect to attend the initial session, which takes place over 8 hours on March 22-23.
- **Town Board Workshop on Affordable Housing.** Presentations from and discussion with UW Extension and Town's Affordable Housing Advisory Committee take place Wednesday March 30 at 5 p.m.

3. Town Board Agenda – Information/Comments

- **BIL Funding.** At the March 22 TB meeting, Ben Schram and I expect to seek your approval to apply for federal infrastructure funding (through the Wisconsin Department of Transportation) to rebuild the following Town roads in 2023: Mondamin, Hagen, and at least a portion South Shore. DOT is seeking simple projects for this funding cycle; the "mill and overlay" or "pulverize and pave" work these roads require matches perfectly.
If successful, the Town would pay 20 percent of construction costs; federal funding would cover the remaining 80 percent. (State funding is typically a 50/50 split.) The Town would need to cover 100 percent of any "design engineering" work, plus 100 percent of project overruns. Local construction funds would not have to be available until 2023 at the earliest.
The application deadline is April 1; decisions are expected in May. DOT then would work with the Town to complete plans, specifications and estimates by Aug. 1; the state needs to obligate funding by Sept. 30. DOT would take control from there, including handling all bidding, contracting, and construction management. Project construction needs to begin in 2023.
- **Rec Center Bathroom Remodel.** Ben Schram, Ray Hakola and I met March 2 with representatives from Angelo Luppino. Their subcontractor, 5 Star Electric, pledges to install the 200-amp electrical panel the week of March 7.
- **Madeline Sanitary District.** Your packet includes an email from the sanitary district's board of commissioners outlining their challenges to stay compliant with state regulations on effluent quality. They suggest a number of possible causes, as well as adjustments they'd like to see. These would include restrictions on portable restrooms. They ask a few times for our "cooperation," but I have not received any details about what this means or how they plan to get all affected parties involved. Let me know if you want me to initiate discussions.
- **Greenwood Cemetery Mowing Contract.** This renews the existing contract, under the same terms, for 2022.

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- **Planning and Zoning.** No action required tonight. The Plan Commission will discuss a certified survey map for the Hartzell Expandable Condominium proposal at its March 9 meeting; TPC may have a recommendation for your March 22 meeting. Also, TPC holds a public hearing March 23 on the request from Madeline School of the Arts for a conditional use permit to build two 6-room student dormitories.
- **Community Awards Committee.** The committee has two sets of requests of the Town Board:
 - Approve their recommendation for the 2021 Community Appreciation Award
 - Approve their recommendation for the 2021 Hall of Fame recipient
 These recommendations are being made confidentially; it is up to you to decide whether to publicly announce the recipients now, or to allow the committee to personally notify the recipients first (before their names are released).
 In addition, the committee asks the Board for two motions:
 - Declare that any island resident who served honorably in the armed forces is eligible for the Roll of Honor. (This clarifies that veterans are eligible even if they did not live on the island when they served.)
 - Add “outstanding business” as an award category beginning next year.
- **Chef’s Expo.** The event returns this year from its Covid hiatus; the Chamber requests closing off LeSueur and Bell Streets (to the Cadotte intersection) to increase pedestrian safety for Expo visitors and vendors.

4. Follow Up on Previous/Ongoing Projects

- **Fire numbers.** The staff work group met Feb. 24. Their goal is to minimize how many numbers will need to change; their hope is to preserve the existing grid by overlaying a useable and functional alpha-numeric system. Next steps include identifying portions of the grid where numbers are nearing capacity, and clearing up numbering and naming along existing Town roads, private roads, and shared driveways where there are problems. The Town currently has \$34,362 set aside for fire number sign installation in a designated fund (34151-13), plus \$6,000 more in the 2022 budget. See Zoning Administrator Ric Gillman’s report for the partial answer to questions you raised last month regarding project status in the county and federal funding.
- **Ashland County Law Enforcement Agreement.** The full County Board plans to vote March 22 on the Finance Committee’s recommendation to terminate our existing agreement beginning in 2023. The Town would receive full funding in 2022; in fact, the first quarter payment has arrived. The county administrator asks that we contact them anytime we want to begin discussions on a new agreement. Glenn Carlson has written an article for the next Gazette spelling out options for Town residents to consider about police funding and services.
- **Comprehensive Plan Steering Committee.** At their Feb. 24 meeting, the committee developed a five-phase timeline for their work through October. They expect to request a workshop with the Town Board and Town Plan Commission in April to share what they’ve done so far, how they plan to move forward, and to discuss your questions and suggestions.
 Members meet this Thursday, March 10, at 4 p.m.; they will complete Phase One by focusing on lists of priorities they have identified individually, based on their section-by-section review of the existing Plan and “current conditions” research. Future phases: 2) Design Community Survey and Engagement Strategy; 3) Community Engagement; 4) Review Findings and Rewrite Comprehensive Plan; 5) Finalize Draft Plan and Present to Town Plan Commission.
- **Affordable Housing Advisory Committee.** At their March 1 meeting, the committee reached consensus on a framework for pursuing affordable housing in La Pointe. The framework is

comprehensive: It would stretch into years of work; not all activities would begin immediately or take place at the same time. Preferences include:

- Target audience (new and existing year-round workers who make 60-120 percent of the area median income; continue collecting data to accurately demonstrate and forecast need and benefits)
- Types of housing (rental and ownership opportunities, new construction and renovation if available, a continuum of options for all life cycles)
- Location (near town and transportation hubs, able to connect to sanitary sewer)
- Land acquisition and land use (identify Town-owned parcels that can be donated and developed; seek parcels or underutilized structures from private individuals or organizations who would donate or sell at a discount; pursue map changes, density exceptions, or other zoning modifications as appropriate to make development economically feasible)
- Development (pursue public, private, and nonprofit partnerships for financing, construction and management; investigate a land trust or similar model that will ensure long-term affordability)

5. Grant Report

- See Accounting Administrator Barb Nelson's report for the status of existing grant agreements. One update: The state's Forest Fire Protection grant extended its completion deadline to June 15. Our department is still waiting for delivery of two groups of equipment: radios and boots.

6. Lawsuits/Legal Issues

- **Defoe lawsuit.** No updates as of this date.
- **Mattingly judgment.** I expect to deliver an update at the March 8 meeting.

7. Other Information

- **Workforce Innovation Grant.** The Wisconsin Economic Development Corp. opened a second round of funding on Feb. 22 for collaborative efforts "to help the regions of Wisconsin solve their most pressing workforce challenges." I have asked Madeline Island Ferry Line whether they are interested in partnering in a grant application to recruit, train, and retain captains (possibly in conjunction with Washington Island and other communities that have similar maritime needs). The application deadline would be April 15.
- **Wisconsin Rural Economic Summit.** I listened in on the three-hour presentation Feb. 22. It was mostly an avalanche of data about demographic and workforce trends in rural parts of the state – most of it focused on communities (and even counties) far larger than ours. To me, the most-intriguing concept (and most relevant to La Pointe) is what University of Wisconsin economist Steven Dellar calls the "fourth wave" of economic development. He argues that people don't follow jobs, jobs follow people. In this environment, "place making" and quality of life are more important than tax breaks, for example. Communities thrive because they deliver amenities (parks, public safety, education, civic vitality) that attract people, who then create business opportunities and generate economic growth.
- **Gateway Sculpture.** The Public Arts Committee is planning Saturday July 30 for a dedication ceremony of the sculpture in Russell Park.

MEMO

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

DATES COVERED IN REPORT: March 5-17, 2022

1. Accomplished/Completed

- Specific items are covered below.

2. Coming Up

- **Public Hearing.** TPC holds a public hearing this Wednesday, March 23, on the request from Madeline School of the Arts for a conditional use permit to build two 6-room student dormitories.
- **Town Board Workshop on Affordable Housing.** Presentations from and discussion with UW Extension and Town's Affordable Housing Advisory Committee take place Wednesday March 30 at 5 p.m. We'd like to hold the workshop in the ESB Training Room, if you agree.

3. Town Board Agenda – Information/Comments

- **BIL Funding.** Public Works Director Ben Schram and I have researched this federal funding, which will be distributed through the Wisconsin Department of Transportation. We met March 17 with Ashland County Highway Department director Matt Erickson for further guidance on the application process.

We request authorization to apply for funding to repave Hagen, Mondamin, and South Shore roads as part of DOT funding cycles for fiscal years 2023-2026. If our application is successful, the Town would pay 20% of costs after the projects are completed.

The application deadline is June 3; decisions are expected in July. DOT would work with the Town to solicit a design engineer; to complete plans, specifications and estimates; to assign the fiscal year when construction takes place; and to handle all bidding, contracting, and construction management. The earliest the Town would need to commit money is calendar year 2023.

- **Seasonal Postings for Parks.** Ben Schram asks that you approve the following positions:
 - Campground Host #1 - \$16.65/hour from 5/19/22 – 10/14/22 (position will not exceed 860 hours)
 - Campground Host #2 - \$16.65/hour from 5/23/22 – 9/15/22 (position will not exceed 760 hours)
 - Campground Assistant - \$13.53/hour from 5/19/22 – 10/14/22 (position will not exceed 700 hours)
 - Parks #1 – \$18.50/hour from 5/2/22 – 9/30/22 (position will not exceed 800 hours)
 - Parks #2 - \$16.50/hour from 5/2/22- 10/14/22 (position will not exceed 860 hours)
 - Parks #3 - \$16.00/hour from 5/16/22 – 9/30/22 (position will not exceed 480 hours)
- **Planning and Zoning.** Please see the separate memo on the Gitchee Gumees Expandable Condominium plat.
- **Community Awards Committee.** The committee asks the Board for two motions:

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- Declare that any island resident who served honorably in the armed forces is eligible for the Roll of Honor. (This clarifies that veterans are eligible even if they did not live on the island when they served.)
- Add "Outstanding Business" as an award category beginning next year.
- **Affordable Housing Advisory Committee.** The committee recommends that you appoint Marie Iannazzo, for a term that expires Aug. 31, 2023.
- **Chef's Expo.** The Chamber requests closing off LeSueur and Bell Streets (to the Cadotte intersection) to increase pedestrian safety for visitors walking to and from the Expo. In response to earlier questions from TB members, the Chamber reports:
 - Vendors are allowed one vehicle each, and are directed to park in the Bell Street Tavern parking lot. They anticipate 15-20 vendors.
 - Vendors and guests are directed to park in the tavern parking lot; or to park on Col. Woods or in the Town lot adjacent to the school, then walk to the event along Wheeler Walkway.
 - During past events, most guests came from Bayfield and took advantage of a free walk-on passenger ticket on the ferry – which is not good for vehicles. Guests walk from the ferry dock to the event.
 - The Expo is an indoor event; guests will use restrooms in the Bell Street building. There is no need for portable restrooms.
- **Covid Policy.** Given the reduction in Covid spread regionally, I would ask that you suspend Paragraph 2 in the policy that you adopted on Jan. 28. If there is another spike, the requirements of Paragraph 2 then could be reinstated easily.
- **Agreement with State Park and RV Dump Station.** To follow up on your discussion at the March 8 meeting, we have included the 1990 agreement in your packet for review. You'll note that Paragraph 5 does not allow the Town to charge State Park customers for use.
- **MOU for School Crisis Mutual Aid.** This agreement with the School District of Bayfield renews automatically. However, it is supposed to be reviewed annually. Given that it was signed four years ago, in March 2018, it would be appropriate for the Town Board to go on record as keeping the agreement in place, or authorizing a 30 days' notification to cancel the agreement. Town Hall staff will update contact information.
- **Emergency Services Building Warranty Work.** I will give a verbal update at the meeting.
- **Emergency Services Building Use Policy.** Please see the separate memo attached to the proposed revisions.
- **Future Agenda.** The Comprehensive Plan Steering Committee would like to schedule a joint meeting with the Town Board and Town Plan Commission on Wednesday April 27. You received two reports from Baker Tilly from their 2020 audit of Town finances. We are scheduling representatives to speak with the Town Board about the 2020 and 2021 audits at your meeting on June 28, 2022.

4. Follow Up on Previous/Ongoing Projects

- **Ashland County Law Enforcement Agreement.** The county board is scheduled to vote on the agreement this Tuesday, March 22, at 9 a.m. We have not seen an agenda or the proposed resolution; we have been told it will be the Finance Committee resolution, which continues full funding for calendar year 2022, but terminates the agreement in calendar year 2023. Glenn is planning to attend.
- **WHEDA Rural Affordable Workforce Housing Initiative.** The 8-month pilot project for Ashland and Bayfield Counties officially begins this week. I expect to attend the initial session, which

takes place over 8 hours on March 22-23. In theory, there will be weekly, regional work-group meetings, then larger project meetings again in June and September.

- **Madeline Sanitary District.** I have contacted Zach Montagne to discuss the district's concerns about high-strength septic loads. I am waiting for him to propose possible meeting dates.
- **Comprehensive Plan Steering Committee.** I am continuing discussions with Northland College and the Survey Research Center at UW-River Falls for possible assistance with interns and survey work as part of the committee's upcoming community engagement activities.

