

TO: Town Board

FROM: Michael Kuchta

RE: Town Administrator's Report

DATE: June 4, 2021

DATES OF REPORT: May 22-June 4, 2021

1. Accomplished/Completed

2. Coming Up/Working On

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

3. Town Board Agenda – Information/Comments

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

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

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

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

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

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

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