

MEMO

To: Town Board

From: Michael Kuchta

Re: Town Administrator's Report

DATES COVERED IN REPORT: Dec. 23, 2022-Jan. 6, 2023

1. Accomplished/Completed

- **Rental Ordinance.** Worked with the zoning administrator and members of the Town Plan Commission to finalize a draft that revises the Town's existing Rental Ordinance. The full TPC is scheduled to discuss the draft on Jan. 9 before sending it to the Town Attorney for review. The draft tries to get a handle on the encroachment of commercial activities into residential districts; this initiative includes requiring a Conditional Use Permit for all new and lapsed short-term rentals, and addressing "events" that are beyond the "ordinary and normal use" of a rental property. The draft also puts more of a focus on the existing requirement that long-term rentals obtain an annual permit, including by implementing a basic fire-safety inspection.

2. Coming Up

- **Town Plan Commission.** The commission holds a special meeting on Monday Jan. 9 at 4:30 p.m. to schedule public hearings this spring on the draft Rental Ordinance and the first draft of a new Comprehensive Plan.
- **Fire numbers.** A meeting with Lange Enterprises to discuss grid capacity is scheduled for Tuesday Jan. 10.

3. Town Board Agenda – Information/Comments

- **Ice Road Maintenance.** You have the proposed rate sheet from Nelson Construction in your packet. We need a motion on whether or not to accept the rates for the 2023 season.
- **Erickson land swap.** The Town Plan Commission was scheduled to make their recommendation Jan. 9 on whether to rezone the former Town parcel from G-1 (government and institutional) to R-3 multi-family residential, which is the same zoning as the adjacent land it is joining. Town Board members make the final decision.
- **Community Awards.** The committee met Jan. 6 and is recommending the La Pointe Community Clinic for the annual Community Appreciation Award and adding Ruth Ann Tiesberg to the Hall of Fame. I will send a separate memo outlining reasons for their recommendations. Overall, the committee received 13 nominations – the most since the year awards first were established.
- **Microgrid Grant Application.** The Energy Committee has drafted an application for a state Energy Innovation Grant, which you authorized on Dec. 13. The application is due Jan. 30. Please note the highlighted language on Page 3, which commits the Town to allocating or finding matching funds in 2024 (if the Town receives and accepts the grant). Grant decisions are supposed to be announced by July 2023.

4. Follow Up on Previous/Ongoing Projects

- **Town Hall AV System.** We have received quotes from six vendors; I am working through differences in equipment and our needs for installation.

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- **WHEDA Rural Affordable Workforce Housing Initiative.** The Chequamegon Bay work groups continue to revise their three pilot project concepts, which are scheduled to be presented to WHEDA staff in Madison on Jan. 25.

5. Grant Report

- **BBTP Accessibility Study.** I submitted the quarterly report to the Wisconsin Coastal Management Program. Our consultant, Cooper Engineering, is supposed to provide options by Feb. 28.

6. Lawsuits/Legal Issues

- **Notice of Claim.** The amended draft of the notice to Ashland County will be ready to approve, for delivery to the county clerk on Wednesday morning.

7. Other Information

- **Solid Waste Contract.** Our insurance company says they cannot provide us the type of pollution liability insurance that Republic Services listed under the new contract. We are awaiting word back from Republic on our request to eliminate the requirement.
- **Wind Sled Hours.** Windsleds Transportation Inc. has revised its schedule to accommodate a school district request for a later weekday trip. The previously announced 4:45 p.m. trip to the island is cancelled; it is replaced by a 5:30 p.m. trip.

MEMO

To: Town Board

From: Michael Kuchta

Re: Town Administrator's Report

DATES COVERED IN REPORT: Jan. 7-19, 2023

1. Accomplished/Completed

- **Notice of Claim.** I delivered the notice to the Ashland County clerk on Jan. 11. I did interviews with the Ashland Daily Press for an article that ran Jan. 13, and with WDIO-TV for a story that aired on the 6 o'clock news on Jan. 13.

2. Coming Up

- **Wisconsin Towns Association Unit Meeting.** Quarterly meeting is Jan. 23 in Bayfield County.
- **County Board.** Supervisors plan to meet for the first time since November on Feb. 7 at 9 a.m.
- **Snow Snake Festival.** The annual inter-tribal competition is scheduled for Saturday Feb. 11.
- **Great Lakes Islands Association.** GLIA has scheduled a webinar on the value of community surveys on Monday Feb. 13 at noon Central.

3. Town Board Agenda – Information/Comments

- **State-Municipal Agreement for Hagen Road.** This agreement is for design work in 2023 and construction in 2024. We have \$50,000 budgeted for the Town's 20% share of design work. The agreement needs the Town Board to authorize a signature (from Town Chair, Town Administrator or Public Works Director). If approved, we will pursue the state-required Quality Based Selection of a design consultant.
- **Facilities Manager job description.** The only change of substance is adding the language highlighted on Page 1. This revision also cleans up other language.
- **Erickson Land Swap and Rezoning.** You tabled this resolution on Jan. 10. The title is revised so it is more accurate and transparent. The Town Plan Commission recommends rezoning the portion of Town property that is being traded from G-1 (government and institutional) to R-3 (multi-family residential), which is the same zoning as the adjacent land. If you approve the rezoning, the matter goes back to TPC, which will make a recommendation on the certified survey map that would finalize the land swap. *Note: If you did not attend the public hearing in person, you must watch the recording and sign an affidavit affirming that.*
- **Appointments to Zoning Board of Appeals.** The board has two vacancies (plus vacancies in the two alternate positions). Members are appointed to three-year terms; the next two appointments would end on June 30, 2025.
- **Energy Committee.** muGrid Analytics, which did the microgrid feasibility study, intends to apply to the US Department of Energy's Long-Duration Energy Storage Demonstration Initiative. muGrid would like to permission to list the Town as a potential host candidate for a flow battery installation (which is alternative technology to lithium-ion batteries for larger-scale uses).
- **Madeline Island Museum/Wisconsin Historical Society.** Representatives will join the meeting remotely; they will recap 2022 and preview projects for 2023.
- **Town Hall AV System.** We received quotes from six vendors for similar systems. Four vendors quoted installation as well as equipment. Bluum is the lowest quote. The Town would incur

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additional costs for software or a software license (approximately \$300) and work to install electrical and data outlets (cost undetermined). Bloom anticipates availability in 4-6 weeks. A purchase order will be available to sign at the meeting.

- **Legal Expense Fund.** If we do not use all the contributions we receive, we should have guidance in place to return unused funds – such as in proportion to the amounts donated and spent.
- **Police Department.** The sheriff planned to deliver a squad on Jan. 20; vehicle would be available for a deputy to use during wind sled season. The squad will be parked in the ESB; our officers will shuttle vehicles up and back in the bay, so the proper squad is first in line, depending on which department has primary enforcement responsibility on a given shift.
- **Legal issues.** You will have a final draft to review of our petition to the Department of Revenue.

4. Follow Up on Previous/Ongoing Projects

- **Cell tower.** AT&T is scheduled to go online by the end of January. In the meantime, we received an offer from a company working with Harmoni Towers to do a lease conversion – a lump sum payment in lieu of future rent. Terms are not nearly as lucrative as with the Verizon tower.
- **Fire numbers.** Look for a purchase order for Lange Enterprises to provide an initial review and recommendations on updating fire numbers. The review will ensure that numbers are in an acceptable sequence, are correctly numbered odd or even, and allow room for expansion.
- **Maxfield Research.** I worked with the consultant and housing committee representatives to set up a Survey Monkey tool.
- **Rental permit application.** I worked with Ed to revise the application for the 2023 mailing.

5. Grant Report

- **BBTP accessibility study.** Under our Wisconsin Coastal Management grant, Cooper Engineering delivered preliminary concepts for three options to replace the existing stairway and bridge. Ben, Ray and I have asked them to investigate further the least-intrusive proposal – an 8-foot-wide, elevated, sloped walkway leading to a prefabricated bridge. Estimated cost is \$2.5 million.
- **Comprehensive Plan.** I submitted final reports to the Apostle Islands Area Community Fund and the Michael Madeline Island Fund for the survey and public forum work their grants supported.
- **Microgrid.** I submitted the Energy Committee's application to the state's Energy Innovation Grant Program on Jan. 17.

6. Lawsuits/Legal Issues

- **Ashland County.** Glenn and I set up a regular meeting schedule with our attorneys to keep on top of workflow and timelines. Meanwhile, the County Board's Executive Committee voted to hire the Milwaukee firm of Attolles Law to defend them on our claim.

7. Other Information

- **Gazette subscriptions.** Glenn and I are setting up regular mailings of the Gazette to our elected US and state senators and representatives.
- **Harbor Commission.** In accordance with my employment agreement, Glenn gave me permission to work on a federal grant application for the commission on a freelance, consultant basis.

MEMO

To: Town Board
From: Michael Kuchta
Re: Town Administrator's Report
DATES COVERED IN REPORT: Jan. 20-Feb. 9, 2023

1. Accomplished/Completed

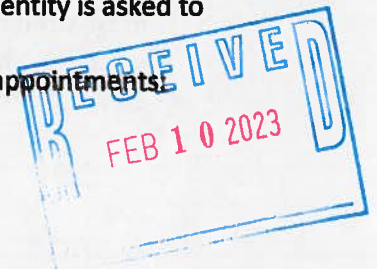
- **Ashland County.** Gave interviews Jan. 31 to KBJR-TV in Duluth and Feb. 1 to Wisconsin Public Radio; presented public comment Feb. 7 at county board meeting.
- **Department Heads.** Met Feb. 1; group intends to meet quarterly.
- **Hagen Road.** Sent out RFPs, in accordance with WisDOT requirements, for design engineering work on the scheduled repaving in 2024.
- **Rural Affordable Workforce Housing Initiative.** Participated in the presentation Jan. 25 to WHEDA executives; discussed three pilot proposals from Chequamegon Bay work groups.
- **Service Awards Program.** Worked with Jamie Murray to prepare and file annual contribution paperwork for fire department and ambulance service volunteers.
- **WTA County Unit Meeting.** Attended this meeting Jan. 23; spoke with newly elected state Sen. Quinn and Rep. Green, and with Jim Miller from Congressman Tiffany's office. Shared updates on ferry line and dispute with Ashland County.

2. Coming Up

- **Snow Snake Festival.** The annual inter-tribal competition is scheduled for Saturday Feb. 11.
- **Great Lakes Islands Association.** GLIA has scheduled a webinar on the value of community surveys on Monday Feb. 13 at noon Central.
- **Gazette deadline.** March 4
- **Rental ordinance public hearing.** March 15, 5 p.m.
- **Comprehensive Plan public hearing.** March 29, 5 p.m.