5. Grant Report

- **Badger Bounceback.** We received word that La Pointe will receive \$7,000 as part of the state's \$50 million program to support "community safety" initiatives. There seems to be wide discretion on how communities can apply the money; we have not received details. (Ashland County receives \$24,700.)
- **Workforce Innovation Grant.** I talked with Mike Radtke from Madeline Island Ferry Line about whether they believe it would be worth pursuing a state grant to help recruit, train and retain captains. In general, he does not believe it would be helpful, but will continue looking into one potential option.

6. Lawsuits/Legal Issues

- **Judgment on Michael Mattingly Properties.** Sale of the properties is scheduled for Friday April 1. The Town Attorney will release the lien upon payment of \$63,000.

7. Other Information

- **Bayfield Schools.** Superintendent Beth Paap holds a "coffee break" for community members on Wednesday March 23 at 9:30 a.m. at the Madeline Island Library.
- **"Qualified Payments."** A member of the Fire Department passed along a memo he received from a professional organization about a change in federal tax code that affects payments to volunteer fire and ambulance members. The change exempts up to \$600 a year from federal taxes. Our payroll company, Oasis, did not apply this exemption in 2021, and seems to know nothing about it. Barb and I have asked them, the Wisconsin Towns Association, and the League of Wisconsin Municipalities for additional research.

MEMO

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

DATES COVERED IN REPORT: March 18-April 7, 2022

1. Accomplished/Completed

- Covered elsewhere in this report.

2. Coming Up

- **Great Lakes Islands Alliance.** The organization holds a webinar on Monday April 18, noon Central Time, to discuss affordable housing issues facing islands.
- **Town Planning Commission.** TPC holds a special meeting on Monday April 18, 4:30 p.m. They face an April 22 deadline to recommend that the Town Board approve or deny the request from Craftivity for a conditional use permit to build two six-room dormitories. The Town Board then has 21 days to vote on the TPC recommendation.
- **Chamber of Commerce.** The chamber resumes monthly board meetings beginning April 20. I intend to discuss with them your Community Award recommendation, the sanitary district's request on portable toilets, the concept of a continuation of business ordinance if you express interest, and business-related questions from the Comprehensive Plan Steering Committee.
- **Public Hearing.** TPC holds a public hearing on Wednesday, April 27, at 5 p.m. on a request from Ken and Marnie Myhre for a conditional use permit to hold yoga and health-related classes on their property at 900 Big Bay Road.
- **Special Town Board Meeting.** Joint meeting with Comprehensive Plan Steering Committee and TPC, April 27, 5:30 p.m. (of after TPC public hearing, whichever is later)

3. Town Board Agenda – Information/Comments

- **TPC Appointment.** The commission recommends the reappointment of member Samantha Dobson.
- **Zoning Administrator.** With Ric Gilman's passing, we have two needs:
 - To fill the position temporarily. A draft job posting is in your packet. Town Hall staff are handling some inquiries; we are steering others to the new zoning administrator in Ashland County. But we do not have the time or expertise to provide the detailed research and guidance that property owners and contractors need for permitting and other issues. We also need to decide how to provide staff support to the Town Plan Commission.
 - To fill the position long-term. The current job description is in your packet.
- **Public Art Committee.** Members are planning the June 30 dedication ceremony for the crane sculpture. They plan to invite drummers from the Red Cliff or Bad River tribes for the ceremony. A typical honorarium would be \$500 (plus a tobacco offering). They request that you authorize them to spend money from their committee budget for these dedication expenses.

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- **Special Event Permit.** The Wisconsin Historical Society has withdrawn its request to close Col. Woods Ave. during the opening celebration of a beading exhibit at the Madeline Island Museum on May 13. They expect to be able to contain events to museum property.
- **Enbridge Line 5.** The DNR has extended the comment period on the draft Environmental Impact Statement for Enbridge's proposed Line 5 expansion in northern Wisconsin. The new deadline is Friday April 15. Details: <https://tinyurl.com/line5deis>
- **Paid Time Off Sharing Program.** See the draft policy in your packet, which also contains additional background information. This policy would allow Town employees with unused paid time off to donate it to a general pool; employees who exhaust their paid time off could draw from the pool if their situation qualifies. The policy is structured to meet IRS requirements, incorporate best practice guidelines, and be simple to understand and administer. If you approve the policy, Barb Nelson and I would create the necessary forms.
- **Overnight Compensation.** See the separate confidential memo.
- **Emergency Services Building Warranty Work.** You received an email March 30 with written commitments from the project manager and subcontractors to perform unfinished warranty repairs even though the one-year period has expired.
- **Continuation of Business Ordinance.** State statute limits La Pointe to three regular "Class B" liquor licenses; those currently are held by the Beach Club, Pub, and Seiche. (Burned Down has a 'reserve' license; Bell St. Tavern has a license for establishments that can seat 300. Other establishments have beer and wine licenses.) A "continuation of business" ordinance would require license holders to be open a minimum number of days, weeks, or months of the year, as determined by the Town. Model language from the Wisconsin Towns Association is in your packet.
- **Next agenda.**
 - **Revaluation.** Assessor Steve Nordquist is available to join the Board (via Zoom) on April 26 to discuss the process, costs, and other factors involved in doing an island-wide property revaluation.
 - **Engineering consultants.** The Town Board will need to evaluate firms that respond to our request for Statements of Qualifications to help the Town apply for federal funding for road reconstruction in 2023. (*see BIL Funding item below*)
 - **Big Bay Town Park.** Town Board will be asked to approve a contract to install a new slide at the Town Park playground, once posting requirements are satisfied.

4. Follow Up on Previous/Ongoing Projects

- **Ashland County Law Enforcement Agreement.** We are scheduled to meet on Monday April 25 to begin discussing a follow-up agreement for 2023 and beyond. I expect Glenn Carlson and Bill Defoe to join me in representing La Pointe; we expect to meet with the sheriff, administrator, and a county board member.
- **BIL Funding.** Ben Schram and I sent letters to six engineering firms seeking Statements of Qualifications for developing design plans for proposed reconstruction of Hagen, Mondamin, and South Shore Roads. Responses are due April 21. Town Board would have to evaluate the responses at the April 26 meeting, select a preference, and approve a contract in time for the firm to perform services and help submit applications before the June 3 deadline. (We also sent information to the Wisconsin Towns Association, with is trying to get small bridges qualified for BIL funding.)

- **Comprehensive Plan Steering Committee.** The committee meets again April 14. They expect to review their community engagement plan (including survey and focus group topics), and to review proposal for assistance from UW-River Falls, Northland College and, potentially, UW-Superior.
- **Madeline Sanitary District.** I met March 31 with Zach Montagne about the Sanitary District's concerns with high-strength septic loads. They do not know why their ponds are not working properly. However, they suspect the RV pump station and portable restrooms contribute to the imbalances they see. They seem to believe that removing these high-strength sources are part of a long-term solution. Zach is in frequent contact with the DNR about both treatment standards and the DNR contract that requires the Town to maintain the RV dump station. Ben Schram and Dorgene Goetsch are researching what historical records might exist to assist DNR staff. DNR has hinted that it could help the district pursue facility upgrades; it seems logical that expanding district capacity and infrastructure would be the best solution for handling these high-strength loads and the island's population growth.
- **"Qualified Payments."** Barb Nelson and I continue to work with our payroll company on how to resolve the fact that they did not notify us, nor apply a change in federal tax code, that exempts up to \$600 a year in federal taxes for our compensated volunteer fire and ambulance department members. They want to charge us \$3,000 to send corrected W-2s and refile quarterly and annual tax forms for 2021.
- **WHEDA Rural Affordable Workforce Housing Initiative.** In March, the first meeting for Ashland and Bayfield Counties selected small-scale development, government resources, and infrastructure as topics on which pilot project research groups will focus. I joined the government resources group; we meet every Friday through June.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Judgment on Michael Mattingly Properties.** The judgment was satisfied on April 1. The Town received a payment of \$63,055, including interest.

7. Other Information

- **Wisconsin Towns Association District Meeting.** I attended the quarterly meeting March 28 in Moquah. Much of the discussion concerned recruitment, retention and costs of EMTs. I also connected with UW Extension, which is studying creating a food network in Ashland County; I forwarded information to the Island Harvesters group.

MEMO

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

DATES COVERED IN REPORT: April 8-21, 2022

1. Accomplished/Completed

- **Great Lakes Islands Alliance.** I (and about a half-dozen other Madeline Island residents) joined the webinar April 18 to learn details on affordable housing developments on Mackinaw Island. I followed up with additional questions the presenters. You can watch a recording of the webinar at <https://bit.ly/3rHGmg3>.
- **Chamber of Commerce.** I met with the chamber board April 20. We discussed the sanitary district's email on portable toilets, a draft of business-related questions from the Comprehensive Plan Steering Committee, and the concept of a "continuation of business" ordinance for the Town. Individual board members expressed support of such an ordinance, but the Chamber has no recommendation at this time.
- **Purchase Orders.** The Town Board has approved purchases of a new playground slide at Big Bay Town Park, body cameras for the Police Department, a compressor for the Emergency Services Building, and wildfire equipment for the Fire Department.

2. Coming Up

- **Public Hearing.** TPC holds a public hearing on Wednesday, April 27, at 5 p.m. on a request from Ken and Marnie Myhre for a conditional use permit to hold yoga and health-related classes on their property at 900 Big Bay Road.
- **Special Town Board Meeting.** Joint meeting with Comprehensive Plan Steering Committee and TPC, April 27, 5:30 p.m. (of after TPC public hearing, whichever is later)

3. Town Board Agenda – Information/Comments

- **Dust Abatement.** A draft RFB is attached for your information. The Town will solicit bids for dust abatement materials for gravel roads. Because this is considered a public purchase of consumable materials, and because cost is expected to exceed \$25,000, the purchase requires a formal bid process and Class II notice. Bids are scheduled to be opened before your May 10 meeting. We have budgeted \$32,000 for dust abatement in 2022.
- **BIL Grant Funding for Repaving Roads: Statement of Qualifications.** See the separate memo.
- **Sidewalks.** Public Works is collecting updated quotes for installing a sidewalk around the curve at Big Bay Road and Main Street. This topic was raised again at the Annual Town Meeting. We expect to be able to provide a verbal update at the meeting, so you can decide whether to proceed in 2022.
- **Parks.** The department seeks authorization to hire the following seasonal employees:
 - Camp Host #1: Rand Moore (returning) – \$16.65/hour, not to exceed 860 hours from 5/19/22 – 10/14/22
 - Camp Host #2: Sarah Hannam – \$16.65/hour, not to exceed 760 hours from 5/23/22 – 9/15/22

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- Campground Assistant: Fern Langenberger (returning) -- \$13.53/hour, not to exceed 700 hours from 5/19/22 – 10/14/22
- Parks #1: Evans Mealman -- \$18.25/hour, not to exceed 800 hours from 5/2/22 – 9/30/22
- Parks #2: Ciara Wiggins (returning) -- \$16.50/hour, not to exceed 860 hours from 5/2/22-10/14/22
- Parks. The department seeks authorization to repost for Parks #3 (open until filled): \$16.00/hour, not to exceed 480 hours from 5/16/22 – 9/30/22
- Airport. Aimee Baxter seeks Town authorization to transfer her lease for Industrial Lot 12 to Gary Beeksma. The lease runs until Dec. 31, 2027.
- Zoning Administrator (Position Description). A draft description is in your packet. The draft revises the current description. Most notably, it specifically lists (in Section III.A.1) all the areas in Town ordinance where the ZA has responsibility; identifies job duties in a rough order of priority and frequency; and clarifies the ZA's responsibility and role in the Comprehensive Plan (Paragraph 15). I ask Town Board approval of the description so it can be posted for applicants.
- Zoning Administrator (Posting). The draft posting is in your packet. My intention is to set a May 15 application deadline. I look forward to your advice on where to post and/or advertise the position, and request Town Board approval of the posting.
- Craftivity CUP. A detailed memo and additional information are in your packet. The Town Plan Commission requests Town Board approval of the CUP with conditions.
- Madeline Island Museum. Nicholas Hoffman, the administrator of museums and historic sites for the Wisconsin Historical Society; Angela Titus, the chief programming officer for the historical society; and Keldi Merton, the museum's site director, expect to join the meeting remotely to give an overview of museum programming this season.
- Paid Time Off Sharing Program. I request Town Board approval of this program, which you reviewed on April 12. Your packet includes the operational language, as well as the forms donors and recipients would use.
- Police Department. Chief William Defoe and I are still talking with our personnel attorney to work through options on overnight compensation. The latest wrinkle: "productive work period" vs. "nonproductive work period."
- Law Enforcement Agreement with Ashland County. Our initial meeting is scheduled for next Tuesday, May 3. County representatives will join us on the island to discuss an arrangement for 2023 and beyond.
- Sanitary District. District superintendent Zach Montagne says the district's board believes it is "a bit premature" to meet with the Town Board regarding the district's concerns about high-strength septic loads. Zach hoped to prepare a written update for the Town Board before the April 26 meeting.

