

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report
DATES COVERED IN REPORT: April 7-21, 2023

1. Accomplished/Completed

- **ARPA.** I submitted the mandatory annual report to the Treasury Department on April 11. We have spent \$16,575.88, mostly to support the La Pointe Community Clinic. The remaining \$10,742.61 is designated for the housing needs assessment; that will be paid in full in the next month.
- **Hagen Road.** Ben Schram and I met April 10 with WisDOT officials and design engineers for about 2.5 hours to review the scope of work for Hagen Road resurfacing; it is possible environmental reviews will push paving back until 2025.

2. Coming Up

- **Auditors.** Baker Tilly will be on site May 1-5 to work on the 2022 audit.

3. Town Board Agenda – Information/Comments

- **Dust Abatement.** Recommendation: Approve the purchase of magnesium chloride flakes, which the Roads crew can apply on gravel roads as needed for dust abatement in 2023. This is the same treatment from the same supplier that was applied successfully last summer.
- **Sidewalk.** Board members have discussed several times extending the sidewalk from its current end point on Main Street, around the curve on Big Bay Road, toward Whitefish St. The property owners of 864 Main have signed an easement allowing installation of a sidewalk; the property owner at 197 Big Bay Road has not. If the Town Board votes to extend the sidewalk to the property line, Public Works would like to combine the work with two ADA accessibility projects:
 - Add a curb cut to the crosswalk in front of 219 Colonel Woods Ave. (see aerial map)
 - Add a sidewalk to allow wheelchair access to the Rec Center pavilion

The 2023 budget includes \$36,000 for sidewalk improvements; this level of expenditure requires a formal request for bids (RFB) with Class 2 notice.

- **Chef's Expo.** The Chamber of Commerce is asking the Town to close the north side of LeSueur and the east side of Bell Street from 4-7 p.m. This would allow greater pedestrian access and safety during the Chef's Expo on Thursday June 15.
- **Seasonal Parks employees.** Hiring motions are in your packet.
- **Airport.** The resolution, agency agreement, and assurances are identical to those you approved on March 28. The resolution lists airport improvement projects that the Town (aka the "Sponsor") might pursue; authorizes the state secretary of transportation to act as the Town's agent in using federal funds for these improvements; and petitions the state secretary of transportation to utilize state and/or federal aid for these improvements.

With the properly noticed public hearing held earlier on 4/25, these actions check off the Bureau of Aeronautics requirements that are necessary before the BOA can free up more than \$1.2 million in state funding for work at Gilbert Field.

RECEIVED

APR 21 2023

Initial: dg

- **Planning and Zoning.** Applications are in your packet. The Town Chair intends to appoint Marie Iannazzo for the term expiring in 2024, and Dale Whittaker for the term expiring in 2025, subject to confirmation by the Town Board.
- **Electrician Contract.** This is an additional contract for a Master Electrician that Public Works can use for Town projects. It gives the Town flexibility if one vendor is not available.
- **Petition with the Wisconsin Department of Revenue.** Hearing was April 14 in Madison. Attorneys must submit briefs by May 5, then reply briefs by May 19.
- **Claim against Ashland County.** The County Board plans to meet the morning of April 25 to “disapprove” our claim. One of our attorneys, Tamara Packard, will be available to meet with the Town Board in closed session to discuss potential next steps.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The committee received the final version of the housing needs assessment from Maxfield Research. Committee members are preparing a summary and, based on the report, recommendations for the Town Board.
- **Big Bay Town Park Accessibility Study.** Ben Schram and I suggested revisions to the draft, which outlines four options to replace the stairway and bridge between the bluff and the beach. We expect Cooper Engineering to deliver the final report next week.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Ashland County.** Covered in agenda.

7. Other Information

- **Accounting Administrator.** We have no applications yet for Barb Nelson’s position. I expanded the search to the Wisconsin Government Finance Officers Association and Wisconsin Municipal Treasurers Association. I have also directly contacted regional CPA firms.
- **Bayfield School District.** The Building and Grounds committee continues to cost out plans to add ADA accessibility at the Island school. Work could begin this June, though 2024 is more likely.
- **City of Bayfield Parking Management Plan.** Bayfield is moving ahead with plans to create paid parking on downtown streets and publicly owned lots during the tourist season, beginning in 2024. Harbor Commission secretary Lauren Burtaux and I were part of an informational discussion on April 19. We will monitor Bayfield’s plans for potential impact on employees who work on the island, on ferry operations, and on increased traffic or parking demand in La Pointe.
- **Emergency declaration.** Glenn Carlson sent emergency declaration paperwork to the county; that will make us eligible for reimbursement of costs that Town crews are incurring to repair washed out roads/culverts and to fight spring flooding.
- **Police squad.** The new Dodge Durango was delivered. Bill Defoe and Steve Adamski are working on adding or transferring necessary equipment.