3. Town Board Agenda – Information/Comments

- **Roads.** The job posting is to fill a vacancy left by the resignation of Karen Thomas.
- **Airport.** See separate memo.
- **Lange Enterprises contract.** Town Plan Commission and emergency response departments are overseeing a review and update of the Town's fire numbering system. This contract authorizes Lange – which devised the system in 1989 – to review existing numbers, recommend which numbers need to be changed, and recommend how additional numbers can be added to accommodate population growth – all while minimizing disruption to the existing system and maximizing compliance with 911 emergency standards.
- **Certified Survey Map.** This will finalize the land swap that originally was authorized at the Town Meeting of April 21, 2021. TPC recommends approving the CSM.
- **Winter Transportation Committee.** The committee recommends approving the annual agreements with the ferry line and the school district. For this season, each entity is asked to contribute \$10,000 to share operating costs of the van and wind sleds.
- **Committee Appointments.** After talking with applicants, we suggest these appointments:



- **Winter Transportation:** Ellen Troeltzsch, for a term to expire on Sept. 9, 2025. This appointment would fill the vacant “citizen at large” position.
 - **Energy:** Scott Hayman and Lilah Guertin, both for terms to expire on Aug. 23, 2024.
- These appointments would bring the committee up to its minimum membership of 5.
- **Grant updates.** Affordable Housing Advisory Committee received the anticipated \$4,000 grant from the Island Association. The Town’s 2023 budget matches that amount.
 - **Short-term disability Life insurance.** See separate memo.
 - **Ambulance billing.** A contract with Cvikota Medical Billing Services would replace our existing arrangement with Andres Medical Billing. The goal is to increase the revenue and rate of payments from patients. Cvikota (pronounced Sih-kota) has an established relationship with Memorial Medical Center, which should make it easier to obtain insurance and other information; in addition, Cvikota routinely works with a collection agency, which AMB does not.

4. Follow Up on Previous/Ongoing Projects

- **BBTP Accessibility Study.** Ben Schram and I met Jan. 25 with Cooper Engineering to discuss their recommended proposal to replace the existing stairway and bridge. Estimated cost: \$2.5 million. Reaching this goal will require plenty of grant-writing – or naming rights for the bridge.
- **Housing Needs Assessment.** Worked with Affordable Housing Advisory Committee to produce a Survey Monkey poll (using the Town’s account) on specific housing parameters for the island’s workforce. 113 people participated; results were forwarded to Maxfield Research. Maxfield intends to present a draft report of the needs assessment at the committee’s Feb. 14 meeting.
- **Rental Ordinance.** Worked with Ed Schaffer, Jim Peters, and Paul Wilharm on the final draft of a revised ordinance. On Feb. 1, the full TPC recommended taking the draft to a public hearing on March 15. The town attorney expects to complete his review of proposed revisions by Feb. 20.

5. Grant Report

- See above.

6. Lawsuits/Legal Issues

- **Department of Revenue Petition.** Petition was filed Jan. 25; DOR has connected attorneys representing the Town and County to determine if they can agree on a set of facts. If they can, the DOR could make a decision without holding a hearing. The statutory deadline for getting a stipulation on facts is Feb. 25.
- **Claim against Ashland County.** This is the formal claim; it follows up on the Notice of Intent the Town issued to the County on Jan. 11. The claim seeks the full amount of what La Pointe property owners pay for Sheriff Department Law Enforcement. The claim amount of \$363,655 is La Pointe’s share of what the department receives in that line item from the County’s property tax levy; La Pointe’s share of the County levy is 20.1%.

7. Other Information

- **Wisconsin Towns Association.** Upcoming events: Capitol Day, March 30; District Meeting (I plan to attend the session March 31 in Cable); Board of Review Training (at least one board member must attend training each year: the closest in-person session is April 28 in Eau Claire; a virtual session is May 1 at 6:30 p.m.); Town Officials Workshop (closest sessions – especially for newly elected officers – are May 8 in Cable or May 9 in Minocqua).

MEMO

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

DATES COVERED IN REPORT: Feb. 10-24, 2023

1. Accomplished/Completed

- See below.

2. Coming Up

- **Gazette deadline.** March 4
- **Airport public hearing.** March 14, 4:30 p.m. (before regular Town Board meeting)
- **Rental ordinance public hearing.** March 15, 5 p.m.
- **Comprehensive Plan public hearing.** March 29, 5 p.m.

3. Town Board Agenda – Information/Comments

- **Temporary Driver.** The motion to hire is in your packet.
- **Campground Host Job Descriptions.** A revised description for the 2023 season is in your packet.
- **Campground Reservations.** See Ben Schram's memo requesting that we offer campers to ability to reserve sites 500 days into the future, instead of the current practice of 365 days.
- **MRF Transportation Specialist Job Description.** A revised description of the position (which previously was the "recycling specialist") is in your packet. The description and a job posting await your approval.
- **Budget Amendment #1.** See separate memo.
- **Workplace Safety.** The topic will be discussed in closed session; a confidential memo will be sent separately.

4. Follow Up on Previous/Ongoing Projects

- **Ambulance Service.** Still working on a new policy to allow Town employees with EMT certification to be on call while on the job, or receive additional compensation; reviewing language and requirements for a potential new billing contract.
- **BBTP Accessibility Study.** Ben Schram and I met Feb. 20 with Arnie Nelson to discuss an alternate idea he has to replace the existing stairway and bridge. We have forwarded information to Cooper Engineering for consideration.
- **Hagen Road BIL Repaving.** In response to requests from potential consultants, Ben and I have asked WisDOT to push back their deadline for the completion of engineering designs.
- **Rental Ordinance.** The town attorney has reviewed the most recent draft of revisions and suggested a few changes to be in compliance with state statute. The Plan Commission will review this revision on March 1, publish the draft the next day, and take the draft to a public hearing on March 15.
- **Town Hall AV.** Equipment has arrived; we need to add electrical and data capacity before vendor can install the system.

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5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **DOR Petition.** Attorneys representing the Town and Ashland County are scheduled to meet March 7 and attempt to stipulate facts that could narrow the scope or eliminate the need for a public hearing. The hearing is scheduled for April 14 in Madison.
- **Claim Against Ashland County.** This is the formal claim; it follows up on the Notice of Intent the Town filed with the County on Jan. 11. The claim includes an amended Notice of Intent; it is structured so that individual residents can pursue the claim on behalf of all Town residents as a class. This is a safeguard in case a court decides the Town itself does not have legal standing. The claim seeks the full amount of what La Pointe property owners pay into the Sheriff Department's Law Enforcement line item in 2023; language is structured so that the claim is calculated in the same way in future years. For this year, the claim amount of \$363,655 is La Pointe's share of what the department receives from Town taxpayers for that law enforcement line item; it is based on La Pointe's share of the County levy: 20.1%. The Town is not seeking any of the roughly \$555,000 in additional money that our taxpayers send to support the County's 911 dispatch, emergency management, jail, domestic violence prevention, or other law enforcement activities. The County has six months to make a decision on the claim.

7. Other Information

- **Bayfield School District.** The Building and Grounds Committee reviewed a conceptual drawing to make the La Pointe School more ADA-compliant, and discussed the code challenges of using the basement for student activities. The full board is scheduled to vote on the Winter Transportation agreement on Feb. 27.
- **Wisconsin Towns Association.** Upcoming events: Capitol Day, March 30; District Meeting (I plan to attend the session March 31 in Cable); Board of Review Training (at least one board member must attend training each year: the closest in-person session is April 28 in Eau Claire; a virtual session is May 1 at 6:30 p.m.); Town Officials Workshop (closest sessions – especially for newly elected officers – are May 8 in Cable or May 9 in Minocqua).

MEMO

To: Town Board

From: Michael Kuchta

Re: Town Administrator's Report

DATES COVERED IN REPORT: Feb. 24-March 10, 2023

1. Accomplished/Completed

- **Hagen Road.** Sent a revised RFP to potential vendors alerting them of DOT's willingness to extend department's deadline to Feb. 1, 2024.
- **Media.** Wrote and reviewed Town articles for Gazette; spoke with Ashland Daily Press about ferry line; wrote article for Bottom Line News and Views about Ashland County issues; wrote and sent news release after filing of claim against Ashland County.
- **Rental ordinance.** Worked with Town Attorney, Ed Schaffer, and members of the Town Plan Commission to finalize the draft ordinance and summary that goes to public hearing on March 15. Fielded questions, opinions from residents.

2. Coming Up

- **Airport public hearing.** March 14, 4:30 p.m. (before regular Town Board meeting). The hearing is to receive comment on including the following projects in the Town's resolution to the state secretary of transportation for airport improvement aid for Major Gilbert Field:
 - Construct/reconstruct/rehabilitate the terminal building and hangar
 - Sealcoat and crackfill airfield pavements
 - Conduct airport master plan/Exhibit A/ALP Update
 - Conduct wildlife site visit
 - Clear and maintain runway approaches

The Town needs to follow this process to free up more than \$1.2 million in state funding for airport work (with a 5% Town match).

- **Rental ordinance public hearing.** March 15, 5 p.m. You have a copy of the draft ordinance in your mailbox.
- **Comprehensive Plan public hearing.** March 29, 5 p.m. The steering committee is asking to postpone this hearing, because a draft of the plan will not be available far enough in advance for adequate public review.

3. Town Board Agenda – Information/Comments

- **Hagen Road.** Proposals were due March 10 from engineering firms for the 2024 repaving of Hagen Road. Proposals need to be evaluated under a qualification-based selection process. The Town needs to set up a "consultant selection committee," with a chair and at least two other voting members. The committee will review proposals, rank firms in order of preference, and submit recommendations to the state Department of Transportation. Ben Schram and I hope to have suggestions about potential members of the selection committee; if we do not have names of willing participants in time, we ask authority to appoint a committee ourselves.
- **Posting for Temporary Driver.** The posting allows Roads to continue building its roster of available drivers.

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- **Postings for Parks positions.** These are the usual seasonal postings for Parks maintenance and Campground hosts.
- **Dog park.** A group of residents is developing a dog park proposal. Their first choice is the area beyond the outfield fence on rec center grounds. A dog park would require a conditional use permit, fencing, and other steps. Before planning goes further, the Town Plan Commission would like a sense from the Town Board if this site is worth pursuing or not.
- **Contract for cemetery mowing.** The rate and terms are the same as in 2022.
- **Town employees as EMTs.** Please see memo labeled Draft 2.
- **Assessor contract.** The contract achieves two purposes:
 - It authorizes an island-wide revaluation in 2024 to comply with state law; as the worksheet highlights, the Department of Revenue estimates that assessed values in La Pointe are only 87.33 percent of market value, which exceeds the legally allowable variance of 10 percent.
 - It renews the agreement with the current assessor for four more years, through 2027; the current contract expires Aug. 31. The proposed rate is \$1,300 more per year than the current rate, which was set in 2018.