4. Follow Up on Previous/Ongoing Projects

- "Qualified Payments." The payroll firm has sent corrected W2s for 24 members of the ambulance and fire crews, reflecting the exemption of up to \$600 each from taxable income.
- Comprehensive Plan. The committee is reviewing proposals from Northland College and UW-River Falls to conduct surveys, focus groups, or other research work. It is clear that what is budgeted this year for the comprehensive plan is inadequate to engage outside consultants in any meaningful way.
- Revaluation. Assessor Steve Nordquist will discuss a potential revaluation during the Town's Board of Review on June 8.

- **Zoning.** Lisa Potswald began the interim role on April 15 and will work a regular schedule beginning May 3. I continue to cover zoning matters, including the upcoming public hearing on April 27.
- **Fire Numbers.** Emergency services leadership and I meet April 26 with Dorothy Tank from Ashland County to try to resurrect this project.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **Madeline Island Yacht Club fuel tanks.** I met April 19 with Tony Brown, Nick Eoloff, Elena Tritchkova-Lamoreaux to discuss their fuel tank replacement plans in context of ensuring island resiliency and self-sustainability, especially in winter.

MEMO

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

DATES COVERED IN REPORT: April 22-May 5, 2022

1. Accomplished/Completed

- **Road Reconstruction.** Completed purchase orders for engineering design work by SEH Inc. to prepare BIL applications for reconstruction of Hagen, Mondamin, and South Shore roads.
- **Zoning Administrator.** Job vacancy is posted locally and on job boards of Wisconsin Towns Association and League of Wisconsin Municipalities.
- **Gateway Sculpture Interpretive Sign.** Final proofing is complete; the sign is at the printer.
- **American Rescue Plan Funding.** Compliance reports were filed with the US Treasury before the April 30 deadline.

2. Coming Up

- **Airport Leases.** Dorgene Goetsch and I will send letters to all lessees of industrial lots and airport hangars whose certificate of liability insurance is not current.

3. Town Board Agenda – Information/Comments

- **Sidewalks.** Building a sidewalk at the corner of Big Bay and Main would cost about \$26,000, based on updated quotes for work by Town crews and a concrete contractor. Cost would rise if work disrupts utilities. Our request is for the Town Board to make a decision to approve or cancel sidewalk construction; that will allow us to inform the property owners and plan allocation of Town crew time. \$36,000 was budgeted for this project (with an asterisk). Ashland County Highway Department is not interested in participating in the project.
 - Questions were raised about adding a ramp at the crosswalk in front of the candle shop. State statute (66.0909) seems to require a ramp only when “constructing new curbs or sidewalks or replacing curbs or sidewalks within 5 feet of a legal crosswalk.” We have not sought estimates of what it would cost to build a ramp independently.
- **Credit Card Limit.** The Town Foreman frequently pushes or exceeds the \$1,500 limit on his Town-issued card. Exceeding the limit incurs a \$39 fee each time. Raising the limit requires Town Board approval; we request raising the individual card limit to \$5,000.
- **Myhre Conditional Use Permit Application.** See the separate memo and packet of information.
- **Contract with Northland College.** The Comprehensive Plan Steering Committee recommends approving Northland's 12-month proposal to partner on survey work, focus group leadership, and other Comp Plan work from May 2022 through April 2023. The Town's 2022 budget allocates \$4,000 for Comprehensive Plan work, some of which will pay for printing and mailing costs to promote a community survey and other elements of public participation. The Town will receive \$6,000 in grants from donor funds affiliated with the Duluth Superior Area Foundation (see below). That leaves about \$16,000 unaccounted for to cover the contract. During the Town Board workshop on April 27, members suggested funds could be diverted from Designated Fund 34152-02 (Town Administration/Equipment), which has a current balance of \$563,150.

- **Apostle Islands Area Community Fund.** Please approve the grant agreement for \$5,000 for the Comprehensive Plan Steering Committee. Funds will support community engagement activities. The Town Board approved the initial application on Jan. 25, 2022.
- **Michael Madeline Island Fund.** Please approve the grant agreement for \$1,000 for the Comprehensive Plan Steering Committee. Funds will support community engagement activities. (Town Board approval was not required to submit the application.)
- **Apostle Islands Area Community Fund.** Please approve the grant agreement for \$4,600 for the Affordable Housing Advisory Committee. Funds will support research and consulting to develop affordable workforce housing on Madeline Island. (Town Board approval was not required to submit the application.)
- **Revisions to Town Ordinance Chapter 40.** See the separate memo. Please approve the proposed amendment.
- **Attachment C to Compensation Resolution.** The rates are lower than originally budgeted and reflect wages actually being paid. Please approve the resolution.
- **Resolution 2022-0510.** The Town Clerk can provide additional information. Please approve the resolution.
- **Ashland County Law Enforcement Agreement.** Glenn Carlson and I will give a verbal report on our May 3 meeting with the county administrator and sheriff.
- **Continuation of Business Ordinance.** This follows up on discussion the Town Board had on April 12. The proposed letter would go to all 14 holders of Town liquor licenses, seeking their feedback on minimum standards to retain a full "Class B" liquor license. I welcome suggestions for the letter or survey. If the Town pursues this ordinance, legal advice is to have it in place before licenses renew on July 1, so license-holders have a year to get into compliance.

4. Follow Up on Previous/Ongoing Projects

- **Fire numbers.** The Town's ad hoc committee had a productive meeting April 26 with Dorothy Tank, Ashland County's director of emergency management. See the zoning report for highlights of the discussion.
- **Gitchee Gumee Expandable Condominium.** We received initial architectural drawings and the condominium declaration for this proposed project along Mondamin Drive. Lisa Potswald and I were scheduled to meet May 6 with developer Bob Hartzell to learn more; Hartzell says he is ready to begin applying for building permits. Hartzell plans a public informational meeting on May 10 at noon at the Lightkeepers Lodge.
- **Town Benefits.** For qualified employees, the Town pays for a \$20,000 policy of life, accidental death and/or dismemberment insurance. The Town pays for a short-term disability policy that pays \$125/week. Employees qualify if they work at least 1,044 hours/year. The Town does not offer long-term disability.

5. Grant Report

- See updates elsewhere.

6. Lawsuits/Legal Issues

- No updates.

MEMO

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

DATES COVERED IN REPORT: May 6-19, 2022

1. Accomplished/Completed

- Covered below.

2. Coming Up

- **Comprehensive Plan Steering Committee.** On May 26, the committee expects to review the first draft of a survey that will be part of the Plan's public participation phase. On May 31, committee member Sarah Caruso will lead a discussion with about 15 community leaders; the goal of the discussion is to identify priorities and any blind spots before a survey goes to the broader community.
- **Zoning Administrator.** I will begin interviewing applicants May 23.
- **Public Arts Committee.** We received the printed interpretive sign for the Gateway sculpture, and shared it with the State Historical Society, so they can see how we are in alignment with their plans for a new sign outside the Madeline Island Museum. The sculpture is expected to be installed by early June, with a dedication ceremony July 30. The committee also has scheduled a private meeting and public presentation for June 21 with Anne Katz, executive director of Create Wisconsin.

3. Town Board Agenda – Information/Comments

- **Contract with Nelson Surveying.** Public Works requests that you approve this contract, which will provide survey work for the sidewalk easement along Main Street and Big Bay Road.
- **Contract Amendment with Angelo Luppino Inc.** Public Works requests that you approve this amendment, which extends the completion date on the Rec Center bathroom remodel by 60 days, from April 30 to June 30.
- **Extension of Vacation.** Town policy requires that employees use their accumulated vacation by their anniversary date, unless the Town Board approves an extension.
 - Accounting Administrator Barb Nelson will not use her accumulated 224 hours by June 30. She requests that you extend those hours through June 30, 2023. (Note: She is scheduled to use at least 150 hours by the end of July 2022.)
 - Town Administrator Michael Kuchta will not use his remaining 34.5 hours by May 31, 2022. He requests that you extend those hours until Dec. 31, 2022. (Note: He is scheduled to use those hours in August 2022.)
- **Emergency Services Building.** I will provide a verbal update at your meeting.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The WHEDA pilot project has two sessions scheduled for the Ashland and Bayfield County work groups: May 24-24 and June 21-22 (which will include some public participation). Meanwhile, Town committee members continue to research

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Michael Kuchta

financing and land use options, and continue outreach to potential partners, including local landowners, St. John's church, Habitat for Humanity, and consultants identified through Mackinac Island's affordable housing development.

- **Energy Committee.** The microgrid feasibility study is finalizing its analysis of creating a microgrid for Town Hall, and the clinic, library and (potentially) school buildings.
- **Fire numbers.** I reviewed existing Zoning files and notes to create a to-do list for the Town's ad-hoc committee about research and decisions they need to make.

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- I will provide a verbal update at your meeting.

7. Other Information

- **Big Bay land swap.** Ashland County is assisting us with a potential land swap with the DNR, in which the Town would trade a land-locked parcel adjacent to the lagoon for state land along Big Bay Road, adjacent to Town Park. We are waiting to hear more from DNR's real estate people.
- **Town vehicles.** It was a rough week: the MRF's hook truck blew an injector, and the ambulance sustained damage when it blew a tire.

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

MEMO

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

DATES COVERED IN REPORT: May 20-June 9, 2022

1. Accomplished/Completed

- **Town road repaving.** Applications were submitted to the state by the June 3 deadline to request federal BIL funding that could cover 80 percent of the construction costs of repaving Mondamin Trail, South Shore Road, and Hagen Road. Decisions are expected to be announced by September.
- **Citizen complaint form.** In consultation with von Brissen and the police chief, updated the language on the form residents would submit if they allege misconduct by Town police officers. The new language is more in compliance with changes in state statute; the form is also now available as a fillable PDF document in addition to paper.
- **Other.** See results of additional projects completed below.

2. Coming Up

- **Public Arts Committee.** The committee hosts a presentation on Tuesday June 21 by Ann Katz, director of Create Wisconsin (formerly Arts Wisconsin). The presentation is 1:30-3:30 p.m. at Bell Street Gallery; it is free and open to the public.
- **Covid Vaccine Clinic.** Ashland County Public Health holds a free, walk-in clinic at the ESB on Tuesday June 28 from 10 a.m.-2 p.m.

3. Town Board Agenda – Information/Comments

- **Parks.** On April 26, the Town Board authorized hiring Sarah Hannum as Campground Host 2 beginning May 23. Sarah arrived on the island early, so began working on May 20. For audit purposes, we request that the Board amend Sarah's hiring authorization with a new start date of May 20, 2022.
- **Grant Updates.** We applied for and budgeted for a WCMP grant to do a feasibility study on expanding mobility access at Big Bay Town Park. We can begin activities July 1 once a grant contract arrives. If the contract does not arrive in time for the June 14 meeting, please table consideration until June 28.
- **Schedule of Fees.** We request that you amend the schedule of fees as described in the resolution. There are an estimated 15-20 vacation rental properties that have not yet obtained a permit from the Town. It is our intent to inspire them to obtain the required permit by July 1, or face late fees that are consistent with other late fees for failing to obtain zoning permits.
- **Budget Amendment.** See the separate memo for details on the adjustments.
- **Ashland County Law Enforcement Agreement.** A special Town Board meeting is scheduled for Wednesday June 29 at 5 p.m. at the ESB. (The Ashland County administrator and sheriff have been invited, but say they are not available.)
- **Purchase Agreement for Fire Department drone purchase.** Town Board members approved the purchase order on May 24. In addition, Town policy requires a contract for a purchase of this

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size; we request that you approve the contract. The Class I Notice required by state statute was published June 7.

- **RFP for Fire Engine.** We request that you approve issuing the request for proposals. The Town Board authorized the Fire Department to prepare the RFP on Feb. 22, 2022.
- **Emergency Services Building.** Robert Krzyzanowski, director of emergency services at Wendel Companies, will meet in person with Town staff on June 15 in an attempt to resolve the compressor warranty issue.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The next session of WHEDA pilot project is June 21-22 for the Ashland and Bayfield County work groups. The sessions are in Bayfield; they will include some public participation (in person or remotely). Meanwhile, Town committee members continue to talk with potential partners, including local landowners, Habitat for Humanity, and the consultant who helped develop Mackinac Island's affordable housing development.
- **Comprehensive Plan Steering Committee.** The island-wide survey is scheduled to launch on June 10. The survey will be available online, with paper versions available at Town Hall. Fliers promoting the survey are scheduled to be delivered to all La Pointe PO Boxes on June 11; additional promotion will take place during the month. The survey is open until July 10.
- **Energy Committee.** The committee reviewed initial findings of the feasibility study for linking Town Hall, the clinic, and library into a self-sufficient microgrid. The Town will receive the final report in time to submit it to the state Office of Energy Innovation by the June 30 deadline.
- **Fire numbers.** Had the map supplied by Ashland County scanned into a digital file.
- **Materials Recovery Facility.** DNR officials visited June 9 to certify the MRF as a Type 3 salvage operation. Also, construction is expected to begin this month on the new cell tower at the MRF.
- **Parks.** Town crews continue drywalling and other interior work at the Rec Center restrooms.
- **Public Arts Committee.** The committee continues to plan for the July 30 dedication of the "Gateway" sculpture. They are also investigating a paver or landscaping solution to make the site in Russell Park more accessible and durable for visitor use.
- **Roads, Dock, Harbor.** Installation of the passenger shelter on the Town Dock is awaiting final permit approval. The ferry line will install a sewer lateral connection from its new freight garage (the old miniature golf course) across Col. Woods Ave. Traffic will need to be detoured.

