

MEMO

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

DATES COVERED IN REPORT: Aug. 5-19, 2022

1. Accomplished/Completed

- Individual items listed below.

2. Coming Up

- **Microgrid Scoping Study.** Staff from Xcel Energy expect to be on the island Aug. 30 to begin their work.

3. Town Board Agenda – Information/Comments

- **Rec Center Change Order #6.** Installing base trim was a task that Town crews intended to do. As a result of Town staff shortages because of illnesses, and in order to keep the project moving toward completion, Parks handed the task back to Luppino. As a bonus, Luppino will install a rot-resistant, higher-quality product that Town crew would have.
- **Planning and Zoning.** The Zoning Administrator has verified three properties that are operating short-term rentals without a permit – more than 90 days past the renewal deadline. Property owners have received three letters without responding. Section 8.1.C of the Town Zoning Ordinance allows the ZA or another designated official to issue cease-and-desist orders, to revoke permits, to pursue court action, or to pursue other enforcement action “with approval of, or direction from, the Town Board.” We request TB approval to allow Town staff to pursue enforcement for these and other properties that are at least 60 days past due.
- **Comprehensive Plan Steering Committee.** The committee’s charter is through Aug. 31, 2022. That charter also allows the committee to seek an extension. In March, the Town Board approved a consulting contract with Northland College that extends the committee’s work into 2023. The committee seeks an official extension of its charter until May 31, 2023.
- **Location for Workforce Housing.** Committee members believe that identifying a specific site for potential development is necessary to attract a developer and financing. Members have identified multiple potential sites, giving preference to those that are Town-owned, are near the commercial district, minimize transportation needs, and can be connected to sanitary sewer. They want to verify that Town Board members are in sync with these priorities; their first choice is the northern portion of Parcel #014-00457-0000, a Town-owned parcel on Sunny Slope Road (behind the MRF).
- **Town Board Members as Liaisons to Committees.** At times, it is difficult for the Town Board to keep up with committee discussions and actions until a specific proposal comes before the board. It is also challenging for committee members to anticipate how the Town Board will respond to their recommendations. This discussion item is intended to evaluate whether it would be beneficial to assign one Town Board member as a nonvoting, ex officio member on each of the Town’s major committees.
- **RFB for Propane.** This is an annual request.

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AUG 19 2022

Initial: dg

- **Budget Amendment #2022-03.** See the separate memo.
- **Treasurer.** Carol Neubauer prepared an informational memo about dealing with fraudulent, automated withdrawals from the Town's checking account.
- **Ashland County Law Enforcement Agreement.** Once the Town Board acts on the amended Police Department budget, we can submit the budget information requested by county supervisors.
- **New Fire Engine.** Fire Department is recommending purchase from Custom Fire Apparatus, of Osceola, WI. Proposal price is \$772,659.57. Because delivery could take 13 months from the signing of the contract, the department would like to place the order sooner than later. The Town has as much as \$695,000 in designated Fire Department funds that could be used now; however, there is no immediate source for the unmet cost. Members of the Fire Department and manufacturer expect to be available for further discussion.
- **Emergency Services Building.** Missing light switches were supposed to be installed Aug. 19. No word yet from Wendel on hooking up the Metasys system for remote access; Norvado estimates cost at \$1,200. As a fallback, system could be run directly inside the ESB, without remote access.

4. Follow Up on Previous/Ongoing Projects

- **WHEDA Rural Affordable Workforce Housing Initiative.** As part of the Chequamegon Bay pilot project, I was in a meeting with Northwoods Technical College president John Will to learn about the college's plans for using the \$9 million housing and workforce grant it received from the state.
- **Comprehensive Plan Steering Committee.** 46 people turned out for the community forum on land use, 42 attended the forum on housing, and 15 attended the virtual forum on sustainability and resiliency. Northland College will use forum results to supplement survey responses. The steering committee expects to hold a few more targeted engagement events before shifting to the next phase of its work: drafting an outline for the new comprehensive plan.
- **Apostle Islands Kayaks.** The business did not appeal the revocation of its commercial use permit. Town crews will impound equipment, if necessary, the week of Aug. 22.
- **Big Bay Sidewalk.** We are waiting for the town attorney to draft easement agreements reflecting the new survey, which would build the sidewalk along the County H curb line.
- **Land Swap.** Evan Erickson Sr. is working with Nelson Surveying to ensure that the lot adjustments of Parcels 014-00199-0000 and 014-00198-0204 meet the terms of Resolution 2021-0420B.
- **Hartzell Expandable Condominium.** Zoning has issued land use permits for the first two structures of the 15 sites Robert Hartzell has platted. Madeline Island Sanitary has authorized sewer connections, and there is capacity in the community well that the development intends to use. (At this point, the DNR has authorized up to 50 total connections to the community well; 40 connections are now in use. The DNR would need to authorize additional connections before all 15 structures could be built.) No construction can begin on the site until building inspector James Price issues permits confirming that the seasonal "platform cabins" meet UDC code.
- **Lake Level Sensor.** We are talking with the University of Wisconsin's WISC-Watch program, which wants to place a lake level sensor near the Town Dock. Leaseholders have concerns about making sure the location does not impact on their dock use.
- **Non-Motorized Vessel Permits.** One permit-holder did not renew; Town crews impounded the craft and the slot was opened to someone on the waiting list.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **WTA Annual Convention.** I registered for the Towns Association's annual convention, Oct. 9-11 in Appleton.
- **School District of Bayfield.** Glenn Carlson and I met Aug. 19 with district administrator Beth Papp and other administrative staff. The school board this month authorized an in-depth study of the La Pointe School building. The study will include a needs assessment, building options, tax implications of rehabilitation or replacement, and a community survey. Other topics of the meeting included ferry schedules, the possibility of the school building being included in an electricity microgrid, tribal relations, and initial priorities in the district's strategic planning.