***Note:** On Page 2, Paragraph 2, please amend the date of the first payment to Jan. 1, 2024.*

- **Accounting Administrator.** This is an updated job description and posting to begin hiring a replacement for Barb Nelson when she retires in August.
- **Life insurance.** This is a replacement resolution to the version of ET-1301 that you approved on Feb. 16. As some of you suspected, that resolution (which this one rescinds) would have committed the Town to pay premiums for any supplemental, additional, or family insurance that employees requested. This replacement version specifies that the Town pays premiums only for a Basic life insurance policy for eligible employees.
- **Ambulance billing contract.** A contract with Cvikota Medical Billing Services would replace our existing billing arrangement with Andres Medical. The goal is to increase revenue and the rate of payments from patients. Cvikota (pronounced Sih-kota) has an established relationship with Memorial Medical Center, which should improve our ability to obtain insurance and other information. Cvikota will also refer collections to the State Debt Collection Initiative on our behalf. The document in your packet is the Order Form and Statement of Work; we are hoping the Town Attorney can review these documents and other agreements in time for the March 14 meeting (including the Revenue Cycle Management Agreement, the Business Associate Agreement, and the Master Services Agreement). If that review is not completed, please postpone action. The current billing company requires 60 days' notification of termination.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The committee intends to review the first draft of the housing needs assessment from Maxfield Research at its March 14 meeting. See the separate memo for an overview of the draft report.
- **Comprehensive Plan.** Continue to work with committee members and student researchers from Northland on initial drafts of topics that will be included in the draft of the Plan. The committee is asking TPC to postpone the public hearing because a draft of the plan will not be available far enough in advance of March 29 for adequate public review.
- **Insurance.** Continue to work with The Standard and ETF to complete the transition of life insurance and upgrade of short-term disability.

5. Grant Report

- **Congressionally Directed Spending.** Filed a request before the March 6 deadline seeking an appropriation of \$2.5 million in fiscal year 2024 for the potential BBTP accessibility project.

6. Lawsuits/Legal Issues

- **Financial and Constitutional Claim against Ashland County.** Our claim for \$363,654.63 was filed with the County on March 8. The County Board met later in the day but, after originally planning to place the claim on their agenda and reject it, pulled it off their agenda.
- **DOR Petition against Ashland County.** County and Town attorneys continue to discuss what level of agreement they can reach on facts. That stipulation would narrow the scope of the hearing the Department of Revenue has scheduled for April 14.

7. Other Information

- **Public bathrooms.** Received a call from Clayton and Claire Douglas, upset that the Town has no public bathrooms available in the winter, and upset that the Town spent a lot of money renovating the Rec Center but did not winterize it so bathrooms can remain open year-round.
- **Wisconsin Towns Association.** Upcoming events: Capitol Day, March 30, 8 a.m.-2 p.m. (event is free, lodging reservation must be made by March 14 to get group rate); District Meeting (I plan to attend the session March 31 in Cable); Board of Review Training (at least one board member must attend training each year: the closest in-person session is April 28 in Eau Claire; a virtual session is May 1 at 6:30 p.m.); Town Officials Workshop (closest in-person sessions – especially for newly elected officers – are May 8 in Cable or May 9 in Minocqua; virtual webinars are May 22-25).

MEMO

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

DATES COVERED IN REPORT: March 11-24, 2023

1. Accomplished/Completed

- **Ferry line.** Gave interview to Dan Kraker of Minnesota Public Radio about Town's efforts to purchase the ferry line. www.mprnews.org/story/2023/03/24/on-madeline-island-residents-aim-to-preserve-their-ferry-lifeline

2. Coming Up

- Everything is covered below or elsewhere on the agenda.

3. Town Board Agenda – Information/Comments

- **Roads, Parks, MRF.** Public Works requests the following compensation adjustments:
 - Authorize transferring 50 hours from the temporary driver position held by Evan J. Erickson to the temporary driver position held by Paul Wilharm, effective 4/12/23-12/31/23 for both positions.
 - Authorize raising Parks #1 wage from \$19.25/hour to \$20.50/hour, for a maximum of 864 hours, effective 5/14/23.
 - Authorize reducing the MRF Transportation Specialist position from 40 hours/week to a maximum of 30 hours/week, effective 4/12/23.

Impact: The changes in hours for the Transportation Specialist and in the wage for the Parks #1 position will secure the leading candidates for these positions. Reducing Transportation Specialist hours will save a minimum of \$12,518.62 in wages and payroll taxes for 2023. That will more than cover the raise in the Parks #1 wage, which would increase payroll costs approximately \$1,162.62 (for a net gain of \$11,356). The transfer of hours will leave Wilharm with 75 hours for the rest of 2023, and leave Erickson with 57 hours for the rest of the year.

- **Airport.** These are follow-up actions to the March 14 public hearing. Action requested:
 - Adopt the resolution (first two pages), which lists the 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.
 - Adopt the agency agreement and owner assurances (third page). This essentially verifies that the Town approved the resolution and petition on the first two pages.
- **Energy Committee.** The Town will not receive an Energy Innovation Grant in this cycle for the proposed Town microgrid. The state's Office of Energy Innovation recommends that the Town pursue an "Energizing Rural Communities Prize" (through the US Department of Energy). The committee requests authorization to apply for this funding to use toward the estimated \$307,000 cost of the microgrid.

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- **EMS Policy.** This updated draft adds language about salaried employees (Paragraph 5), in response to your request on March 14. The policy is ready for approval. *Note:* Adopting the policy will require changing the Ambulance Service compensation schedule (Item X.A.2).
- **Insurance.** We have reworked definitions on the Town's \$20,000 group life insurance policy through Wisconsin Towns Association/The Standard. The proposed amendment would continue covering elected officials and add year-round employees who average 17.5-23 hours a week, effective June 1. As with earlier changes to short-term disability coverage, the Town Board would need to authorize the Town Administrator to sign the amendment.
- **Indigenous Music Day.** Action requested: Authorize the Town Administrator to write a letter of support as appropriate for La Pointe Center to seek additional funding for Indigenous Music Day.
- **Ambulance billing contract.** The Town Attorney has reviewed the Order Form and Statement of Work (the drafts are in your packet), and the related Revenue Cycle Management Agreement, Business Associate Agreement, and Master Service Agreement. Attorney Lindsey's only significant concern is that arbitration and court remedies would be in Colorado, not Wisconsin. Action requested: Authorize the Town Administrator to sign the Order Form and Statement of Work, effective June 1, 2023.
- **Ambulance Service compensation schedule.** Action requested: Modify the current compensation schedule, changing the rate from \$100 to \$85 for a 12-hour holiday and weekend shift (6 p.m. Friday-6 a.m. Monday) between Memorial Day weekend and the weekend after Sept. 15. The change ensures that the Town complies with the "nominal fee" standards that apply to compensating volunteers under federal wage-and-hour laws.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** Committee members submitted questions to Maxfield Research about Maxfield's draft "housing needs assessment"; they also requested changes and additional information to include in final report.
- **BBTP accessibility.** Regional managers from the DNR provided guidance on potential state and/or federal funding to help pay for replacing the existing stairway and bridge. Application deadline would be May 1.
- **Cell towers.** Harmoni tells us the AT&T signal is now active on the new tower. We continue to seek reports from AT&T and Verizon on their radiofrequency readings or calculations.
- **Comprehensive Plan Steering Committee.** Committee members and I continue to build the draft of the new plan; we anticipate a draft will be available for public review in about a month.
- **Hagen Road.** Selection committee members (Ben Schram, Evan R. Ericson, Michael Kuchta, and Ashland County highway commissioner Matt Erickson) are scheduled to finalize ratings of the eight engineering proposals on March 27. Rankings will be forwarded to the state Department of Transportation to begin negotiations.
- **La Pointe Community Clinic.** The clinic board has asked the Town to assist their upcoming job search for a new MD or nurse practitioner to succeed Dr. Margie Fredrickson when she retires.
- **Red Cliff Tribal Council.** Sat in on the Council's March 21 meeting.

5. Grant Report

- **Public Arts Committee.** Submitted grant applications totaling \$3,000 to Grutzner and Michael Madeline Island Funds to support proposed porta-potty beautification project.

6. Lawsuits/Legal Issues

- **DOR petition.** Mike Anderson, Bill Defoe and I provided additional historical information and documentation to the Town's attorneys, who then drafted a revised stipulation of facts. The County's legal team did not agree to that list, so the April 14 hearing will be necessary. It is unclear how many facts or documents the two sides will be able to agree upon in order to narrow the scope of the hearing; attorneys were talking again on the afternoon of March 24.
- **Writ of mandamus.** The Town's attorneys expect to have a confidential memo available to discuss adding this approach to our actions against Ashland County.

7. Other Information

- **Wisconsin Towns Association.** Upcoming events:
 - County Unit Meeting, March 27, 7 p.m., Pilsen Town Hall
 - Capitol Day, March 30, 8 a.m.-2 p.m., Madison
 - District Meeting: I plan to attend the session March 31 in Cable.
 - Wisconsin Legislature's Joint Committee on Finance: Public hearing, April 26, 10 a.m.-5 p.m., Lakeland Union High School, Minocqua.
 - Board of Review Training: At least one board member must attend training each year: the closest in-person session is April 28 in Eau Claire; a virtual session is May 1 at 6:30 p.m.
 - Town Officials Workshop: Closest in-person sessions – especially for newly elected officers – are May 8 in Cable or May 9 in Minocqua; virtual webinars are May 22-25.

MEMO

To: Town Board

From: Michael Kuchta

Re: Town Administrator's Report

DATES COVERED IN REPORT: March 24-April 7, 2023

1. Accomplished/Completed

- **Ambulance billing contract.** Signed the contract with Cvikota Medical Billing; sent the required 60 days' notice of termination to Andres Medical Billing. With the assistance of Barb Nelson and Dorgene Goetsch, submitted the paperwork necessary to begin the transfer of responsibility, effective June 1.
- **WTA District Meeting.** See separate memo. (Correction: further review shows that the state's County and Municipal Aids payment to La Pointe translates into \$15.51 per person; total shared revenue is \$76.60 per person, as stated in the memo.)

2. Coming Up

- **Annual Town Meeting.** Next Tuesday, April 18, 5 p.m.

3. Town Board Agenda – Information/Comments

- **Parks: Campground Host #1, Campground Assistant, Parks #1.** Hiring motions are in your packet.
- **MRF: Transportation Specialist.** The hiring motion is in your packet.
- **Airport.** We need to redo/reschedule the public hearing that took place March 14 and the resolutions that you approved on March 28. The newspaper notice was published only 7 days before the hearing; however, the Bureau of Aeronautics process requires 10 days' notice.
- **Ehlers CSM.** TPC recommends approval; the CSM would modify the property line for two adjacent parcels, as indicated on the survey map.
- **TPC vacancies.** The terms currently held by Jim Peters and Paul Wilharm expire on April 30; TPC recommends reappointment of both members.
 - Member Mike Starck, whose term expires April 30, 2024, has submitted his resignation.
 - Member Samantha Dobson, whose term expires April 30, 2025, has submitted her resignation as a result of her election to the Town Board. TPC recommends posting both vacancies, then appointing new members before the commission meets May 3.
- **2022 Annual Finance Report.** The Town Board should approve this report before it is presented at the Annual Town Meeting on April 18.
- **Personal Property Tax.** Attorneys from the Wisconsin Towns Association say there is no legal basis to support the recommendation that the Town discontinue collecting personal property taxes on short-term rental properties. WTA cites Department of Revenue guidance, which states that, by law, all tangible real property and personal property is to be taxed unless specifically exempted from taxation. Statute 70.111 lists 27 categories of "personal property exempted from taxation"; however, short-term rentals are *not* in the list of exemptions. The Town Treasurer notes that 64 properties currently are taxed; however, that is only about half the properties that have short-term rental permits from the Town. It is possible that better

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coordination among the zoning administrator, assessor, and treasurer would yield better compliance and financial results for the Town's efforts.