5. Other Information

- **Auto salvaging.** Met with representatives from the DNR and DOT to discuss their concerns about auto salvaging on Town industrial lots and elsewhere on the island.
- **Public Records requests.** The Town has received two public records requests in June. Pete Rogers requested information on conditional use permits that exist for 585 Middle Road and 604 Penny Lane. Zoning has made an initial response to this request. Gene Nelson has requested information on eight policies, contract, or properties. The Town Clerk and Zoning are seeking clarification on some of the requests, and working to fulfill what is available.

MEMO

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

DATES COVERED IN REPORT: June 10-23, 2022

1. Accomplished/Completed

- See details in individual categories below.

2. Coming Up

- **Covid Vaccine Clinic.** Ashland County Public Health holds a free, walk-in clinic at the ESB on Tuesday June 28 from 10 a.m.-2 p.m.

3. Town Board Agenda – Information/Comments

- **John Deere Bulldozer.** The Public Works director requests authorization to sell the 1988 John Deere 450G Bulldozer to McCoy Construction and Forestry in Ashland for \$17,000. Proceeds would go toward purchase of the John Deere 444K Wheel Loader, which the Town Board approved when the wheel loader lease expires at the end of July. Research suggests that this sale price for the bulldozer is higher than the Town would receive at auction.
- **Dock Railing.** Nelson Construction is requesting authorization to replace three 8-foot sections of railing on the north side of the Town Dock with chains or cables, to make barge loading easier. All work and materials would be at their expense. The letter and drawing are in your packet.
- **Rec Center Contract.** Because of ongoing supply chain challenges in acquiring materials, the completion date needs to be extended to July 31, 2022. The first page of the contract, containing all the amended language, is in your packet.
- **Parks Department wages.** The Public Works director recommends the following wage increases for seasonal Parks employees:
 - Evans Mealman (Parks 1), a 25-cent increase, to \$18.50/hour, effective June 26, 2022
 - Ciara Wiggins (Parks 2), a 50-cent increase, to \$17.00/hour, effective June 26, 2022
- **Recycling Specialist Comp Time Request.** The Public Works director recommends approving up to 80 hours of accruable comp time for David Cook, effective June 19, 2022.
- **Ashland County Law Enforcement Agreement.** The County Board's law enforcement committee meets at 5 p.m. on Monday June 27. I will listen in and provide any relevant updates. The Town Board meets at 5 p.m. on Wednesday June 29 at the ESB to compile information and community feedback on law enforcement coverage on the island.
- **Audit.** Vanessa Kane and Kim Shult of Baker Tilly will give an overview of their 2020 and 2021 audit reports. Baker Tilly delivered its draft report for calendar year 2021 this month; it delivered the audit for 2020 this past February. The auditors' primary concern of significance is that, because of limited staffing, the Town does not build "double-checking" into the preparation of its financial reports. (The auditors concern about not preparing statements "in accordance with accounting principles generally accepted in the United States of America" refers mostly to the fact that the Town historically used "modified cash basis" accounting, not accrual, which the auditing world prefers. That shift is being made.)

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Initial: dk

In addition, there are a few recommendations the Board will have to look at long term: the Town is legally required to adopt a budget for each designated fund, not just the General Fund, and to create a debt service fund (see Note 2 on Page 20 in the 2021 Financial Statements). Also recommended: increasing our capitalization threshold (see Page 7 of the 2021 Audit Results Letter), and preparing for new GASB standards, primarily on leases (see Page 19 of the 2021 Audit Results Letter).

- **Emergency Services Building.** Robert Krzyzanowski, director of emergency services at Wendel Companies, met in person on June 15 with Town staff and Town Board member Mike Anderson to continue discussions on the compressor warranty issue. If weather cooperates, Berghammer is scheduled to do gutter and other warranty repairs on Tuesday June 28.
- **Liquor Licenses.** Bell Street Tavern is applying for a "Class B" license that, under state statute Chapter 125.51(4)(v)1 is available only to: "A full-service restaurant that has an interior, permanent seating capacity of 300 or more persons." Your packet includes an architectural plan for Bell Street Tavern calculating that they have useable floor space of 4,142 square feet. Wisconsin Administrative Code SPS 376.05(4) states: "In cafes, restaurants and taverns the capacity shall be based on 10 square feet of net floor area per person." Similarly, SPS 377.02(1) states: "Where permanently fixed seats are not provided, the capacity shall be established by allowing 10 square feet of floor space per person in areas used as dining rooms and dance halls..." That calculation would give Bell Street Tavern a capacity of 414. Your packet also includes advice from the Town Attorney.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The committee created a one-page flier explaining their work and informing people how they can help. Members held two phone conversations with principals from Cinnaire, the developers who led the workforce housing project on Mackinac Island. One of those officials is scheduled to visit La Pointe on July 6 to continue discussions about a market analysis and other preliminary steps toward building housing here. The WHEDA Pilot Project for Chequamegon Bay continues; I attended the two-day "ideation session" on June 21-22.
- **Big Bay Sidewalk.** The site survey was completed June 22; stakes show where a 5-foot easement from the property lines would be located. However, if the sidewalk starts next to the curb in the public right of way, a much narrower easement would be possible for much of the project (perhaps only 2 or 3 feet), especially the closer the sidewalk gets to Whitefish.
- **Community Awards Committee.** Names are installed on the plaques in Town Hall; presentations are scheduled for the July 4 celebration.
- **Comprehensive Plan Steering Committee.** The island-wide survey is now available online; paper versions are at Town Hall. Promotional mailings were sent to approximately 475 island post office boxes on June 11, and to off-island street addresses of approximately 535 property owners on June 21. Additional promotion continues. The survey is open until July 10. The survey will be followed by three community forums in early August.
- **Energy Committee.** The committee received the draft report from muGrid Analytics' microgrid feasibility study. Under terms of the state grant, the final report must be submitted to the state's Office of Energy Innovation by Thursday June 30. The study's key findings: It is feasible to link the Town Hall, Library and Clinic into a self-sustaining electricity microgrid. Doing so would

require reconfiguring the existing utility infrastructure along Big Bay Road. The Town cluster could operate for 30 days (and probably longer) in the event of a major outage on the main grid; sustainability would utilize a combination of existing solar power, existing propane generators, and new battery storage and grid control equipment. Unlike in many microgrid projects, the majority of the cost would be in infrastructure reconfiguration, not in new equipment. Initial cost estimates are in the range of \$350,000-\$680,000. The Town could use Xcel's Power Resiliency Program as a source of financing.

- **Fire Department RFP.** The RFP has been published. In addition, invitations were sent directly to four manufacturers.
- **Industrial Zone Leases.** We sent letters to two leaseholders who have materials spilling out of their leased land into the main road. They have until June 30 to remove the materials or Town crews will confiscate and scrap the items, at the leaseholders' expense. Also, we are trying to get current liability insurance information from leaseholders of industrial lots and airport hangars; to date, about half have cooperated.
- **Parks.** The department is removing the posting for the Parks #3 position. Hours will be redistributed among other Parks staff.
- **Police Overnight Compensation.** von Brissen has signed off on a final draft for a formal policy. The police department is reviewing the draft to make sure it covers all situations. We then will cost out the policy based on recent work schedules and bring it to the Town Board for action.
- **Public Arts Committee.** The crane sculpture was installed in Russell Park on June 16; the interpretive sign was installed a few days earlier. Landscaping and other finishing work remains. The committee continues to plan for the July 30 dedication.
- **Revaluation.** North Country Appraisal Services estimates that beginning a revaluation in 2023, if required, would cost \$70,000-\$75,000 over three years. Typically, payment is 25 percent in year one, 50 percent in year two, and 25 percent in year three.
- **Roads, Dock, Harbor.** The passenger shelter was installed on the Town Dock on June 22. Power hook-ups will occur at a later date.

5. Grant Report

- We are waiting to receive a contract for the Wisconsin Coastal Management Program grant to do a feasibility study on expanding mobility access at Big Bay Town Park. The grant year begins July 1; once a contract arrives, we could begin soliciting engineering firms for the study.

6. Lawsuits/Legal Issues

- No update.

7. Other Information

- Nothing additional.

MEMO

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

DATES COVERED IN REPORT: June 24-July 7, 2022

1. Accomplished/Completed

- **Audit.** Paperwork on the 2021 audit was completed on July 5. Baker Tilly issued the final reports July 7.
- **Bureau of Aeronautics.** Completed and returned nine annual certifications required for Major Gilbert Field.

2. Coming Up

- **Sculpture Dedication.** Saturday July 30, 2 p.m. at Russell Park.

3. Town Board Agenda – Information/Comments

- **Parks.** We request that you approve signing Contract #AD229118-023.36 with the Wisconsin Coastal Management Program. This contract is for a \$15,000 grant, with a \$15,000 Town match, to conduct an engineering study to improve accessibility at Big Bay Town Park from the bluff down to the beach and lagoon. The Town Board approved applying for this grant on Oct. 26, 2021. The Town match is budgeted in 57621-30.
The most relevant pages of the contract are in your packet; I can provide the full 22-page contract at your request.
If you approve the contract, we request that you approve an RFP (request for proposal) to solicit engineering firms for the accessibility study. The draft RFP is in your packet.
- **Planning and Zoning.** The Town Plan Commission recommends re-appointing Suellen Soucek as chair for a one-year term.
- **Attachment E to 2022 Compensation Resolution.** These changes reflect the pay raises you authorized on June 28.
- **Ashland County Law Enforcement Agreement.** A draft proposal and draft memo to the County Board were sent to you confidentially.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** Members met July 6 with Chris Laurent and Jerrell Harris of Cinnaire Solutions, gave them a tour of the island and of potential sites for housing. I talked July 7 with David Pawlisch – of the Department of Administration's Division of Energy, Housing and Community Resources – about the potential of a federally funded planning grant to offset the cost of a market analysis.
- **Comprehensive Plan.** The island-wide survey closes July 10. Northland College will present preliminary results at the steering committee meeting on July 14, with more detailed analysis two weeks later. The first three public forums, on priority topics gleaned from survey results, are scheduled for Aug. 2, 6 and 11.
- **Public Arts Committee.** Members are finalizing a program, invitations, logistics, and publicity for the sculpture dedication ceremony July 30 at 2 p.m.

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5. Grant Report

- **Office of Energy Innovation.** Submitted the quarterly report for the Energy Committee's microgrid feasibility study. Final submissions and reimbursement requests are due by Sept. 30.
- **Wisconsin Coastal Management Program.** Awaiting approval from the grantor of the sign that needs to be placed in the passenger shelter acknowledging the source of funding. A final report and reimbursement request are due by Aug. 30.

6. Lawsuits/Legal Issues

- No updates.

MEMO

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

DATES COVERED IN REPORT: July 8-21, 2022

1. Accomplished/Completed

- See details below.

2. Coming Up

- **Sculpture Dedication.** Public Arts Committee holds a formal ceremony on Saturday July 30 at 2 p.m. at Russell Park.
- **Comprehensive Plan Community Forums.** Northland College leads three open forums to discuss priorities expressed in the island-wide survey. The forums are Tuesday Aug. 2 at 6 p.m. at the Rec Center Pavilion; Saturday Aug. 6 at 11 a.m. at Town Hall; and Thursday Aug. 11 at 6 p.m. (virtual).
- **Primary Elections.** Statewide elections are Tuesday Aug. 9. That delays the next Town Board meeting until Wednesday Aug. 10.

3. Town Board Agenda – Information/Comments

- **Fire Engine RFP.** The Town received two responses. Under terms of the RFP, responses should be forwarded to the Fire Department after they are opened, for review and recommendation to the Town Board.
- **Parks.** The Public Works director requests an additional 30-day extension, because the contractor will not be able to meet the July 29 deadline. The relevant changes in the contract language are in your packet. Still to be completed by contractor: Install all plumbing and utility room fixtures, stall partitions and interior doors. Still to be completed by Town crews: Install vinyl base, paint interior after contractor installs doors, get Ashland County to test water, clear final UDC inspection.
- **MRF.** The Public Works director recommends approving up to 80 hours of accruable comp time for Marty Curry, effective July 10, 2022.
- **Affordable Housing Advisory Committee.**
 - **New member.** The application from Robert Kramer is in your packet. His appointment would raise committee membership to 11. Under committee bylaws, the committee must have at least 5 members, but there is no maximum limit.
 - **Housing Needs Assessment.** The committee recommends issuing an RFP for a housing needs assessment and market analysis. The draft RFP is in your packet. The RFP would be sent to potential consultants on a list approved by the Wisconsin Housing and Economic Development Authority. The report from a needs assessment and market analysis would provide the research, hard data, and recommendations necessary to determine how much additional workforce housing is needed on the island and what type(s) of housing should be built. The information and conclusions would be necessary

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to give development and financial partners confidence that new or rehabilitated housing would be viable.

