

MEMO

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

DATES COVERED IN REPORT: July 22-Aug. 4, 2022

1. Accomplished/Completed

- **Sculpture Dedication.** In Glenn's absence, I gave remarks on behalf of the Town at the dedication ceremony on July 30. The ceremony was very well received, with more than 150 people in attendance. I posted photos on the community Facebook page; the La Pointe Center posted a video.

2. Coming Up

- **"Speak Up" Community Forum.** Northland College leads the third Comprehensive Plan forum (on sustainability, resiliency and self-sufficiency) on Thursday Aug. 11 at 6 p.m. online: <https://zoom.us/j/91378012166>

3. Town Board Agenda – Information/Comments

- **BBTP Accessibility.** Once the Clerk opens proposals, please refer the proposals to Ben Schram and me for review. Under the timeline, we would bring a recommendation to the Aug. 23 meeting.
- **Wheel Loader Purchase.** The lease is expired; purchase price is \$113,948.33, which is the amount projected when the purchase was budgeted in November (the invoice is included in your packet). Please authorize purchase.
- **MRF Skid Steer.** The short version: The Town Board approved purchasing the skid steer for a net price (after trade-in) of \$40,212 in December. However, the manufacturer tells the dealer it cannot guarantee delivery of the Town's skid steer by Aug. 31, when the existing price lock expires. (Prices have gone up \$2,673 since the Town placed its order). Instead, the dealer can acquire an upgraded skid steer immediately from another dealer for \$3,800 more than the Town Board's previously approved purchase. The dealer is willing to split the price difference, at \$1,900 each (a letter from the dealer is in your packet). Public Works recommends that you approve purchase of the upgraded skid steer for a net price of \$42,112. Additional context: The upgraded machine, with high-flow hydraulics rather than standard-flow hydraulics, will accommodate additional implements, such as a high-speed snowblower and street broom.
- **Planning and Zoning.** The Town Plan Commission recommends that you approve the CSM for 995 Whitefish St., combining Parcels 014-00409-0000 and 014-00399-0100.
- **Comprehensive Plan Steering Committee.** The first "Speak Up" community forum on Aug. 2, led by Northland College, attracted 46 participants. The second forum was scheduled for Aug. 6, the third for Aug. 11. Steering Committee members intend to facilitate additional forums of their own to gather even more direct feedback from community members. Northland continues to process results from the survey; more findings will be released once they do cross-tabulations and additional numbers crunching.

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- **Grant Updates.**
 - **Passenger Shelter.** I submitted the final reimbursement reports to the Wisconsin Coastal Management Program. We are requesting the maximum \$15,000.
 - **Microgrid.** I submitted the final reimbursement reports to the Office of Energy Innovation. We are requesting \$43,000. In addition, a representative from Xcel Energy is scheduled to be on the island Aug. 9 to begin research on the Scoping Study you approved on July 26.
 - **BBTP Accessibility.** Paperwork is complete; Wisconsin Coastal Management has authorized us to proceed once we pick a vendor from proposals you open on Aug. 10.
- **Ashland County Law Enforcement Agreement.** No update.
- **Police Overnight Policy.** The updated draft addresses questions you raised on July 26. Changes are highlighted. If you approve, I'd recommend an effective date of Aug. 7, which is the beginning of the pay period. Also in your packet, the form drafted by von Brissen that officers would sign.
- **ESB Warranty Work.**
 - **Compressor.** Town crews removed the failed compressor, placed it on a pallet, covered it with a tarp and left it outside; Wendel is supposed to pick it up and take it off the island early in the week. Once all Town costs are calculated, Barb will invoice Wendel, based on the "let's settle this" proposal; current reimbursement is roughly \$3,450. Also, after continued discussion with Town Hall, the manufacturer, Atlas Copco, chose to waive the cost of the service call; that means the Town will not have to pay \$1,450.17.
 - **Old.** Last we heard, missing light switches were on back order. Wendel is checking with 5 Star Electric for an update.
 - **New.** We learned last month that Metasys (a Johnson Controls "smart building" system that allows remote access to ESB systems information) was installed but never hooked up. Our technology consultant is checking with Norvado about what an appropriate connection would be and what it would cost. Wendel was not aware of the incomplete work; they say they will check into who is responsible: Johnson Controls or 5 Star.

4. Follow Up on Previous/Ongoing Projects

- **Big Bay Sidewalk.** We received the survey documentation from Nelson Surveying; I forwarded the information to the town attorney to draft easement agreements.
- **Comp Time.** After your decision on July 26, Ben and I made sure all employees who have comp time agreements filled out a new form to create a consistent paper trail. (Also, under state statute, comp time in lieu of monetary compensation is paid at time-and-a-half.)
- **Needs Assessment RFP.** The affordable housing RFP was sent to 24 state-approved consultants. Several followed up with questions; at least two say they will submit.
- **Performance Reviews.** I completed written annual performance reviews for six staff, and face-to-face conversations with five of them.
- **Dog Park.** Supporters did not make a presentation at the August Town Plan Commission meeting. However, TPC members began an initial discussion of the zoning implications. Because the Zoning Ordinance does not include any reference to, or definition of, a "dog park," TPC will have to define the activity. Their initial discussion would classify it as a "recreational facility," which is allowed only with a conditional use permit, and only in four zoning districts.

5. Grant Report

- **Compeer Financial.** The insurance company is accepting applications for \$4,000 grants to Fire and EMS departments in rural communities. Our departments are considering appropriate projects for which to apply. Deadline is Aug. 31.

6. Lawsuits/Legal Issues

- No updates.

7. Other Information

- **Apostle Islands Kayaks.** I sent a certified letter Aug. 3 notifying Ed Kale that the Town is revoking his commercial use permit for nonmotorized vessels, effective Aug. 19. You received a copy of the letter outlining grounds for the revocation.
- **Treasurer.** Carol intended to prepare an informational memo about dealing with fraudulent automated withdrawals from the Town's checking account. If ready, that memo will be included in your packet.
- **Vacation.** I am on vacation Aug. 6-14. I intend to Zoom or call in to the Aug. 10 meeting.