- **2023 Schedule of Fees.** The resolution contains the proposed language to clarify tie-down fees for the airport, and fees for towing and impounding of vehicles.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** The committee is scheduled to review an updated draft of the housing needs assessment from Maxfield Research at its April 11 meeting.
- **Hagen Road.** The selection committee ranked Cooper Engineering of Rice Lake first among the 8 proposals. The DOT is scheduled to lead a scoping meeting on Monday April 10.

5. Grant Report

- **Indigenous Music Festival.** As you authorized March 28, I sent letters of support of the La Pointe Center's applications to the Anishinabe Fund of the Duluth Superior Area Community Foundation, and to the Wisconsin Arts Board.
- **ARPA.** This annual filing is due April 30; unfortunately, the Treasury Department's web portal has not been working correctly.

6. Lawsuits/Legal Issues

- **DOR Petition.** The hearing on our request to shift a portion of the law enforcement levy from County control to Town control is April 14 in Madison. I expect to testify in person; Mike Anderson expects to testify remotely. Chief William Defoe has signed an affidavit. County attorneys refused to agree to any facts in advance of the hearing (not even the existence of the law enforcement agreement, or facts the County itself had proposed including in a stipulation).

7. Other Information

- **Airport.** Paul Wilharm talked with the Bureau of Aeronautics about crack-sealing the runway at Gilbert Field; we are tentatively on their schedule for fall.
- **Emergency Services Building.** Ice sheets falling from the roof are tearing off gutters again this year. Public Works and emergency department crews will assess damage once the roof is clear, but it is possible we need a robust system of snow guards and to eliminate the gutters.
- **Wisconsin Towns Association.** Upcoming events:
 - Wisconsin Legislature's Joint Committee on Finance: Public hearing, April 26, 10 a.m.-5 p.m., Lakeland Union High School, Minocqua.
 - Board of Review Training: At least one board member must attend training each year: the closest in-person session is April 28 in Eau Claire; a virtual session is May 1 at 6:30 p.m. WTA's online training is "live" only; it will not be recorded. Registration deadline for the online session is next Monday, April 17. Check with the Town Clerk about other potential training options.
 - Town Officials Workshop: Closest in-person sessions – especially for newly elected officers – are May 8 in Cable or May 9 in Minocqua; online webinars are May 22-25.

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.

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- **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.

MEMO

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

DATES COVERED IN REPORT: April 22-May 5, 2023

1. Accomplished/Completed

- **Airport.** Submitted Petition and related paperwork to Bureau of Aeronautics.
- **Gazette.** Submitted a long "Report from Town Hall." It attempts to keep residents up to speed on the Ashland County legal cases, upcoming work by the Affordable Housing Advisory Committee and Comprehensive Plan Steering Committee, Hagen Road repaving, the BBTP feasibility study, committee vacancies, and other topics.

2. Coming Up

- **Madeline Island Marathon.** Saturday May 20; full and partial road closures.
- **Island Closet.** Opens for the season at the MRF on May 20.
- **WTA County Unit Meeting.** May 22.

3. Town Board Agenda – Information/Comments

- **Chef's Expo.** Chamber of Commerce has updated its request; it now seeks permission to close LeSueur and Bell Streets entirely on June 15 so it can place a tent on the street.
- **Big Bay Town Park Accessibility Study.** You received a copy of the feasibility study from Cooper Engineering. The study outlines four ADA-compliant options for replacing the existing staircase and bridge. Options are projected to cost roughly \$2.1 million to \$2.6 million. Next steps: decide on a preferred option, begin pursuing outside funding support.
- **Cemetery.** A draft RFP is in your packet, seeking a cleaning service for the cemetery chapel. This work previously was done by seasonal Parks crew; payment would come from the cemetery designated fund.
- **Zoning Board of Appeals.** Appointment of David Ehlen would fill the vacancy left by Dale Whittaker's appointment to the Town Plan Commission. We will continue to post for alternates.
- **Affordable Housing Advisory Committee.** Recommendations from the committee are in your packet. These are initial steps for the Town Board to pursue in order to accomplish recommendations from Maxfield Research. Their report sees a need for 20 new year-round rental units, 10 new single-family homes, and 16 new seasonal rental units in the next 5 years.
- **Comprehensive Plan Steering Committee.** The committee's current charter expires on May 31. They are seeking an extension until Sept. 30. That will give them time to complete an initial draft, submit that draft to the Town Plan Commission for initial review, make revisions, seek additional community feedback (including through a formal public hearing), then make additional adjustments before submitting a Plan to the TPC and Town Board for final action.
- **Sanitary District.** See separate memo.
- **Compensation Resolution.** This codifies wage rates (and changes) that were approved previously by the Town Board or Library Board through individual hiring motions.

- **HVAC Service Provider.** A draft RFP is in your packet. The RFP seeks a primary service contractor for HVAC equipment in Town buildings. The previous contract expired April 23.
- **Police Squad.** The department seeks Town Board permission to decommission and sell the 2015 Ford Explorer, once the new Dodge Durango squad is fully equipped and operational. If no Town departments are interested, the vehicle would be put up for auction on Wisconsin Surplus.

4. Follow Up on Previous/Ongoing Projects

- **Accounting Administrator.** Barb Nelson and I were scheduled to meet with representatives of Ehlers and Pierce on May 9 to discuss the potential of them performing accounting operations for the Town.
- **Cell towers.** American Tower, which manages the original tower, expects to provide the Town a nonionizing electromagnetic radiation (NIER) report by mid-May. AT&T, which installed an antenna on the new tower, provided an RF Safety Categorical Exclusion Letter on April 25. That letter states, in part, "AT&T has evaluated the RF exposure from Tower FA 14680932 and confirmed that the RF exposure to the general population complies with the FCC exposure limits." Finally, AT&T expects to dismantle its old antenna and related equipment from the original tower by the end of May.
- **Dog park.** Organizers are requesting guidance on whether the Town Board would: A) want a lease, MOU, or similar arrangement on use of Town property for the dog park, and B) waive the permit fee to pursue a conditional use permit use of the Rec Center land.
- **Sidewalk.** Public Works and I have not yet drafted an RFP for the sidewalk and other concrete work approved April 25.

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- **Department of Revenue petition.** Our attorneys submitted briefs on May 5. They have until May 19 to send reply briefs. The DOR has until the end of July to issue its determination.
- **Claim against Ashland County.** The County Board has until July 8 to act on The Town's claim. If the County Board rejects the claim (or does not act), the Town Board can decide at that point whether or not to sue.
- **Costs.** Through the end of April, the Town received \$6,513 in donations to help offset attorneys' fees; the Town's total legal costs through the end of April are \$30,245.

7. Other Information

- **2022 Audit.** Auditors from Baker Tilly completed their on-site review on May 4.
- **Bayfield School District.** Glenn Carlson and I were scheduled to meet May 8 with district administrator Beth Papp to discuss plans for the island school building.
- **Fire Department.** The fire department failed to submit information for the annual 2% dues audit in time. Thus, the state considers it a "failed audit," which means the department will not receive an estimated \$7,400 in funding this year. Also, the chassis for the new Engine 1 is scheduled to arrive at Custom Fire Apparatus in Osceola on May 23. Under contract, the completed vehicle should be delivered by late August.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: May 5-19, 2023

1. Accomplished/Completed

- See below.

2. Coming Up

- WTA county unit meeting. Monday May 22, 7 p.m., Pilsen.
- Chamber of Commerce annual meeting. Wednesday May 24, 4:30 p.m., The Pub.
- Gazette deadline. June 3.

3. Town Board Agenda – Information/Comments

- **Ben Schram vacation hours.** Ben has 33 unused hours; he is requesting an extension until May 2, 2024.
- **Big Bay Road sidewalk.** The draft RFP seeks a contractor to install the sidewalk along Parcel 014-00415-000. Proposals would be due on June 12, and a contract submitted to you on June 27.
- **Hagen Road design engineering contract.** The contract between the Town, the State and Cooper Engineering is \$90,455.15; the Town's 20% share would be \$18,091.03, barring amendments or cost overruns. This is significantly below WisDOT's original estimate for the work (\$247,841.50), which anticipated additional right-of-way work that likely is not necessary.
- **Airport.** A renewal lease for Lot 8, through 2032, is available for approval.
- **BBTP Feasibility Study.** On May 9, you agreed to discuss whether you agree on a preferred option from the Cooper Engineering report.
- **Dog Park**
 - **Conditional use permit.** Please confirm that you authorize the Zoning Administrator to file a conditional use application for a dog park on Town-owned parcel 014-00467-0200. The land where a dog park is proposed (beyond the outfield fence of the ballfield) is zoned "Town Park District." The Plan Commission classifies a dog park as a "recreational facility." Under the Zoning Ordinance, a recreational facility requires a conditional use permit in that zoning district.
 - **Conditional use fee waiver.** Section 7.2.B of the Zoning Ordinance states: "Applications originated by the Town shall be exempt from the application fee." Please confirm that you are willing to waive the \$750 application fee for a dog park CUP.
 - **Lease.** If you decide the Town will require a lease or memorandum of understanding with dog park operators, please authorize the Town Administrator or other Town staff to negotiate such an agreement, ultimately subject to Town Board approval.
- **Zoning Board of Appeals.** You postponed an appointment to allow for additional posting time. No new applicants have come forward.
- **Winter Transportation Committee.** Resolution 2015-0825, which reauthorized the committee, allows for "two (2) designated representatives of the Bayfield School District" and states further: "the representatives of the Madeline Island Ferry Line and the Bayfield School District may be nominated by the ferry line and the school district respectively, subject to final approval by the

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Town Board." Via email on May 8, district administrator Bath Papp designated these two district representatives: Randi Johnson (the district's finance manager) and Joel Shilman (the district's building and grounds supervisor). Please approve these designated representatives.

- **Resolution 2023-0523.** This designates payroll coordinator Jamie Murray as the Town's agent for Employee Trust Fund matters (health insurance, life insurance, etc.), replacing Barb Nelson.
- **Alternates for Board of Review.** The resolution is self-explanatory: It appoints alternative members to review objections to property assessments if a Town Board member or the Town Clerk cannot hear a particular case because of recusal or a property owner's request.
- **Special Event Permit for Inline Skate Marathon.** The annual event, hosted by the Ashland Area Chamber of Commerce, is the morning of June 17. The event is based at the Rec Center. It uses a loop along Rice Street, Big Bay Road, Black Shanty, and Middle Road.
- **RFP for septic waste removal.** The current contract expires June 30; the timetable of this RFP would bring a new contract for approval at your June 27 meeting.
- **Ordinance Chapter 192.** Current ordinance language does not allow dogs to run at large. The proposed amendment makes an exception for off-leash areas.
- **Barb Nelson vacation hours.** Barb has 284 hours; she is seeking an until she retires, or June 30, 2024, whichever comes soonest. She will accrue an additional 224 hours on July 1. (She is scheduled to use approximately 72 hours before this June 30.) In all likelihood, unused hours will be paid out upon retirement.