- **Public Arts Committee.**
 - **Membership.** Three members – Peg Bertel, Sally Brown and Susan Sabre – are seeking reappointment. Committee bylaws allow up to nine members; reappointment of these members would put committee membership at five.
 - **Sculpture Donation.** Your packet contains the proposed letter of acceptance to receive the donation of the Gateway sculpture and transfer ownership from the La Pointe Center to the Town. For reference, your packet also includes the contract the La Pointe Center signed with the artist (marked Sample).
- **Energy Committee.** The committee recommends “that the Town engage Xcel Energy and authorize them to complete a Preliminary Project Scoping Study at a cost of \$500.” As reported at your June 28 meeting, the recently completed microgrid feasibility study concludes that it is feasible to connect Town Hall, the Library and the Clinic into a self-sustaining electricity microgrid. The scoping study would provide shovel-ready design and installation recommendations, and more detailed cost estimates, for reconfiguring utility wiring and connecting the transformer, solar arrays, battery storage, and backup generation that would be necessary for the microgrid.
- **Comp Time Approval.** The Town’s Personnel Policy (Section 511) allows employees to receive compensatory time off – in lieu of paid overtime – *if the employee and immediate supervisor agree in advance*. However, current practice is that the Town Board must give blanket approval – employee by employee – for comp time. (Currently, five employees have standing approval to receive comp time.) How do you want to handle this discrepancy between policy and practice?
- **Ashland County Law Enforcement Agreement.** The Town Board’s proposal was sent to the County on July 13. The proposal is included on the agenda for the next meeting of the County Board’s law enforcement committee, scheduled for Monday July 25 at 5 p.m.
- **Police Officer Overnight Policy.** The draft policy and a background memo are included in your packet.
- **Low Speed Vehicles.** The police chief recommends that you adopt the proposed ordinance amendment. Specific language is necessary in order for the police department to enforce any traffic violations by low-speed vehicles.
- **ESB.** I will provide a verbal update at the meeting.

4. Follow Up on Previous/Ongoing Projects

- **Comprehensive Plan Survey.** Northland College presented initial results from the island-wide survey during the steering committee meeting of July 14. More detailed results will be shared July 28. See the separate memo summarizing initial analysis of survey responses.
- **Sculpture Dedication.** Prepared and sent invitations to Bad River and Red Cliff Tribal Council members, legislative members. Prepared and sent news releases.

5. Grant Report

- **BBTP Accessibility.** The RFP was published July 19. In addition, the RFP was sent directly to five engineering firms in the state, based on research available through the Wisconsin Towns Association.
- **Passenger shelter.** Paperwork for \$15,000 reimbursement from Wisconsin Coastal Management Program was mailed July 8.

6. Lawsuits/Legal Issues

- No update.

7. Other Information

- **Wisconsin Towns Association County Unit Meeting.** The meeting is Monday July 25 at 7 p.m. at Pilsen Town Hall; I plan to attend.
- **BBTP Reservations.** Talked with Stainless Software about constructing reports that could give us more accurate data on how much revenue is for reservations in current year and how much is paid in advance for reservations in the following year.
- **Vacation.** I am on vacation Aug. 6-14.

MEMO

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

DATES COVERED IN REPORT: July 22-Aug. 4, 2022

1. Accomplished/Completed

- **Sculpture Dedication.** In Glenn's absence, I gave remarks on behalf of the Town at the dedication ceremony on July 30. The ceremony was very well received, with more than 150 people in attendance. I posted photos on the community Facebook page; the La Pointe Center posted a video.

2. Coming Up

- **"Speak Up" Community Forum.** Northland College leads the third Comprehensive Plan forum (on sustainability, resiliency and self-sufficiency) on Thursday Aug. 11 at 6 p.m. online: <https://zoom.us/j/91378012166>

3. Town Board Agenda – Information/Comments

- **BBTP Accessibility.** Once the Clerk opens proposals, please refer the proposals to Ben Schram and me for review. Under the timeline, we would bring a recommendation to the Aug. 23 meeting.
- **Wheel Loader Purchase.** The lease is expired; purchase price is \$113,948.33, which is the amount projected when the purchase was budgeted in November (the invoice is included in your packet). Please authorize purchase.
- **MRF Skid Steer.** The short version: The Town Board approved purchasing the skid steer for a net price (after trade-in) of \$40,212 in December. However, the manufacturer tells the dealer it cannot guarantee delivery of the Town's skid steer by Aug. 31, when the existing price lock expires. (Prices have gone up \$2,673 since the Town placed its order). Instead, the dealer can acquire an upgraded skid steer immediately from another dealer for \$3,800 more than the Town Board's previously approved purchase. The dealer is willing to split the price difference, at \$1,900 each (a letter from the dealer is in your packet). Public Works recommends that you approve purchase of the upgraded skid steer for a net price of \$42,112. Additional context: The upgraded machine, with high-flow hydraulics rather than standard-flow hydraulics, will accommodate additional implements, such as a high-speed snowblower and street broom.
- **Planning and Zoning.** The Town Plan Commission recommends that you approve the CSM for 995 Whitefish St., combining Parcels 014-00409-0000 and 014-00399-0100.
- **Comprehensive Plan Steering Committee.** The first "Speak Up" community forum on Aug. 2, led by Northland College, attracted 46 participants. The second forum was scheduled for Aug. 6, the third for Aug. 11. Steering Committee members intend to facilitate additional forums of their own to gather even more direct feedback from community members. Northland continues to process results from the survey; more findings will be released once they do cross-tabulations and additional numbers crunching.

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- **Grant Updates.**
 - **Passenger Shelter.** I submitted the final reimbursement reports to the Wisconsin Coastal Management Program. We are requesting the maximum \$15,000.
 - **Microgrid.** I submitted the final reimbursement reports to the Office of Energy Innovation. We are requesting \$43,000. In addition, a representative from Xcel Energy is scheduled to be on the island Aug. 9 to begin research on the Scoping Study you approved on July 26.
 - **BBTP Accessibility.** Paperwork is complete; Wisconsin Coastal Management has authorized us to proceed once we pick a vendor from proposals you open on Aug. 10.
- **Ashland County Law Enforcement Agreement.** No update.
- **Police Overnight Policy.** The updated draft addresses questions you raised on July 26. Changes are highlighted. If you approve, I'd recommend an effective date of Aug. 7, which is the beginning of the pay period. Also in your packet, the form drafted by von Brissen that officers would sign.
- **ESB Warranty Work.**
 - **Compressor.** Town crews removed the failed compressor, placed it on a pallet, covered it with a tarp and left it outside; Wendel is supposed to pick it up and take it off the island early in the week. Once all Town costs are calculated, Barb will invoice Wendel, based on the "let's settle this" proposal; current reimbursement is roughly \$3,450. Also, after continued discussion with Town Hall, the manufacturer, Atlas Copco, chose to waive the cost of the service call; that means the Town will not have to pay \$1,450.17.
 - **Old.** Last we heard, missing light switches were on back order. Wendel is checking with 5 Star Electric for an update.
 - **New.** We learned last month that Metasys (a Johnson Controls "smart building" system that allows remote access to ESB systems information) was installed but never hooked up. Our technology consultant is checking with Norvado about what an appropriate connection would be and what it would cost. Wendel was not aware of the incomplete work; they say they will check into who is responsible: Johnson Controls or 5 Star.

4. Follow Up on Previous/Ongoing Projects

- **Big Bay Sidewalk.** We received the survey documentation from Nelson Surveying; I forwarded the information to the town attorney to draft easement agreements.
- **Comp Time.** After your decision on July 26, Ben and I made sure all employees who have comp time agreements filled out a new form to create a consistent paper trail. (Also, under state statute, comp time in lieu of monetary compensation is paid at time-and-a-half.)
- **Needs Assessment RFP.** The affordable housing RFP was sent to 24 state-approved consultants. Several followed up with questions; at least two say they will submit.
- **Performance Reviews.** I completed written annual performance reviews for six staff, and face-to-face conversations with five of them.
- **Dog Park.** Supporters did not make a presentation at the August Town Plan Commission meeting. However, TPC members began an initial discussion of the zoning implications. Because the Zoning Ordinance does not include any reference to, or definition of, a "dog park," TPC will have to define the activity. Their initial discussion would classify it as a "recreational facility," which is allowed only with a conditional use permit, and only in four zoning districts.

5. Grant Report

- **Compeer Financial.** The insurance company is accepting applications for \$4,000 grants to Fire and EMS departments in rural communities. Our departments are considering appropriate projects for which to apply. Deadline is Aug. 31.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **Apostle Islands Kayaks.** I sent a certified letter Aug. 3 notifying Ed Kale that the Town is revoking his commercial use permit for nonmotorized vessels, effective Aug. 19. You received a copy of the letter outlining grounds for the revocation.
- **Treasurer.** Carol intended to prepare an informational memo about dealing with fraudulent automated withdrawals from the Town's checking account. If ready, that memo will be included in your packet.
- **Vacation.** I am on vacation Aug. 6-14. I intend to Zoom or call in to the Aug. 10 meeting.

MEMO

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

DATES COVERED IN REPORT: Aug. 5-19, 2022

1. Accomplished/Completed

- Individual items listed below.

2. Coming Up

- **Microgrid Scoping Study.** Staff from Xcel Energy expect to be on the island Aug. 30 to begin their work.

3. Town Board Agenda – Information/Comments

- **Rec Center Change Order #6.** Installing base trim was a task that Town crews intended to do. As a result of Town staff shortages because of illnesses, and in order to keep the project moving toward completion, Parks handed the task back to Luppino. As a bonus, Luppino will install a rot-resistant, higher-quality product that Town crew would have.
- **Planning and Zoning.** The Zoning Administrator has verified three properties that are operating short-term rentals without a permit – more than 90 days past the renewal deadline. Property owners have received three letters without responding. Section 8.1.C of the Town Zoning Ordinance allows the ZA or another designated official to issue cease-and-desist orders, to revoke permits, to pursue court action, or to pursue other enforcement action “with approval of, or direction from, the Town Board.” We request TB approval to allow Town staff to pursue enforcement for these and other properties that are at least 60 days past due.
- **Comprehensive Plan Steering Committee.** The committee’s charter is through Aug. 31, 2022. That charter also allows the committee to seek an extension. In March, the Town Board approved a consulting contract with Northland College that extends the committee’s work into 2023. The committee seeks an official extension of its charter until May 31, 2023.
- **Location for Workforce Housing.** Committee members believe that identifying a specific site for potential development is necessary to attract a developer and financing. Members have identified multiple potential sites, giving preference to those that are Town-owned, are near the commercial district, minimize transportation needs, and can be connected to sanitary sewer. They want to verify that Town Board members are in sync with these priorities; their first choice is the northern portion of Parcel #014-00457-0000, a Town-owned parcel on Sunny Slope Road (behind the MRF).
- **Town Board Members as Liaisons to Committees.** At times, it is difficult for the Town Board to keep up with committee discussions and actions until a specific proposal comes before the board. It is also challenging for committee members to anticipate how the Town Board will respond to their recommendations. This discussion item is intended to evaluate whether it would be beneficial to assign one Town Board member as a nonvoting, ex officio member on each of the Town’s major committees.
- **RFB for Propane.** This is an annual request.

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AUG 19 2022

Initial: dg

- **Budget Amendment #2022-03.** See the separate memo.
- **Treasurer.** Carol Neubauer prepared an informational memo about dealing with fraudulent, automated withdrawals from the Town's checking account.
- **Ashland County Law Enforcement Agreement.** Once the Town Board acts on the amended Police Department budget, we can submit the budget information requested by county supervisors.
- **New Fire Engine.** Fire Department is recommending purchase from Custom Fire Apparatus, of Osceola, WI. Proposal price is \$772,659.57. Because delivery could take 13 months from the signing of the contract, the department would like to place the order sooner than later. The Town has as much as \$695,000 in designated Fire Department funds that could be used now; however, there is no immediate source for the unmet cost. Members of the Fire Department and manufacturer expect to be available for further discussion.
- **Emergency Services Building.** Missing light switches were supposed to be installed Aug. 19. No word yet from Wendel on hooking up the Metasys system for remote access; Norvado estimates cost at \$1,200. As a fallback, system could be run directly inside the ESB, without remote access.

