

# MEMO

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

DATES COVERED IN REPORT: April 8-21, 2022

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## 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.