

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.