4. Follow Up on Previous/Ongoing Projects

- **WHEDA Rural Affordable Workforce Housing Initiative.** As part of the Chequamegon Bay pilot project, I was in a meeting with Northwoods Technical College president John Will to learn about the college's plans for using the \$9 million housing and workforce grant it received from the state.
- **Comprehensive Plan Steering Committee.** 46 people turned out for the community forum on land use, 42 attended the forum on housing, and 15 attended the virtual forum on sustainability and resiliency. Northland College will use forum results to supplement survey responses. The steering committee expects to hold a few more targeted engagement events before shifting to the next phase of its work: drafting an outline for the new comprehensive plan.
- **Apostle Islands Kayaks.** The business did not appeal the revocation of its commercial use permit. Town crews will impound equipment, if necessary, the week of Aug. 22.
- **Big Bay Sidewalk.** We are waiting for the town attorney to draft easement agreements reflecting the new survey, which would build the sidewalk along the County H curb line.
- **Land Swap.** Evan Erickson Sr. is working with Nelson Surveying to ensure that the lot adjustments of Parcels 014-00199-0000 and 014-00198-0204 meet the terms of Resolution 2021-0420B.
- **Hartzell Expandable Condominium.** Zoning has issued land use permits for the first two structures of the 15 sites Robert Hartzell has platted. Madeline Island Sanitary has authorized sewer connections, and there is capacity in the community well that the development intends to use. (At this point, the DNR has authorized up to 50 total connections to the community well; 40 connections are now in use. The DNR would need to authorize additional connections before all 15 structures could be built.) No construction can begin on the site until building inspector James Price issues permits confirming that the seasonal "platform cabins" meet UDC code.
- **Lake Level Sensor.** We are talking with the University of Wisconsin's WISC-Watch program, which wants to place a lake level sensor near the Town Dock. Leaseholders have concerns about making sure the location does not impact on their dock use.
- **Non-Motorized Vessel Permits.** One permit-holder did not renew; Town crews impounded the craft and the slot was opened to someone on the waiting list.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **WTA Annual Convention.** I registered for the Towns Association's annual convention, Oct. 9-11 in Appleton.
- **School District of Bayfield.** Glenn Carlson and I met Aug. 19 with district administrator Beth Papp and other administrative staff. The school board this month authorized an in-depth study of the La Pointe School building. The study will include a needs assessment, building options, tax implications of rehabilitation or replacement, and a community survey. Other topics of the meeting included ferry schedules, the possibility of the school building being included in an electricity microgrid, tribal relations, and initial priorities in the district's strategic planning.

MEMO

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

DATES COVERED IN REPORT: Aug. 20-Sept. 8, 2022

1. Accomplished/Completed

- **Police Overnight Policy.** The policy is in place; new timesheets and spreadsheets seem to be working correctly. Washington Island Police Chief Tyler McGrane requested a copy of our policy.

2. Coming Up

- **Vacation Day.** I am out of the office on Monday Sept. 12.
- **School District of Bayfield.** The school board plans to hold its September meeting at the La Pointe School on Thursday Sept. 22 at 5 p.m.
- **WTA.** The Towns Association has fall workshops in Cable on Sept. 26 and a virtual law conference on Sept. 30. I will look at the offerings to see if it makes sense to attend.

3. Town Board Agenda – Information/Comments

- **Request for Appeal: Apostle Islands Kayaks.** The Town revoked the business' commercial use permit, effective Aug. 19, for multiple violations of the Town's Non-Motorized Vessels Ordinance. The certified letter sent on Aug. 3 (enclosed in your packet) outline details. The proprietor did not pick up the certified letter or file an appeal within the 15-day deadline required by ordinance. Eight kayaks the business stored at Big Bay Town Park were impounded on Aug. 23 and remain in Town custody. The proprietor claims not to have learned about the revocation, the certified letter, or a follow-up letter until after he discovered his kayaks missing on Aug. 26. On Sept. 7, the proprietor asked (via email) for the Town Board to allow him to appeal after the fact, and to receive a hearing to overturn the revocation. Please decide whether to grant the appeal; if you do, then schedule a hearing to rule on the revocation.
- **Big Bay Town Park Accessibility Study.** Cooper Engineering, Ben Schram and I have whittled the work down to within range of the \$30,000 budgeted for this study; \$15,000 will be paid through a Wisconsin Coastal Management Program grant. We propose covering the additional cost out of BBTP tube donations (#48500-20, which anticipates revenue of \$4,000). Please approve the contract.
- **Community Awards.** These awards to Peg Bertel and the Madeline Island Community Garden were supposed to be presented during July 4th festivities, which were washed out.
- **Affordable Housing Advisory Committee.** Committee bylaws allow new members to be appointed at any time. This appointment would bring committee membership to 11.
- **Comprehensive Plan Steering Committee.** The committee would like to convene leadership from the Bad River and Red Cliff tribes to solicit their ideas about their relationship with and presence on the island, and how we might work together to advance those goals. Because the tribes are sovereign nations, protocol and respect require that the invitation be made "government to government." The committee asks the Town Board to issue that invitation and participate in the convening when it occurs.

RECEIVED

SEP 9 2022

Initial: dg

- **Special Event Permit: Madeline Island Marathon.** Organizers request a permit for the running races on May 20, 2023, which will include various road shutdowns along the courses between 8:30 a.m. and 3:30 p.m., partial closure of Main Street between Middle Road and Joni's Beach between roughly 5:30 and 9:10 a.m., and no through traffic on Main Street at Joni's Beach between 5:30 a.m. and 5 p.m. (see maps and closure information from 2022)
- **Special Event Permit: Treaty Days.** Organizers have two requests: approve a special event permit, and grant permission for participants to camp on Rec Center grounds on Friday night Sept. 30 and Saturday night Oct. 1.
 - Organizers already have reserved the Rec Center; however, they need a special event permit (Chapter 345-1) in order to include vendors.
 - Organizers expect much more participation from Red Cliff and Bad River this year than in recent years, and already are receiving reports that participants are having trouble finding or affording indoor lodging. Therefore, they are requesting permission for vendors and others to camp on Rec Center grounds. The Town's ordinance for parks specifically bans camping at Joni's Beach and the Town Dock, but is silent on camping at the Rec Center. The Zoning Ordinance is silent on this type of short-term camping on park property. The Town has allowed camping in previous years for the annual Just For Dads event, and allowed camping during a Treaty Days pow-wow 10 years ago.
- **Special Event Permit: Family Fall Festival.** The Chamber of Commerce requests a permit to close LeSeuer and Bell streets, and to use Russell Park, during their annual event from 10 a.m.-2 p.m. Oct. 22. (They will also be required to reserve Russell Park, which is no longer private property.)
- **Payroll Coordinator.** We ask your approval of the job description and posting for this new half-time position, which was included in the 2022 budget. The position was scheduled to begin July 1; we now project mid-November, when the Workhorse payroll module will be ready to use. We anticipate converting payroll entirely in-house beginning with the first pay period of 2023.
- **Possible Real Estate Transaction.** See confidential documents in your packet.
- **Interest in Acquisition of Assets and/or Property.** See confidential documents in your packet.
- **Ashland County Law Enforcement Agreement.** I sent four years' worth of our law enforcement budget to the county on Aug. 26, and projections for 2023. Supervisor Mike Starck hand-delivered the document to other supervisors at the County Board meeting on Aug 30. The County's Finance Committee has not yet received a proposed budget from the Sheriff's Department; the committee is next scheduled to meet Sept. 22. The County's Law Enforcement Committee is scheduled to meet Sept. 26. Agendas are not yet available.
- **Contract with Custom Fire.** The proposed contract finalizes the purchase you authorized on Aug. 23. The first payment, for the chassis, will be drawn from designated funds (#34161-04); the remaining balance of approximately \$550,000 will need to be handled in the 2023 budget.
- **ESB.** Berghammer did install additional shower dams when it did other warranty work this summer. The old compressor was scheduled to be hauled away the week of Sept. 6. We have not yet received payments from Wendel or Brown Plumbing for their share of installing the new compressor. Still no resolution on connecting the Metasys system.
- **Lawsuits and Legal.** See confidential documents in your packet.

4. Follow Up on Previous/Ongoing Projects

- **Town Dock Issue.** SmithGroup, the project manager, suspects there are gaps in what is supposed to be a "continuous ¼-inch weld" between the steel pile and steel plate installed by its contractor, Wren Works. Town crews have suggested ideas for short-term and long-term

repairs, and will try to examine the site from the water for better diagnosis. SmithGroup has suggested a few additional options. SmithGroup does believe the issue is beyond the one-year warranty specified in the construction contract (a certificate of substantial completion was issued Dec. 22, 2020). But SmithGroup also believes the Town could pursue remedy under the state's six-year statute of limitations on property damage. SmithGroup says it will ask Wren Works to investigate the problem. We have looped our town attorney into the email discussion.

- **Land Swap.** Town Plan Commission tabled action on the CSM that would finalize the land swap authorized by Resolution 2021-0420B between the Town and Evan Erickson Sr. The proposed redrawing of lot boundaries means a portion of Parcel 014-00198-0204 now would fall into the G-I Government and Institutional District. TPC needs to draft language to ensure that all of the parcel remains zoned R-3 Residential.
- **Microgrid Scoping Study.** Xcel Energy visited the island Aug. 30 to size up potential locations for a transformer and secondary voltage lines that would serve the potential microgrid linking Town Hall, the Library, and the Community Clinic. There was a follow-up phone call on Sept. 8.
- **Marina.** I met with Tony Brown Aug. 29 to get an update on the marina's plans to replace their underground fuel tanks with above-ground tanks in 2024. They would need to dig up Old Fort Road so they could run supply lines between the marina and boat storage yard.
- **Legal Representation.** I sent letters of inquiry to seven attorneys in northern Wisconsin to explore their interest in representing La Pointe. It may be necessary to replace or supplement our current legal representation because of potential conflicts of interest and slow response times on the part of our current town attorney.
- **Ambulance Billing and Collections.** I sent letters of inquiry to additional billing services (our current contract dates to 2018) and potential collection services to follow up on unpaid bills.
- **Short-Term Rental Properties.** The Zoning Administrator has red-tagged three properties that are operating without a Town rental permit or County health inspections, and is corresponding with a fourth. Our goal is to give the property owners a final chance to get into compliance before issuing citations against them.

5. Grant Report

- **Compeer Financial.** We submitted a grant request for \$4,000 toward a new radio for the Ambulance Service.
- **Microgrid Feasibility Study.** As Barb Nelson notes in her report, the state has reimbursed us the full \$43,000 for the Energy Committee's study.

6. Lawsuits/Legal Issues

- Covered under the agenda.

7. Other Information

- **Lake Superior monitoring.** I met Aug. 26 with Professor Chin Wu and two of his graduate students from the University of Wisconsin to discuss their research on lake levels, wave action, shoreline erosion, and the impact of docks, piers and shoreline stabilization tactics on beach and bluff stability.

MEMO

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

DATES COVERED IN REPORT: Sept. 9-Sept. 22, 2022

1. Accomplished/Completed

- **Harbor Commission.** Prepared a presentation for the Sept. 20 informational session on the Town's potential purchase of the ferry line, which was attended by more than 70 individuals in person, and at least 75 individuals online. Harbor Commission application is now available.

2. Coming Up

- **Treaty Days.** Anishinaabe individuals and organizations will hold events at the Rec Center and elsewhere on the island Sept. 30-Oct. 2 in commemoration of the Treaty of 1854.
- **WTA Convention.** I will attend the convention Oct. 9-11 in Appleton. I will attempt to return in time to attend the Oct. 11 Town Board meeting in person, but may need to call in from the road.

3. Town Board Agenda – Information/Comments

- **Auction of surplus Town property.** Public Works requests permission to auction off various surplus items; a list is in your packet.
- **Amended contract with Cooper Engineering.** The new draft revises the contract for the Big Bay Town Park accessibility study, which the Town Board approved on Sept. 13. The vendor requests that we modify our standard language to make it more appropriate for engineering services, rather than for generic contractor services. The copy you have highlights the proposed changes. The bulk of changes are in Sections 6 and 7; in addition, all previous references to "contractor" are changed to "engineer." There are no changes in price or other terms of the contract.
- **Community Awards Committee.** Under committee bylaws, members are appointed by the Town Chair from among department heads and the Town's other boards, committees and commissions. Appointments must be ratified; members serve until Dec. 31.
- **Grant Update.** The Affordable Housing Advisory Committee has received two grants from the Apostle Islands Area Community Fund to support their housing needs assessment: \$1,000 from the Michael Madeline Island Fund and \$3,000 from the Grutzner Madeline Island Fund. Under Town policy, accepting the grants requires Town Board approval.
- **Budget Timeline.** A draft calendar of workshops on the 2023 budget is in your packet, to adopt or modify as necessary.
- **Propane Contract.** The bid from Midland Services is the lowest responsible bid. See the separate memo for the calculations used in that assessment.
- **Ashland County Law Enforcement Agreement.** The county's Executive and Finance committees had the agreement on their Sept. 22 agenda, but tabled the item without discussion. The Law Enforcement committee is scheduled to discuss the agreement on Monday Sept. 26.

