

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

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

### 1. Accomplished/Completed

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

### 2. Coming Up

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

### 3. Town Board Agenda – Information/Comments

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

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

#### **4. Follow Up on Previous/Ongoing Projects**

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

#### **5. Grant Report**

- No updates

#### **6. Lawsuits/Legal Issues**

- Town Board members will receive updates in closed session.

#### **7. Comments/Other Information**

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