4. Follow Up on Previous/Ongoing Projects

- **Airport.** Lauren Burtaux is creating cashless payment options through PayPal, so pilots who do not have cash can cover their tie-down or camping fees. PayPal would be accessed through a QR code on a revised payment envelope. Lauren is refining the information we collect so payments can be tracked accurately. A sample of what the payment envelope looks like is in your packet.
 - Meanwhile, the lease on the terminal building hangar expires June 2. That will allow initial assessment of rehabilitation possibilities for the hangar space and pilots' lounge.
- **Town Hall AV.** Bluum Technology is scheduled to install the system on May 25. Electrical work for the AV system and heat pump is complete. We will pursue installing the heat and air-conditioning mini-split once we select and sign an HVAC vendor.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **DOR Petition.** Reply briefs from the Town's and County's attorneys were due May 19. The Department of Revenue has until the end of July to issue a determination.

7. Other Information

- **Industrial lot leases.** We are evicting the lessee on lots 4 and 5 for nonpayment. He will be given 30 days to clear out the lots before the Town takes possession.
- **MRF "Green Bucket" pilot project.** The MRF received a donation of 50 buckets for home use in collecting food scraps for community composting. Marty, Ben and I intend to meet next week to discuss whether or not to move forward with the project, which was part of budget discussions last fall.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: May 20-June 9, 2023

1. Accomplished/Completed

- **Gazette.** Submitted Town Hall column and other content for June issue.
- **GLIA.** Attended monthly meeting; gave update on Town's affordable housing initiatives.
- **Island School.** Met with parents and the school district's buildings supervisor to discuss ADA and other renovations planned for 2024-2025.

2. Coming Up

- **Inline Skate Marathon.** Event is Saturday morning June 17 at Rec Center. Course is a loop along Rice Street to Big Bay Road to Black Shanty Road to Middle Road. Rice Street will be closed; other roads will have one-way traffic. (County road crews are repaving culvert patches along the route in advance of the event.) MRF will have reduced hours: 11:30 a.m.-2:30 p.m.

3. Town Board Agenda – Information/Comments

- **Dock issues.** See separate memo.
- **Dock use by Apostle Island Cruises.** The company would like to anchor the 65-foot Superior Princess at the outer wall of the dock on Saturday July 21 after 7 p.m. for a wedding charter. They would cancel if weather conditions make that location unsafe for passengers. There is no Town policy on such requests; drafts for "intermittent commercial use" were discussed in 2014 but never acted upon. There is no set rate for commercial use of the dock in this fashion; the Town charges construction companies 20 cents per ton for offloaded materials. The ferry line's lease does not grant it exclusive passenger use of the dock (see Paragraph 7).
- **Fee schedule for restaurants seeking additional seating on Town property.** Many communities charge restaurants that utilize public space for outdoor seating. Fees often are a combination of an upfront permit fee plus a square footage charge for use of sidewalks or parkland. The Zoning Administrator and I propose an annual fee of \$200 plus 25 cents per square foot.
- **Airport Fee Schedule.** On April 11, the Town Board cut the nightly tie-down fee in half and established an overnight camping fee. At your May 23 meeting, you asked to discuss this further. Related: A revised pay envelope is in your packet, which enables the PayPal option.
- **Industrial Lots 4&5.** You have a copy of the letter terminating the leaseholder's occupancy. He has asked to appeal the eviction to the Town Board.
- **Cemetery contract.** This is for cleaning the Michael Chapel on a regular basis.
- **Planning and Zoning.** TPC has scheduled public hearings on the dog park CUP for June 28, the Comprehensive Plan for Aug. 24, and the Rental Ordinance for Aug. 30.
- **Public Arts Committee.** See separate memo.
- **Special Event Permit (Indigenous Market).** The permit will allow vendors to sell goods during the multi-day event at Joni's Beach; organizers already have a rental permit in place.
- **July 4 Fireworks Permit.** A May 25 email from the event manager and related documents are in your packet.

- **Contract with Superior Plumbing.** The contract locks in rates for HVAC services on Town property for the next three years. (Note: Draft2 is the correct version.)
- **Harmoni Tower lease conversion proposal.** Harmoni, which manages the new cell tower on MRF property, has revised its proposal. What is different is the total payment – \$157,410 – either in monthly payments for 3 years or as a one-time lump sum. That is \$27,090 more than its previous buy-out offer. (Current lease payments are \$9,000/year; they increase 1.5% every five years, for a total payment over the 50-year lease of about \$481,605). What is not different is that Harmoni is proposing to buy out the current lease and convert that lease to a perpetual easement. (Their approach is different from the 2021 Verizon lease *renewal*, which prepaid \$500,000 for a 99-year lease.)
- **Vacation extension.** The request would extend 67.5 hours through May 31, 2024.
- **Police Department.** You have the memos from Chief Defoe concerning Jon Rahlf's resignation from a full-time position, and the request to promote Thomas Rossberger to full time.
- **Fire Department.** Purchasing policy requires Town Board approval of department credit cards. Please re-authorize a card with a \$5,000 limit in Tim Eldred's name.
- **Updates on ESB issues.** See separate memo.

4. Follow Up on Previous/Ongoing Projects

- **Accounting administrator.** We have received no applications for Barb Nelson's position. We did solicit a proposal from Ehlers & Pierce (an Ashland CPA firm) to provide some monthly accounting services on a contract basis. Barb and I are examining how we might handle remaining responsibilities after her retirement. At this point, we are leaning toward creating an in-house position, approximately .75 FTE, that would handle accounts payable and related duties. How to assign remaining tasks, primarily dealing with the annual budget, is yet to be determined.
- **Cell tower.** The Town received the radiofrequency exposure study we requested from American Tower (the original cell tower on MRF grounds). The study says exposure at ground level is 1.62% of the federal standard for maximum permissible exposure. We previously received a categorical exclusion letter from AT&T regarding the new tower, confirming "that the RF exposure to the general population complies with the FCC exposure limits".
- **Comprehensive Plan.** A rough draft of the plan is completed and undergoing final review by the steering committee. A 2-page summary for community distribution is also in the works.
- **Disaster Damage Aids Program.** We filed the approved petition with WisDOT to obtain reimbursement for gravel road and culvert repairs after spring melt damage. Ben Schram now must submit a designated reimbursement form and additional documentation.
- **Legal fund.** I sent thank-you letters to 4 more donors. Donations now total \$7,413. (Town legal expenses on Ashland County issues are \$39,310 through May. The County's legal expenses are \$38,746.85 through April, according to information obtained by Mike Starck.)
- **Rental ordinance.** The TPC work group, the Zoning Administrator and I continue to meet weekly on further revisions that reflect feedback from the initial public hearing. Changes focus on language governing events and short-term rentals. We expect to have a new draft finished by June 15 that can be submitted to the Town Attorney.
- **Town Hall AV system.** The system has been installed and tested at several meetings. The Town Clerk will convert live-streaming and web access to Town Board meetings to a YouTube channel.

- **Wisconsin Towns Association.** I attended the Ashland-Bayfield County unit meeting; by default, I was elected vice-chair from Ashland County.

5. Grant Report

- **BBTP Accessibility Study.** I filed the final report, which will enable us to receive \$15,000 reimbursement through the Wisconsin Coastal Management grant program. I spoke with the US Department of Agriculture's Rural Development representative in Wisconsin about whether an ADA-compliant bridge and ramp would be eligible under their community facilities guidelines (their answer: maybe), then forwarded that information to Sen. Baldwin's staff for potential inclusion in a congressionally directed spending request.

6. Lawsuits/Legal Issues

- **Ashland County.** The County Board, on a 15-2 vote on June 6, denied our claim, which seeks \$363,654.63 for law enforcement patrol and response that La Pointe property owners pay for but are not receiving. The Town has six months from the date of official notice of disallowance to determine whether to sue the County. We have not received official notification yet.

7. Other Information

- **Bell Street Tavern.** The building is being put up for sale; Dave Marchetti gave Glenn Carlson and I a tour in case we want to consider potential Town uses.
- **Library Board.** Board chair Lisa Potswald has resigned. That will create an additional opening beyond appointments that expire on July 31.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: June 12-23, 2023

1. Accomplished/Completed

- **Industrial Zone.** One-year lease signed for Lots 4-5; payment received.

2. Coming Up

- **Public hearing.** Dog park CUP application, Wednesday June 28, 5 p.m., Town Hall.
- **July 4 events.** Parade down Main Street, 10:30 a.m.; events on Museum Green, after parade; fireworks, 9:45 p.m.; other stuff in-between.
- **Moningwaane'akaaning Revival.** July 7-9, Joni's Beach.
- **La Pointe Center for the Arts Summer Concert Series.** Begins July 6, Rec Center, 6-8 p.m.

3. Town Board Agenda – Information/Comments

- **Fee schedule for restaurants seeking additional seating on Town property.** As discussed on June 13, we suggest adding a new category to the fee schedule: an annual fee of \$200 plus 25 cents per square foot. This would apply immediately to Grampa Tony's use of space in Russell Park; a letter to them spelling out conditions is in your packet. The restaurant sent a check to the Town for 2023, pending your approval of the fee.
- **Library Board.** See Committees memo.
- **Energy Committee.** See Committees memo.
- **Septic Waste Removal Contract.** See Town Hall Administration memo

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing.** The Town's advisory committee expects to have a Request for Qualifications for developers ready for approval at your July 11 meeting. Meanwhile, the regional work group seems to be coalescing on asking WHEDA for financial and technical assistance to create a workforce housing land trust for Ashland and Bayfield Counties.
- **Comprehensive Plan.** The Steering Committee expects to forward a preliminary draft to the Plan Commission this week. The intent is also to post the draft on the Town website for the community to begin reading. The committee will hold two public Q&A sessions: July 10 and 13.
- **Fire department.** Representatives from the department are traveling to Osceola on June 28 to check progress on the new truck.
- **Fire numbers.** Lange Enterprises provided initial recommendations on which fire numbers should be changed, as well as an up-to-date map of existing numbers. The next step is for the zoning administrator and I to convene the work group to review the recommendations.
- **La Pointe school remodeling.** The school district's building and grounds committee has given itself a January deadline to decide whether to proceed with the project in 2024, and where to get the money to pay for it.

- **Rental ordinance.** Town Attorney Max Lindsey is reviewing the latest draft of proposed revisions; the work group's hope is that he will complete his review before the Town Plan Commission's meeting on July 5. A memo explaining changes also is drafted.
- **Repeater.** Filed an insurance claim on the repeater tower and had phone conversation with insurance adjuster; no decision yet.
- **Sanitary District.** Wrote to James Lemke of the DNR's real estate division asking about revamping the RV Dump Station contract; no response yet. Also, the sanitary district board voted to ask the Town to reduce the speed limit and forbid parking on Snow Place Road. I'll research our options on that.