RECEIVED

SEP 23 2022

Initial: dg

4. Follow Up on Previous/Ongoing Projects

- **Housing Needs Assessment.** The Affordable Housing Advisory Committee is scheduled to meet on Sept. 26 to review the three proposals and make a recommendation for Town Board approval. The new Apostle Islands grants will help support the study.
- **Big Bay Road sidewalk.** Property owners Dave Johnson and Mike Rasmus have signed the necessary easement. The final property owner has the paperwork but has not yet returned it.

5. Grant Report

In addition to the grant approvals on the agenda:

- **BIL Funding.** The state Department of Transportation notified us that La Pointe will receive federal BIL funding to rebuild the entire two-mile stretch of Hagen Road, sometime between 2023 and 2026. The project requires only a 20 percent local match. Because Hagen is the only road into the state park, which generates most of the traffic, we intend to ask the DNR to pay half the local match. The total cost of repaving Hagen is estimated at \$2.03 million; that would place the local share at \$406,000. Mondamin Trail and South Shore Road were not selected for BIL funding. We will explore state LRIP funding for one or both of those projects; estimated total costs are \$991,000 and \$2.01 million, respectively.
- **Assistance to Firefighters Grant.** The La Pointe Ambulance Service and Fire Department will receive part of a FEMA grant to purchase up to six WISCOMM-compatible radios each. The Town Board approved joining the regional application on Dec. 14, 2021; the Town share will be 10 percent of the purchase price. The application is being spearheaded by the Grandview Fire Department, which will issue an RFB.
- **Dock Passenger Shelter.** Wisconsin Coastal Management reimbursed us the full \$15,000.

6. Lawsuits/Legal Issues

- The insurance company expects to have final settlement language in place. Attorney Elizabeth Reeths will be able to join us remotely if necessary.

7. Other Information

- **Flags.** Rep. Janet Meyers donated a dozen U.S. flags to replace tired flags she observed along Main Street, plus a new flag to fly at Town Hall (which had flown over the State Capitol).
- **North Shore Road Bluff.** There has been social media and island chatter about a very visible section of bluff on North Shore Road that appears to have been clear cut. Zoning administrator Ed Schaffer looked into it; in truth, the bluff collapsed and now is being restored. The property owners have permits from Ashland County. Nelson Construction is doing most of the work; they are regrading and stabilizing the bluff; adding French drains, pipe and breaker rock; and re-seeding the soil. Most of what people see from the water is mesh put in place to encourage grass growth this season. An arborist intends to add more vegetation in spring.

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report
DATES COVERED IN REPORT: Sept. 23-Oct. 7, 2022

1. Coming Up

- **Harbor Commission.** First meeting: Oct. 13, 5:30 p.m., Town Hall
- **Budget Workshops.** Oct. 17, 18, 20, 24: 5:15 p.m. Town Hall
- **Big Bay Town Park Accessibility Study.** Cooper Engineering plans an on-site visit on Oct. 18.

2. Town Board Agenda – Information/Comments

- **Change orders 7, 8, 9 with Angelo Luppino.** Because of the contractor's unpredictable schedule, Town crews' other responsibilities during the summer, and delays in delivery of key items that affected the order of construction, Parks made on-the-ground decision to let the Luppino crew handle certain installations that had been designated as the Town's responsibility in the contract. The contractor, however, did not provide these official change orders until well after the fact. There are sufficient funds in the Rec Center account (#57630-00) to cover this additional \$5,099 in payments.
- **Harbor Commission.** Barb Nelson and I propose setting up the commission with seed money using the remaining undesignated funds from the Mattingly settlement – approximately \$47,000. As required in Section 30.38 (13), Harbor Commission finances will be operated through a designated fund. Among decisions the Town Board will have to make:
 - Whether start-up funds are a grant or a loan, and whether to charge interest.
 - Where to pull future funds if the commission needs additional financial support. Section 30.38 (14) seems to indicate that the commission can have its own tax levy; I am waiting for an answer from legal counsel about conditions upon and timing requirements for that kind of levy.
 - Setting standards on how much time existing Town staff can dedicate to Harbor Commission activities. *See Section 30.38 (2)*
- **Public Arts Committee.** Committee members voted to recommend these appointments at their Oct. 5 meeting.
- **Contract with Midland Services.** This propane contract formalizes the bid you accepted on Sept. 27.
- **ESB.** Nothing new to report. Wendel is still researching who should have been responsible for hooking up the Metasys building automation system. Checks for replacing the failed compressor still have not arrived from Wendel or Brown.

3. Follow Up on Previous/Ongoing Projects

- **Auction of surplus Town property.** Public Works posted the approved items on the Wisconsin Surplus Online Auction site and on fliers around town. Bids are due by Oct. 16. View listings at: <https://tinyurl.com/3eckmjmy>.
- **Community Awards Committee.** Members hold their first meeting on Oct. 19.

RECEIVED

OCT 7 2022

Initial: dg

- **Comprehensive Plan Steering Committee.** Committee members led a forum on Sept. 26 to capture feedback from younger island workers. A dozen residents attended the forum; 75 filled out a questionnaire beforehand. The committee also received the first in-depth analysis from Northland College about key findings, themes, priorities, and preferences reflected in the community survey and first round of community forums. Committee members are now fine-tuning the mission, vision and values statements to guide the Plan's recommendations, and building out the framework in which to organize recommendations and action steps.

4. Grant Report

- **Compeer Financial.** The Ambulance Service will not receive an award in this grant cycle.
- **Wisconsin Coastal Management.** The first quarterly report was filed for the Big Bay Town Park feasibility study.

MEMO

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

DATES COVERED IN REPORT: October 8-20, 2022

1. Accomplished/Completed

- **Contracts.** Finalized contracts with Midland Services for propane and with Maxfield Research for the housing needs assessment.
- **Budget.** Worked with accounting administrator Barb Nelson, department heads and committee chairs to complete the first round of spreadsheets and overviews for budget workshops.
- **Payroll Coordinator.** Barb Nelson and I interviewed applicants on Oct. 21 and hope to have a hiring recommendation within the week.

2. Coming Up

- **Gazette deadline.** Saturday Oct. 29
- **Budget workshops.** Tuesday Nov. 1, Thursday Nov. 3

3. Town Board Agenda – Information/Comments

- **Gravel Contract.** We request two motions: one to accept the bid from Nelson Construction, then a second to approve a contract with Nelson Construction so the Town crews can mix the new gravel with existing (but dwindling) stockpiles. The new supply will be used to improve North Shore and other gravel roads next year.
- **Change Order #3 with Luppino.** This missing change order was never sent to Town Hall last November. Retroactive approval would allow the Town to close out the contract for remodeling the Rec Center – minus the 10% we are holding back until subcontractors finish their work.
- **MRF Contract for Refrigerant Recovery.** Contracting to remove refrigerant from appliances and automobiles will allow the MRF to strengthen compliance of state environmental standards and allow staff to sell those items as scrap, rather than paying to dispose of them as trash. We request a motion to approve the contract with Gary Beeksmá.
- **Affordable Housing Advisory Committee.** If you approve the appointment of Gwen Smith Patterson, that would bring committee membership to 13 (with one member on leave of absence). Bylaws do not place a limit on membership.
- **Harbor Commission.** Now that the Town Board has provided seed money to the commission, we recommend that you authorize the commission to spend funds on payroll, office expenses, and professional fees.
- **Ashland County Law Enforcement Agreement.** On a 4-1 vote Oct. 20, the county board's finance committee recommended allocating no money for the La Pointe Police Department in 2023. I will prepare a separate memo outlining potential actions that you can discuss in closed session.
- **eDispatches Paging System.** This is an annual renewal of an MOU that allows the Town's volunteer firefighters and EMTs, and other key individuals, to receive dispatches directly to their mobile phones.

RECEIVED

OCT 21 2022

Initial: dg

4. Follow Up on Previous/Ongoing Projects

- **Big Bay Town Park Accessibility Study.** Ben Schram, Ray Hakola and I met Oct. 18 with Brad Volker and Brady Webster of Cooper Engineering. We walked the site, examined potential locations of new access to the lagoon and beach, and discussed potential configurations. They are developing three of the most feasible alternatives.
- **Harbor Commission.** Continue to supply information and assistance to commission president Michael Childers.
- **Erickson Land Swap.** Continue working with Ed Schaffer to prepare paperwork and process required to rezone fragment of existing Town parcel to R-3. Once that goes through public hearing and TPC, Town will be able to complete land swap that was approved at Annual Town Meeting on April 21, 2021.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- No updates.

TB(5), CLERK, ACCOUNTING, CLERICAL, TA, PUBLIC

MEMO

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

DATES COVERED IN REPORT: Oct. 21-Nov. 7, 2022

1. Accomplished/Completed

- **Payroll Coordinator.** Hired Jamie Murray.
- **Contracts.** Completed contracts with Nelson Construction for gravel, Bryce Schoenborn for supplemental legal work.

2. Coming Up

- **Xcel Energy.** The utility will release its scoping study on a potential Town microgrid to the Energy Committee Nov. 9.
- **Cinnaire Solutions.** Representatives from the affordable housing developer will make site visit to La Pointe on Nov. 16.

3. Town Board Agenda – Information/Comments

- **MRF Contract for Refrigerant Recovery.** Contracting to remove refrigerant from appliances and automobiles will allow the MRF to strengthen compliance with state environmental standards and allow staff to sell appliances and automobiles as scrap, rather than paying to dispose of them as trash. We request a motion to approve the contract with Gary Beeksma.
- **Comprehensive Plan Steering Committee.** The committee would like to schedule a joint workshop with the Town Board and Town Plan Commission to outline their draft of the framework of the Plan and get the Board's and Commission's feedback and suggestions. TPC recommends Wednesday Dec. 7, which is the date of their next meeting. The steering committee normally would meet on Thursday Dec. 8. The Town meeting is Monday Dec. 5
- **Engagement Letter with Baker Tilly.** This agreement is to audit Town finances for calendar year 2022. Cost is estimated at \$28,900, which includes up to \$5,000 for new industry requirements on leases. That compares with \$26,970 for the 2021 audit. (If it becomes necessary to do an additional audit of the Harbor Commission, cost is estimated at \$3,000 more.)
- **Town Hall Meeting Room Upgrade.** The 2023 budget proposal currently includes capital expenditures for an AV system and mini-split heating and AC unit in Old Town Hall. Because of supply chain issues, we are requesting permission to order the equipment in advance.
- **Motion to Hire.** The Police Department requests authorization to hire Kelly Schultz as a part-time officer beginning Dec. 1, 2022, at a rate of \$23.24/hour, for a maximum of 1,872 hours/year.

4. Follow Up on Previous/Ongoing Projects

- **Ashland County.** Received determination from state Department of Revenue that Town can shift \$135,000 from County levy to Town levy as a result of the County's decision to zero out annual refund of law enforcement funding for 2023.

- **Budget.** Continue working with Town Board members, Barb Nelson, department heads, and committee/organizational representatives to bring budget proposal closer to balance. Spent substantial time on alternatives in Police scheduling.
- **Housing Needs Assessment.** Led initial video meeting with Maxfield Research.
- **Insurance.** Continue working with departments to update annual liability insurance renewal questionnaire.
- **Town Employees as EMTs Policy.** Continue working with von Briesen to develop policy compliant with wage-and-hour laws.

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- No update.

7. Other Information

- **eDispatches roster.** Worked with ambulance service and fire department to update roster for Ashland County electronic dispatches.
- **Gazette.** Helped edit Glenn Carlson's Town Chair report; submitted articles for Gazette, including Report from Town Hall and update on Comprehensive Plan Steering Committee work (a version of that update is in your packet).
- **Harbor Commission.** Set up Town emails for commissioners, obtained letter of engagement with maritime attorney, set up use of ESB for commission meetings, verified that commissioners are covered by Town's Public Officials and Management Liability policy.
- **Letters of Support.** Sent letters supporting applications for Coastal Management Program grants by sanitary district, UW professor Chin Wu to set up water-level monitoring near Madeline Island and other South Shore locations.

MEMO

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

DATES COVERED IN REPORT: Nov. 8-18, 2022

1. Accomplished/Completed

- **Payroll Coordinator.** Jamie Murray has begun work. She is training with Barb Nelson on the Workhorse payroll software modules, to bring functions in-house. We are awaiting delivery of Jamie's computer and will be shifting desks and office space around in Town Hall.
- **Liability Insurance.** Renewal paperwork and updates are completed and submitted.

2. Coming Up

- **Thanksgiving.** Town Hall will be closed on Thursday and Friday, Nov. 24-25.
- **Comprehensive Plan Workshop.** The workshop with the Comprehensive Plan Steering Committee and Town Plan Commission is scheduled for Thursday Dec. 15 at 4 p.m.
- **Christmas Eve, Christmas.** These holidays fall on a Saturday-Sunday; under the personnel policy, the Town will observe them on Friday Dec. 23 and Monday Dec. 26.

