

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.