5. Grant Report

- **Public Arts Committee.** See Town Hall administration memo.

6. Lawsuits/Legal Issues

- **Harbor Commission.** See separate memo.
- **Ashland County: Claim under state statute 893.80.** We received official notification on June 21 of the County's denial of the claim. The Town now has six months – until Dec. 21 – to file any lawsuit challenging the denial.

7. Other Information

- **ESB.** The building's fire, smoke and carbon monoxide systems all passed inspection.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: July 7-20, 2023

1. Accomplished/Completed

- **Gazette.** Sent the usual Town Administrator columns and a Comprehensive Plan update.
- **Annual review.** Completed self-evaluation and delivered to Town Chair.

2. Coming Up

- **Affordable Housing Informational Session.** Affordable Housing Advisory Committee will hold an open discussion to update community members on the needs assessment report and RFQ for developers. The session will be Tuesday Aug. 15, 5 p.m.
- **Rental Ordinance Q&A Session.** Town Plan Commission is scheduling an informal discussion on their proposed revisions in how the Town regulates events, long-term, and short-term rentals. The session will be Wednesday Aug. 16, 5 p.m.
- **Comprehensive Plan.** TPC approved the current draft to send to public hearing. That hearing will be Thursday Aug. 24, 5 p.m. A copy of the draft is on the Town website.
- **Rental Ordinance.** TPC approved the current draft to send to public hearing. That hearing will be Wednesday Aug. 30, 5 p.m. A copy of the draft is on the Town website.

3. Town Board Agenda – Information/Comments

- **Committees.** See separate memo.
- **Road name resolutions.** The resolution on Town roads contains updated descriptions, primarily by adding more-specific location information and making language more consistent. The resolution on private roads deletes Briens Road (which is now a Town road); adds Harmony Land and Island Lane (which were not included in the 2019 resolution); and adds Hilltop Trail, Jolene's Trail, Nellie's Trail, Pumphouse Road, and Raspberry Trail to roads within the Raspberry Fields expandable condominium development.
- **2022 Audit.** See separate memo.
- **Contract with Northwest Regional Planning Commission.** The contract utilizes the commission's GIS expertise to create or update 8 informational maps for the Comprehensive Plan: zoning, land use, roads, wetlands, soils, land/tree cover, topography, and development constraints.
- **Borrowing.** After utilizing designated funds, the Town owes \$126,493 to pay the balance on the new fire truck. The 2023 budget also scheduled \$291,103 in additional borrowing, which we expect to need for cash-flow purposes. Treasurer Pete Ross is working on options from Bremer Bank; he hopes to have that available for the meeting.

4. Follow Up on Previous/Ongoing Projects

- **Comprehensive Plan.** The Q&A sessions attracted 15 residents, 3 Town Board members, 3 TPC members, and 6 steering committee members to one or both sessions.
- **Fire numbers.** We received maps and recommendations from Lange Enterprises of fire numbers that could/should be changed. Zoning Administrator Ed Schaffer is cross-referencing

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spreadsheets and maps to begin compiling recommendations on numbers that do and do not need to be changed or added.

- **Harbor Commission.** I reviewed a draft of the operating agreement and am suggesting several revisions to ensure a more effective transition from private to public management.
- **Legal fund.** Donations from Town residents have topped \$8,000.
- **Rental ordinance.** Consulted with the TPC work group and attorneys to finalize draft language. Prepared guide for community members that highlights key proposals in draft ordinance.
- **Roads.**
 - Public Works is renting traffic counters from Ashland County to obtain current data for Mondamin Trail and South Shore Road. Up-to-date traffic numbers will help in applying for local road improvement funds from the state later this year. If time allows, we might take counts on other Town roads, too.
 - A SurveyMonkey poll is ready to gather advisory data on whether residents want to pave all or part of North Shore Road or other gravel roads on the “north end” of the island.
- **Russell Park.** Town crews are installing pavers and preparing landscaping beds around the Spirit of Madeline Island sculpture; that would complete the Public Arts Committee’s project.
- **Town Hall.** Public Works is ordering a wired microphone to address concerns about the difficulty some remote participants have in hearing dialogue during meetings or recordings.

5. Grant Report

- **Energy Committee.** Filed a pre-application on July 13 for the federal Energy for Rural Areas grant; gave a brief presentation later that day as part of the pre-selection interview for the proposed flow-battery pilot project, which is part of different federal grant.

6. Lawsuits/Legal Issues

- **Petition with Wisconsin Department of Revenue.** As you know, the department sided with the County on the Town’s petition for a law enforcement levy shift. Our attorneys, Bryce Schoenborn and Tamara Packard, will be available for a closed session discussion of options.

7. Other Information

- **Emergency Services.** Filed for a raffle license for the Polka Ball on Aug. 26.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: July 21-Aug. 3, 2023

1. Accomplished/Completed

- **Department heads.** Quarterly meeting took place Aug. 2.
- **Promotional mailing.** Fliers will be delivered to all 425 boxholders promoting the gravel road survey and the public hearings on the Comprehensive Plan and Rental Ordinance.

2. Coming Up

- **Airport runway.** The BOA expects to begin repairs on Aug. 7. The airport will be closed while crack-sealing, micro-surfacing, and fresh painting takes place.
- **Affordable Housing information session.** Tuesday Aug. 15, 5 p.m.
- **Rental Ordinance Q&A.** Wednesday Aug. 16, 5 p.m.
- **Barb's last day.** Friday Aug. 18

3. Town Board Agenda – Information/Comments

- **Auction Items.** Town Board must approve selling Town-owned property. If you approve the list, the decommissioned Ford Explorer and 30 miscellaneous items will be submitted to Wisconsin Surplus for auction between Aug. 14-28. Note: The watercraft were impounded, abandoned or unclaimed from BBTP.
- **Hangar Lease.** The hangar that is part of the Terminal building is now under Town control. It probably will be at least a year before any rehabilitation/remodeling can take place. Airport manager Paul Wilharm has lined up a month-to-month lease to generate revenue.
- **Public Arts Committee.** Robin Trinko Russell is seeking reappointment for a term ending July 31, 2025.
- **Library Board.** The July 25 appointment of Jessica Belt must be rescinded because she no longer is a La Pointe resident. That leaves one vacancy, but there are no additional applicants who meet residency requirements.
- **Town Hall administration.** See separate memo.

4. Follow Up on Previous/Ongoing Projects

- **Airport.** The airport generator was repaired July 25 after being disabled by a lightning strike. We are seeking insurance reimbursement for the circuit board and related costs.
- **EMS Polka Ball.** The raffle license has arrived. The Chamber of Commerce is covering the cost of the band and amusements. We are working with organizers to get purchasing, donation and other paperwork systems in place.
- **ESB.** Johnson Controls is scheduled to connect the Metasys smart-building system on Aug. 9, finally giving us remote access to monitor and control building systems. The sprinkler system had its annual inspection Aug. 2; the transfer pump will be replaced after sediment disabled it during the testing process. We received an initial estimate to replace gutters and install snow guards; we are continuing discussions on how to proceed.

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- **Fire numbers.** After receiving the analysis from Lange Enterprises, zoning administrator Ed Schaffer has completed assigning and updating numbers for the North Shore network of roads. He is proceeding to other parts of the island. In the meantime, we are seeking quotes for the manufacture and installation of new signs, so we can budget appropriately in 2024.
- **Town Hall sound.** Ray Hakola installed an auxiliary microphone, which should make conversation at the conference table easier to hear for those watching a recording or online.

s. Grant Report

- No update.

t. Lawsuits/Legal Issues

- See separate memo for closed-session discussions on Ashland County issues.

u. Other Information

- **Equalized values.** The Department of Revenue released preliminary calculations for 2023 real estate taxes payable in 2024. La Pointe's equalized value will be \$1.72 billion, an increase of 15%. That makes La Pointe's share of Ashland County taxes 22.3%, up from 20.9% this year.
- * correction: \$1.72 billion is Ashland County total, \$383,140 is the Town of La Pointe- which is an increase of 23%.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Aug. 4-17, 2023

1. Accomplished/Completed

- **Affordable Housing Information Session.** 15 members of the public, plus 13 Town Board members, committee members or staff attended the session on Aug. 15.
- **Performance reviews.** Written evaluations have been shared with department heads and Town Hall staff. Meetings are being scheduled based on availability.
- **Rental Ordinance Q&A.** 31 members of the public, plus 11 Town Board members, Town Plan Committee members or staff attended the session on Aug. 16.

2. Coming Up

- **TPC public hearing (Comprehensive Plan).** Thursday Aug. 24, 5 p.m.
- **EMS Polka Ball.** Saturday Aug. 26, 5-9 p.m.
- **TPC public hearing (Rental Ordinance).** Wednesday Aug. 30, 5 p.m.
- **Gravel road survey.** The survey remains open to the public until Labor Day, Sept. 4.
- **Labor Day.** Monday Sept. 4 (Town Hall closed)

3. Town Board Agenda – Information/Comments

- **Housing RFQ.** The Affordable Housing Advisory Committee has a scoresheet ready to evaluate any responses the Town receives from developers.
- **Committees.** See separate memo.
- **Town Hall administration.** See separate memo.
- **Draft ordinance on operators licenses.** This is a first reading of proposal you requested that would allow the Town Clerk to directly issue operators licenses for serving alcoholic beverages. Currently, the Town Board must authorize each license.

4. Follow Up on Previous/Ongoing Projects

- **Affordable housing.** WHEDA approved a \$50,000 grant Aug. 16 to help establish a community land trust in Ashland and Bayfield Counties. Charlie Bertel, from the Town's Affordable Housing Advisory Committee, will represent La Pointe on the land trust work group.
- **Airport.** The first round of runway repairs is complete; sealcoating is scheduled for Sept. 8-9. The BOA received four "letters of interest" from firms interested in rehabilitating the terminal and hangar building. Paul Wilharm and I are scheduled to meet with BOA staff on Aug. 24 to rank the responses.
- **Auction.** The auction of Town property remains open at the Wisconsin Surplus website until the morning of Aug. 28.
- **Dog park.** The volunteer group proposing an off-leash dog park on rec center grounds submitted its bylaws. I drafted an MOU incorporating the requirements of the conditional use permit; I am awaiting review by the Town attorney.
- **EMS training.** The Island Association reimbursed the Town \$4,052.32 for the costs of Marty Curry's EMT training.

- **Hagan Road.** Cooper Engineering completed initial engineering on the repaving planned for 2024. Initial plans are to rebuild the road in the existing footprint, with a 10-foot vehicle lane, a 5-foot bicycle lane, and a 1-foot gravel shoulder in each direction.
- **MRF composting.** With the support of a donation from seasonal residents, the MRF is adding 4 composting barrels to continue its pilot program through the rest of the season.
- **Public Arts Committee.** The committee will release a “call for artists” for its 2024 porta-potty beautification project in the next Gazette. The Town Board will have final say on projects.
- **Town Hall.** The heat pump and mini-split were installed in the Board room Aug. 8. We are still waiting for the certified electrician to complete the connection.