3. Town Board Agenda – Information/Comments

- **MRF Contract for Refrigerant Recovery.** Contracting to remove refrigerant from appliances and automobiles will allow the MRF to strengthen compliance of state environmental standards and allow staff to sell those items as scrap, rather than paying to dispose of them as trash. We request a motion to approve the contract with Gary Beekma.
- **Budget / Tax Levy Meeting.** Barb and I are preparing the Budget Book around the "Option 3" budget recommendation you adopted on Nov. 17. We'll include information on property taxes being levied by the Town and other taxing bodies, budget spreadsheets, narratives, project updates, department heads' reports, and Town government basics. Let me know if there is something specific you want to include.
- **Vantage Flex Rollover.** Currently, the Town allows employees to roll over up to \$500 of unused Section 125 funds from one calendar year to the next. The IRS has increased the allowable rollover to \$610. Do you want to change Town policy to increase the allowable rollover to \$610?
- **Ashland County Law Enforcement Agreement.** Our attorney and I have a video conference on Monday Nov. 21 with Department of Revenue officials. We will try to persuade them to restore their original Oct. 26 decision and shift \$135,000 from the County levy to the Town levy. At no additional cost to Town property tax payers, this would restore \$135,000 to the Town for law enforcement coverage, which the Ashland County Board eliminated on Nov. 15. Depending on the DOR's response, we can go into closed session to discuss potential legal action.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing.** Jerrell Harris and Nicole Solheim from Cinnaire Solutions visited Nov. 16 and assessed potential sites. Their preferred location is Town-owned land off Big Bay Road, adjacent to Casper Trail.

RECEIVED

NOV 18 2022

Initial: dg

- **ESB.** We received a check for \$2,297.39 from Wendel for compressor replacement costs. Brown Plumbing still owes us \$1,500.00. In addition, Brown and Johnson Controls still have not connected the Metasys equipment.
- **Part-Time Police Officer.** Kelly Schultz has cleared his employment screening and will begin Dec. 1, as authorized.
- **Town Employees as EMTs Policy.** I continue working with von Briesen to develop a policy compliant with wage-and-hour laws.

5. Grant Report

- No updates

6. Lawsuits/Legal Issues

- No updates, pending closed-session discussions regarding law-enforcement funding.

7. Other Information

- **Energy Committee.** The committee received the microgrid scoping study from Xcel Energy. The study estimates capital equipment costs at \$307,700 to create a self-sustaining microgrid connecting Town Hall, the clinic, and the library. This is about 50 percent higher than the rough estimate provided by muGrid Analytics in the previous feasibility study. Committee members are recommending that the Town apply for a Wisconsin Energy Innovation Grant, which can cover up to \$250,000 for energy storage systems. This recommendation can be on the Dec. 13 agenda. The committee is also looking into other financing opportunities.
- **Zoning Administrator.** Ed Schaffer is out of the office, recovering from surgery.

MEMO

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

DATES COVERED IN REPORT: Nov. 19-Dec. 9, 2022

1. Accomplished/Completed

- **Budget.** In collaboration with Barb Nelson and Micaela Montagne, completed Budget Book for posting and public use in advance of Town Meeting.
- **Insurance.** Met with EMC about Town's workers comp procedures.

2. Coming Up

- **Workshop with Comprehensive Plan Steering Committee, Town Plan Commission.** Thursday Dec. 15, 4 p.m., ESB training room.
- **Christmas Eve, Christmas.** These holidays fall on a Saturday-Sunday; under the personnel policy, the Town will observe them on Friday Dec. 23 and Monday Dec. 26.
- **New Year's.** This holiday falls on a Sunday; the Town will observe it on Monday Jan. 2
- **Erickson land swap.** Town Plan Commission holds a public hearing Wednesday Jan. 4, 2023, at 5 p.m. They propose rezoning the piece of land that the Town is trading; zoning would change from G-1 (government and institutional) to R-3 multi-family residential, which is the same zoning as the adjacent Erickson land.

3. Town Board Agenda – Information/Comments

- **Public Works job posting.** This request is for back-up plow drivers. Actual hiring would take place at your Dec. 27 meeting.
- **MRF Solid Waste service contract.** The proposed contract with Republic Services would replace the existing contract with Waste Management, which expires Dec. 31. Republic's proposal (a flat \$80 per ton, no surcharges) is a better value than Waste Management's proposed prices for 2023 (\$83.45 per ton for disposal, a \$30 environmental surcharge per load, plus a fuel surcharge that fluctuates weekly). Waste Management received the contractually required 30 days' notice of termination, plus the required 15 days' notice allowing them to provide a "competing offer." As of Dec. 8, they had not sent revised pricing.
- **Energy Committee.** See the separate memo on the committee's grant request.
- **Attachment G to Compensation Resolution.** This codifies the actual 2022 pay rates for the new payroll coordinator and Harbor Commission secretary.
- **2023 Fee Schedule.** These changes would ratify the proposals discussed during budgeting. Changes are highlighted, with explanations where needed. (See the note below about Ashland County's zoning permit fees for 2023.)
- **2023 Budget Report.** See the separate memo about options for how detailed a budget to adopt formally.
- **Police Department.** I am scheduled to meet Dec. 20 with Sheriff-elect Brian Zupke to discuss logistics of the sheriff's expanded responsibilities in La Pointe beginning in 2023.

RECEIVED

DEC 9 2022

Initial: dgj

- **Fire Department Change Order.** The department's apparatus committee approved change orders in October that add \$11,560 to the cost of the new fire engine. Town Hall was not notified of these changes. The Town Board can authorize these changes retroactively, or require the department to pay for the changes out of their own resources – presumably either donations or their self-directed 66.06 fund.

4. Follow Up on Previous/Ongoing Projects

- **ESB.** We received the long-awaited \$1,500 payment from Five Star Electric; that is the final reimbursement of Town costs for replacing the failed air compressor. No updates on hooking up Metasys; Johnson Controls tells us there is no annual or subscription fee for utilizing the Metasys programming.
- **Wisconsin Commercial Ports Association.** Harbor Commission president Michael Childers and I met with three DOT staff members about an upcoming report that hopes to give a higher profile to the economic impact of ferry operations.
- **Zoning.** I am monitoring (and intervening as appropriate) on zoning issues while zoning administrator Ed Schaffer continues to recuperate.
- **WHEDA Rural Affordable Workforce Housing Initiative.** I continue participating in a work group that is refining three pilot project concepts. The concepts receive their first public rollout on Dec. 9 and Dec. 14 (4-5:30 p.m., <https://us02web.zoom.us/j/83602913129>).
- **Town Hall.** I continue to work on logistics for rearranging desks and acquiring equipment necessary to provide work stations for the new payroll coordinator and Harbor Commission secretary. I also continue to provide information and seek quotes from potential vendors for Town Hall AV system, including from SHI, AVI Systems, Audio Architects, AVI-SPL, and Blum Technology.
- **Ashland Daily Press.** Talked twice with reporter Tom Stankard for a potential article on the county's defunding of the La Pointe Police Department.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- Closed session.

7. Other Information

- **Ashland County Zoning Permits.** The county released its 2023 fee schedule for zoning permits. Most prominently, the fee for a county building permit increases by \$200 (to \$500); there is a new \$100 permit for "placement" of a recreational vehicle; and the fee for adding an address to the 911 system increases by \$50 (to \$250). Also, in another example of the county targeting La Pointe, the county is now requiring property owners to pay the ferry fees for a sanitary inspection. (There is nothing in the fee schedule suggesting that property owners elsewhere in the county are charged for an inspector's transportation costs.)

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report
DATES COVERED IN REPORT: Dec. 10-22, 2022

1. Accomplished/Completed

- **Comprehensive Plan update.** After a weather delay, presented to Town Board and TPC members on Dec. 20. Recording is at <https://tinyurl.com/yc3ha4nt>. If necessary, use this passcode: +W^05rgH. (You can ignore the first four minutes or so of technical glitches.)
- **Wisconsin Commercial Ports Association.** Attended remote meeting on Dec. 12.

2. Coming Up

- **New Year's.** This holiday falls on a Sunday; the Town will observe it on Monday Jan. 2
- **Erickson land swap.** Town Plan Commission holds a public hearing on Wednesday Jan. 4, 2023, at 5 p.m. They propose rezoning the piece of land that the Town is trading; zoning would change from G-1 (government and institutional) to R-3 multi-family residential, which is the same zoning as the adjacent Erickson land.
- **Fire numbers.** The long-awaited meeting with Lange Enterprises is scheduled for Jan. 10.

3. Town Board Agenda – Information/Comments

- **Public Works.** This hiring request is for back-up plow drivers.
- **Budget Amendment #2022-04.** See the separate memo that accompanies the actual amendment and spreadsheet from the accounting administrator.
- **2023 Compensation Resolution.** Wages and salaries reflect amounts agreed upon during budget discussions. New rates take effect on Jan. 8, which is the start of the first full pay period of 2023.
- **Clinic Lease Agreement.** This renews a two-year lease for the La Pointe Community Clinic. Terms and conditions for 2023-2024 are the same as the expiring lease.
- **Winter Transportation Agreements.** This package includes three agreements and supporting documents:
 - The renewal letter, which identifies this season's fuel charges. Fuel increases by \$1.20 per gallon, or \$95.30 per day, for the wind sleds; fuel decreases 19 cents per gallon, or \$1.62 per day, for the van.
 - The agreement itself, which is unchanged from 2021-22 except for dates.
 - The ice rescue MOU, which is unchanged from 2021-22 except for dates. (This is on the agenda under Emergency Services)
- **Joint Powers Agreement.** This is the annual emergency services agreement that commits municipalities within the county, including La Pointe, to provide mutual aid if dispatched through the county 911 system.
- **Big Water Apparatus Service Agreement.** This renews a two-year agreement for maintenance and repairs of emergency services' vehicles and equipment. Terms are essentially unchanged from the amended version of the expiring agreement. Rates increase in Exhibit A from \$125/hour to \$150/hour; from \$65/hour to \$85/hour for ferry season travel; and from \$1.25/mile to \$1.50/mile for ice road travel.

RECEIVED

DEC 22 2022

Initial: dg

- **Notice of Claim.** The attorney's draft of the notice to Ashland County was distributed confidentially. It is available to approve, depending on the results of discussion in closed session.
- **Designated Fund.** This would authorize Town administration to set up a designated fund to receive financial contributions that support legal actions being pursued by the Town.

4. Follow Up on Previous/Ongoing Projects

- **Town Hall.** We rearranged work spaces to accommodate desk space for the payroll coordinator and Harbor Commission secretary. Not all their technology has arrived. Biggest change: Zoning is now sharing the Town Administrator's office.
- **Ashland Daily Press.** An article about Ashland County defunding the La Pointe Police ran on Dec. 12. You can read it at <https://tinyurl.com/62xjzt6>.
- **Rec Center bathrooms.** Building inspector James Price signed off on the project Dec. 20. As a result, we will issue the final payment to the contractor.
- **Answers to Questions from Dec. 13.**
 - **Rescue training.** The fire department scenario took 20 minutes to locate the "victim."
 - **Zoning permit revenue.** As inferred, the differences in 2021 and 2022 revenue do indeed reflect trends in development between lakeshore and inland properties.
 - **Intoximeter.** The potential intoximeter calibrates itself through an internet connection. A state service technician would visit a few times a year. None of these is a cost to the Town. Training would be a cost to the Town.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Ashland County.** Had a 40-minute conversation with Sheriff-elect Brian Zupke on Dec. 20. County appears to have made no adjustments or plans to date to provide reliable or regular coverage to La Pointe. Continue to research old Town and County minutes, other sources re: law enforcement agreement. More details in closed session.

7. Other Information

- **End of year.** Cash on hand is projected to be closer to \$350,000, rather than the \$218,000 expected during budget discussions. Most of this difference is the result of anticipated expenditures that will not take place until 2023 if they occur; these include fire department turnout gear, the waterfront sidewalk, costs for the BBTP accessibility study, and gravel. About \$15,500 is for unused contingency funds.
- **Insurance Renewal.** Review of the final proposal for insurance coverages for calendar year 2023 is complete. These policies cover property, crime, inland marine, auto, general liability, law enforcement liability, public officials and management liability, cyber liability, and excess liability. Premium will be \$84,912 (an increase of \$7,844 from calendar year 2022, or 10.2%). A breakdown of premiums by category is attached; let me know if you want to see the entire coverage package. In addition, we have been informed that our workers comp premium will be \$48,625, a decrease of more than \$17,000 from 2022.
- **Out of office.** I'll be gone Jan. 4-5 (weather permitting) for dental work – I'm smiling as I write this.

PREMIUM SUMMARY

TOWN OF LA POINTE (WI) C11696

	<u>Premium</u>
Property.....	\$19,722
Crime.....	\$340
Inland Marine.....	\$8,775
Auto.....	\$17,623
General Liability	\$20,915
Law Enforcement Activity Liability	Included
Public Officials and Management Liability	\$8,669
Educators Legal Liability	Not Quoted
Cyber Liability and Privacy Crisis Management Expense.....	Included
Excess Liability	\$8,868
Total Estimated Annual Premium	\$84,912