

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report
DATES COVERED IN REPORT: Sept. 23-Oct. 7, 2022

1. Coming Up

- **Harbor Commission.** First meeting: Oct. 13, 5:30 p.m., Town Hall
- **Budget Workshops.** Oct. 17, 18, 20, 24: 5:15 p.m. Town Hall
- **Big Bay Town Park Accessibility Study.** Cooper Engineering plans an on-site visit on Oct. 18.

2. Town Board Agenda – Information/Comments

- **Change orders 7, 8, 9 with Angelo Luppino.** Because of the contractor's unpredictable schedule, Town crews' other responsibilities during the summer, and delays in delivery of key items that affected the order of construction, Parks made on-the-ground decision to let the Luppino crew handle certain installations that had been designated as the Town's responsibility in the contract. The contractor, however, did not provide these official change orders until well after the fact. There are sufficient funds in the Rec Center account (#57630-00) to cover this additional \$5,099 in payments.
- **Harbor Commission.** Barb Nelson and I propose setting up the commission with seed money using the remaining undesignated funds from the Mattingly settlement – approximately \$47,000. As required in Section 30.38 (13), Harbor Commission finances will be operated through a designated fund. Among decisions the Town Board will have to make:
 - Whether start-up funds are a grant or a loan, and whether to charge interest.
 - Where to pull future funds if the commission needs additional financial support. Section 30.38 (14) seems to indicate that the commission can have its own tax levy; I am waiting for an answer from legal counsel about conditions upon and timing requirements for that kind of levy.
 - Setting standards on how much time existing Town staff can dedicate to Harbor Commission activities. *See Section 30.38 (2)*
- **Public Arts Committee.** Committee members voted to recommend these appointments at their Oct. 5 meeting.
- **Contract with Midland Services.** This propane contract formalizes the bid you accepted on Sept. 27.
- **ESB.** Nothing new to report. Wendel is still researching who should have been responsible for hooking up the Metasys building automation system. Checks for replacing the failed compressor still have not arrived from Wendel or Brown.

3. Follow Up on Previous/Ongoing Projects

- **Auction of surplus Town property.** Public Works posted the approved items on the Wisconsin Surplus Online Auction site and on fliers around town. Bids are due by Oct. 16. View listings at: <https://tinyurl.com/3eckmjmy>.
- **Community Awards Committee.** Members hold their first meeting on Oct. 19.

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- **Comprehensive Plan Steering Committee.** Committee members led a forum on Sept. 26 to capture feedback from younger island workers. A dozen residents attended the forum; 75 filled out a questionnaire beforehand. The committee also received the first in-depth analysis from Northland College about key findings, themes, priorities, and preferences reflected in the community survey and first round of community forums. Committee members are now fine-tuning the mission, vision and values statements to guide the Plan's recommendations, and building out the framework in which to organize recommendations and action steps.

4. Grant Report

- **Compeer Financial.** The Ambulance Service will not receive an award in this grant cycle.
- **Wisconsin Coastal Management.** The first quarterly report was filed for the Big Bay Town Park feasibility study.