5. Grant Report

- No updates.

6. Lawsuits/Legal Issues

- **Ashland County:** Glenn and I were scheduled to meet with Ashland County officials on Aug. 18 about potential resolutions to the law enforcement issue.
- **Petition with Department of Revenue.** The Town must file any request for a review through the Wisconsin Tax Appeals Commission by Sept. 15. The next Town Board meeting is Sept. 12.

7. Other Information

- **Ashland County Climate Core Team.** The group held its first meeting Aug. 7. It plans a tour of southern county sites on Sept. 5.
- **Personnel policy.** I attended a webinar led by our personnel law firm (von Briesen & Roper) about subject matter to include in employee handbooks.
- **Population estimate.** Micaela circulated the state demographic center’s estimate that La Pointe’s population has not grown since the 2020 census. The center does not expect to have detailed demographic information about La Pointe, or future population projections, until sometime in 2024.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Aug. 18-Sept. 8, 2023

1. Accomplished/Completed

- **2024 Budget.** Deadlines and a calendar of workshops are set; department heads have budget files in hand. Capital requests are due Sept. 21; operating budget requests are due Sept. 29

2. Coming Up

- **WTA Fall Workshop.** Lauren Burtaux and I plan to attend Sept. 20 in Cable.
- **WTA Unit Meeting.** I plan to attend Sept. 25 in Moquah.
- **Treaty Day.** Events are scheduled for Sept. 30. We anticipate a rental or special event application for the rec center.

3. Town Board Agenda – Information/Comments

- See separate memo

4. Follow Up on Previous/Ongoing Projects

- **Airport.** Micro-finishing and restriping of the airport runway are scheduled to begin Sept. 11, weather permitting. The BOA selected SEH as the contractor for the terminal/hangar renovation; airport manager Paul Wilharm and I were scheduled to attend the project scoping meeting on Sept. 8.
- **Auction.** The auction of Town property grossed \$13,033.01; that includes the winning bid on the decommissioned police squad: \$9,047.
- **BBTP.** Ben Schram and I are meeting Sept. 19 with James Lemke from the DNR's real estate division to discuss possible easements or other land arrangements.
- **Budget Transfers.** Nearly \$40,000 in budgeted transfers will take place from the General Fund to various designated funds: Police Communication (\$2,000), Fire Department Truck Replacement (\$16,500), Winter Transportation (\$10,000), Affordable Housing (\$4,000), Public Arts (\$4,300), Energy (\$2,000), Comprehensive Plan Steering Committee (\$575), Community Awards (\$175).
- **Cell Tower.** Harmoni Towers raised their offer for a perpetual easement of the AT&T to \$162,000, a slight increase from the \$157,410 offer you rejected on June 13.
- **EMS Ball.** To date, the event grossed \$31,396.
- **Gravel Road Survey.** Roughly two-thirds of survey participants oppose paving North Shore, Benjamin or Schoolhouse: 65.69% of seasonal residents, 66.06% of North Shore property owners, and 67.3% of year-round residents. A slight majority (50.3%) favored reducing the speed limit on those roads; 45.8% favored keeping the limit at 40 mph. 288 people participated in the advisory survey, which was taken in response to requests at the April Town Meeting.
- **Public hearing: Comprehensive Plan.** At least 39 people attended at least part of the hearing on Aug. 24: 23 members of the public in person, 6 members of the public online, 5 TPC members, 3 Town Board members, and 2 staff.

- **Public hearing: Rental Ordinance.** At least 76 people attended at least part of the hearing on Aug. 30: 46 members of the public in person, 20 members of the public online, 4 TPC members, 4 Town Board members, and 2 staff.
- **Sanitary District.** District manager Zach Montagne and I met Sept. 5 with the DNR's basin manager and staff from the DNR's clean water loan program about logistics and potential funding for moving the RV waste disposal site. Meetings are scheduled Sept. 19 with James Lemke from the DNR's real estate division (which is signatory to the MOU that requires the Town to maintain a free disposal site) and Sept. 22 with BBSP's David Lindsley and his regional supervisor, Bob Skalitzky.
- **Treaty Day.** Tribal members are organizing a canoe flotilla from the mainland; we are working out logistics for them to land at the O'Brien Approach.

5. Grant Report

- **Duluth Superior Area Community Foundation.** At Ted Michael's request, I applied to the Michael Madeline Island Fund for a contribution to the Town's legal fund. Mr. Michael urged a request of \$4,000; the fund application allows a maximum request of only \$1,000. We'll see how this plays out.
- **Energy Committee.** The committee's application to the US Department of Energy for a resilient microgrid grant was *not* selected for further review. Only 59 of 659 applications were selected.

6. Lawsuits/Legal Issues

- **Ashland County.** I had brief phone conversations with County Board Supervisor Matt Mackenzie and County Administrator Dan Grady, and shared via email the elements the Town Board requires in a new law enforcement agreement. There has been no follow-up from the County.
- **DOR Petition.** Town attorneys were finalizing their brief, requesting a review by the state's Tax Appeals Commission of the DOR's ruling. The deadline to file is Sept. 18.

7. Other Information

- **Vacation.** I am out of the office on Sept. 11-12, 15 and 18.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Sept. 8-22, 2023

1. Accomplished/Completed

- **RAISE Grant.** I joined Harbor Commission members in a debriefing session Sept. 19 with the US Department of Transportation on how they scored the RAISE grant application. Of the 8 categories, we were rated high in 2, medium in 2, and low in 4; that was not enough to achieve recommended status. About 15% of applications received awards. The DOT acknowledged the unique and challenging nature of the proposal to purchase the ferry line because it does not fit neatly into their scoring parameters. In general, our lowest scores were the result of two factors: a shortage of data and the evaluators' presumption that public ownership of the ferry line would not be materially different from private ownership.
- **Wisconsin Towns Association.** Lauren Burtaux and I attended workshops on Sept. 20 in Cable. Lauren attended sessions on the state-required uniform chart of accounts, budget and levy adoption, the levy limit worksheet, building a municipal tax bill, and tax collections. I attended sessions on the legislature, EMS, bidding, ordinance drafting and enforcement, and speed limits.

2. Coming Up

- **Wisconsin Towns Association.** District meeting, Sept. 25, 7 p.m.
- **Ashland County.** Meeting tentatively scheduled for Sept. 27 with county officials; I expect to receive updates on discussions among county Executive and Finance committee members regarding any realistic potential for a new law enforcement agreement.
- **Treaty Day.** Saturday Sept. 30. Events are scheduled at the cemetery, museum, and rec center.
- **Great Lakes Island Alliance.** Wednesday Oct. 4, 9 a.m.

3. Town Board Agenda

- See Town Board Meeting Memo.

4. Follow Up on Previous/Ongoing Projects

- **Airport.** We received preliminary maps Sept. 19 of where trees will need to be cleared or topped off to maintain flight path safety. Also, Bay Area Environmental Consulting completed this year's treatment for invasive phragmites on Sept. 22.
- **Department of Natural Resources.** Ben Schram met Sept. 20 with Jim Lemke of the DNR's real estate division to discuss relocation of the RV waste disposal site; they were joined by Zach Montagne and Paul Brummer of the sanitary district. Ben and Jim also discussed easements and a potential land swap at BBTP. Zach, Paul and I met Sept. 22 with David Lindsley and Bob Skalitzky of DNR parks, also to discuss relocation of the RV waste disposal site and the obstacles presented by the Town's 1990 MOU with the DNR.
- **Legal Fund.** I sent letters Sept. 14 to donors, updating them on the Town's appeal of the Department of Revenue ruling.

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- **State Reimbursement.** We received reimbursement from the Wisconsin Coast Management Program for the Town Park accessibility study, and from the Department of Transportation for road damage caused by flooding in April.

5. Grant Report

- The Duluth Superior Area Community Foundation authorized us to increase our request to \$4,000 for our Legal Fund application. I filed an updated application.

6. Lawsuits/Legal Issues

- See Town Board Meeting Memo

7. Other Information

- **Ambulance.** We received word that the Oujiri Family Memorial Scholarship fund at Memorial Medical Center will reimburse the Town approximately \$3,000 for recertification training for 11 members of the Ambulance Service.
- **Health Insurance.** Employees should receive enrollment information for 2024 coverage in the mail the week of Sept. 25.
- **Library.** I met with Jane Vogt and Helen Rowland on Sept. 14 about the possibility of using a Town designated fund account to house contributions to a “friends” group they intend to create for the library.
- **Roads.** Ben Schram and I attended a Wisconsin Department of Transportation webinar on state LRIP funding on Sept. 19. The application process begins in October.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Sept. 22-Oct. 5, 2023

1. Accomplished/Completed

- **Comprehensive Plan.** The steering committee held its final meeting on Sept. 28. Members approved their recommended text amendments to the existing Plan and sent them to the Town Plan Commission. Further action is now in the Town Board's hands.

2. Coming Up

- **Great Lakes Island Alliance.** Monthly meeting: Wednesday Oct. 11, 9 a.m. Central
- **Budget.** The initial 2024 budget draft is due to the Town Board on Friday Oct. 13 by 4 p.m. Budget workshops are scheduled at 4:45 p.m. on:
 - Wednesday Oct. 18 (Roads, Parks, MRF, Airport, Dock, Cemetery and Harbor Commission)
 - Thursday Oct. 19 (Police, Ambulance, Fire, Library, Community Clinic)
 - Wednesday, Oct. 25 (Town Hall, committees)
 - Thursday, Oct. 26 (Follow-up)

3. Town Board Agenda – Information/Comments

- See separate memo

4. Follow Up on Previous/Ongoing Projects

- **Checking Account.** As you authorized on Aug. 8, the Designated and Checking accounts at Bremer Bank now are merged. We will designate all the interest earned to the General Fund, unless you prefer a different approach.
- **Harbor Commission.** Joined Harbor Commission members at a meeting Sept. 26 with staff members of the state Department of Administration regarding the commission's start-up grant.
- **Housing.** Glenn and I met Oct. 2 with Jeff Washburne, the consultant working with the Chequamegon Bay workforce housing coalition to develop a community land trust in Ashland and Bayfield counties.
- **Roads.** Attended a countywide meeting Oct. 3 in Highbridge to review Local Road Improvement Program funding available to towns in 2024-2025. Ben Schram and I will discuss whether it makes sense to pursue a Discretionary grant (50% match) or a Supplemental grant (30% town match) for Mondamin and/or South Shore roads. Draft applications would be due Nov. 1. In the next two-year funding cycle, La Pointe will be eligible for a roughly \$40,000 Entitlement grant (50% match).
- **RV Waste Disposal Site.** Joined members of the Sanitary District during a Sept. 22 meeting with David Lindsley and Bob Skalitzky of Big Bay State Park. The primary topic: how the existing MOU between the Town and DNR hinders a solution to the impact of high-strength waste on the Sanitary District's water quality.

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Initial: dg

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- See separate memo

7. Other Information

- **BBTP Accessibility.** Talked with Sydney Scott from Sen. Tammy Baldwin's office on Oct. 5 on the possibility of receiving a congressionally directed spending allocation for installing an ADA-compliant ramp to replace the aging bridge and staircase.
- **Fire Number Signs.** An advisory survey is available to get a sense if there is a community preference for the color of new signs. The survey link: www.surveymonkey.com/r/firenumber
- **Madeline Island Museum.** Met Sept. 29 with members of the Wisconsin Historical Society about their 2024 plans for museum activities, including imagining more community-oriented use of the front lawn, now that the stockade is down. Enjoyed the dedication ceremony of the new historical marker on Sept. 30.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Oct. 6-19, 2023

1. Accomplished/Completed

- **Budget.** First-round spreadsheets completed and delivered.

2. Coming Up

- **School District budget hearing.** Monday Oct. 23, 5 p.m., Bayfield school library or Zoom
- **Town Budget.** Round One budget workshops are scheduled at 4:45 p.m. on:
 - Wednesday, Oct. 25 (Committees, Town Hall administration, fees)
 - Thursday, Oct. 26 (Follow-up)
- **Gazette deadline.** Saturday Oct. 28 (street date approximately Nov. 11)
- **Great Lakes Islands Alliance.** Monthly meeting, Wednesday Nov. 1, 9 a.m. Central
- **Town Budget.** Round Two budget workshops are scheduled at 4:45 p.m. on:
 - Tuesday Nov. 7
 - Thursday Nov. 9

3. Town Board Agenda – Information/Comments

See separate memo.

4. Follow Up on Previous/Ongoing Projects

- **Bad River MOU.** Spoke with Brian Mayotte about reviving discussions between the Town and tribe to reach a written agreement covering fire and EMS service for tribal land on the island.
- **FriendsCircle for Madeline Island Library.** I continue to monitor the progress of this initiative and potential Town involvement.
- **Harbor Commission.** I shared ongoing concerns about the draft management agreement.
- **School District.** Sat in on Building and Grounds committee meeting that discussed potential projects to send to referendum, including remodeling the La Pointe School building.
- **Wind Sleds, Ice Road.** Met Oct. 17 with Arnie Nelson to discuss potential revisions to the contracts covering wind sled service and ice road maintenance.

5. Grant Updates

- **DNR Clean Water Fund Program.** I hope to file an "intent to apply" with the DNR's Clean Water Fund by the Oct. 31 deadline. The application would get us on the list for funding to relocate the RV waste disposal site onto the sanitary district's collection system. The actual application would be due a year from now. Paul Brummer, Zach Montagne and I joined a video meeting Oct. 19 with DNR staff to coordinate Town and sanitary district efforts to address effluent quality issues.
- **Energy Committee.** Meets Nov. 6 to consider seeking a state Energy Innovation Grant for the proposed microgrid. Also, the US Department of Energy did not select the mUGrid Analytics/Stryten project, in which La Pointe would have been a demonstration site for a flow battery installation.

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Michael Kuchta

6. Lawsuits/Legal Issues

- **Ashland County.**

- Glenn Carlson and I meet with our legal team Monday Oct. 23 to discuss filing the lawsuit on our constitutional and financial claim against the County (for failure to provide law enforcement services for which we are paying taxes). The filing deadline is Dec. 21.
- The Tax Appeals Commission notified us that both the County and the Department of Revenue filed briefs seeking to intervene in our appeal of the DOR's refusal to transfer a portion of tax levy from the County levy to the Town levy. No word yet on a schedule.

7. Other Information

- **Resilient Coast Projects Initiative.** Sat in on an introductory meeting about potential planning and capacity building funding for shoreline projects.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Oct. 20-Nov. 10, 2023

1. Accomplished/Completed

- **Budget.** Completed spreadsheets for final budget framework, including multiple police scheduling options.
- **Gazette.** Submitted "Report from Town Hall" article, TA Reports.
- **Insurance.** Submitted liability renewal information to Horton Group.
- **LRIP application for Mondamin Trail.** Submitted application for potential state funding with only 30% Town match; Ben Schram will attend ranking of county projects on Nov. 15.

2. Coming Up

- **Budget Book.** Must be posted for public access by Monday Nov. 20.
- **WTA Unit Meeting.** Monday Nov. 27, 7 p.m., Pilsen Town Hall.
- **Town Meeting on tax levy, public hearing on budget.** Tuesday Dec. 5, 5 p.m.

3. Town Board Agenda – Information/Comments

- See separate memo.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing.** Attended webinar on potential WHEDA funding. Most promising options for La Pointe include Residential Housing Infrastructure Revolving Loan Fund and Workforce Housing Rehabilitation Loan Program. There are similar programs to convert commercial properties to housing.
- **County administrators.** Met Nov. 2 with Ashland County administrator Dan Grady and Bayfield County administrator Mark Abeles-Allison regarding law enforcement issues.
- **Dog park.** Authorized Nelson Surveying to conduct property survey of Rec Center land, to establish additional fence lines.
- **Hagen Road.** Ben Schram and I signed off on the engineering firm's pavement design report and hazardous materials assessment. The Department of Transportation has some concern that the Army Corps of Engineers will not issue a wetland fill permit in time to allow 2024 construction. To minimize cost overruns, we urged the engineering firm to push forward with a 2024 schedule.

5. Grant Report

- Submitted an "intent to apply" with the DNR's Clean Water Fund; the partially forgivable loan could be used to build a new RV sanitary disposal station on Town-owned land near the MRF/ESB, then connect it to the sanitary district's collector system nearby.

6. Lawsuits/Legal Issues

- See Town Board Agenda memo.

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7. Other Information

- **Afterschool programs.** Glenn Carlson and I met with Samantha Dobson about potential cuts to school district's funding of afterschool programming for La Pointe families.
- **Comprehensive Plan.** Provided a potential business owner data collected for the Plan.
- **Managed forest program.** DNR is working with 13 Island landowners to conduct selective logging on about 350 acres of their land in 2024. Project may require providing space on Town dock so a barge can haul off harvested timber.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Nov. 11-22, 2023

1. Accomplished/Completed

- **2024 Budget Book.** Created 36-page Budget Book for Town Meeting; copies are at Town Hall and posted on website. Created legally required posting and estimated tax statement by state deadline.

2. Coming Up

- **WTA Unit Meeting.** Monday Nov. 27, 7 p.m., Pilsen Town Hall.
- **Harbor Commission Q&A.** Thursday Nov. 30, 4:45 p.m.
- **Public hearing on budget, Town Meeting on tax levy.** Tuesday Dec. 5, 5 p.m.

3. Town Board Agenda – Information/Comments

- **RFP for Building Inspection Services.** The current contract with the Town's designated building inspector is 5 years old. Best practice is that these types of contracts should be re-opened every 3-5 years. The contract requires 90 days' notice of termination.
- **Joint Powers Agreement.** This is an annual agreement that commits La Pointe ambulance, fire, and police to respond to any incident if dispatched through the Ashland County 911 system.
- **Treasurer appointment.** The search team is scheduled to interview one candidate on the morning of Nov. 28. They may make a recommendation at the Board meeting to make an appointment or to repost the vacancy.
- **Ford F-250.** The fire department seeks permission to sell its 1994 utility/brush pickup. The Town's purchasing policy requires Board approval.
- **MOU with Ashland County for eDispatches.** This is an annual contract (\$425) so that volunteer firefighters and ambulance service members can receive alerts directly on their cell phones, rather than needing to carry pagers. The recommended motion: "Authorize the fire chief to sign the eDispatches MOU for calendar year 2024 and for accounting to pay the invoice."

4. Follow Up on Previous/Ongoing Projects

- **Airport.** Paul Wilharm and I met Nov. 15 with Mark Graczkowski of state BOA regarding airport terminal renovation.
- **Hagen Road.** Ben Schram and I signed off on the Hazardous Materials Assessment and Pavement Design Report for the 2024 reconstruction project.
- **Land trust.** The CheqBuilt affordable housing land trust for Ashland and Bayfield counties filed articles of incorporation with the state on Nov. 21.
- **Mondamin Trail.** The Town's application for LRIP funding is ranked 4th in the county; it is being submitted to the state for further consideration.
- **Snow guards.** Berghammer Builders installed snow guards on the Clinic and ESB roofs.
- **Technology.** I completed the annual "true up" for Microsoft licenses, the annual compliance certification for the Payment Card Industry, and the annual certification for our gov domain registration; I submitted documentation to validate our SAM.gov account.

5. Grant Report

- **Community Opportunity Fund.** I am exploring whether there are possibilities of submitting Town projects to this fund through the Duluth Superior Area Community Foundation. Proposal deadline is Dec. 22.

6. Lawsuits/Legal Issues

- **Ashland County.** Following the closed session discussion with attorneys on Nov. 22, Board members can decide whether any follow-up action is required.

7. Other Information

- **Vacation.** I will be on vacation Wednesday-Friday, Nov. 29-Dec. 1.

TOWN ADMINISTRATOR REPORT

To: Town Board

From: Michael Kuchta

DATES COVERED IN REPORT: Nov. 23-Dec. 8, 2023

1. Accomplished/Completed

- **DOR.gov.** Set up backup access to Town account; updated levy limit worksheet.
- **Insurance.** Met in person Nov. 27 with Amy Ralidak and Michelle Strauss of The Horton Group to finalize the Town's insurance package for 2024.

2. Coming Up

- **Special Town Meeting.** Wednesday Dec. 27, 5 p.m. Purpose: Purchase of real property from Madeline Island Ferry Line.

3. Town Board Agenda – Information/Comments

- See separate memo

4. Follow Up on Previous/Ongoing Projects

- **Ambulance fees.** Director Cindy Dalzell and I met Dec. 7 with the billing company Cvikota. The meeting addressed start-up issues so the Town can begin receiving payments for ambulance services. Changes include a new service rep at the billing company.
- **Building inspections.** Sent out RFP; consulted with Bayfield County about possibility of sharing inspector.
- **Managed forest lands.** Public Works crew, Harbor Commission president Michael Childers and I met Dec. 5 with Eli Ladwig (of 4 Seasons Forest Products in Hurley) and the DNR's Michael Mattison to learn about their attempts to log as many as 1,250 acres on Madeline Island that are past due in fulfilling their contracts as part of the DNR's managed forest program. The anticipated logging in 2024 would be a mix of clear-cutting with seed regeneration, single-tree selections, and thinning, primarily on the east end of the island. The challenge is profitably harvesting the wood despite the additional costs of removing it from the island. If that cannot be accomplished, the DNR will involuntarily withdraw the parcels from the program for noncompliance. Landowners will face substantial back taxes and fees – 80 percent of which would go to the Town.
- **Parks.** The Public Works crew installed a concrete sidewalk, making the Rec Center pavilion ADA accessible. Also, Nelson Surveying has staked the property line beyond the outfield fence, indicating where a dog park fence can be erected. Finally, the Public Works crew bid successfully to purchase used playground equipment from Chippewa Falls that will upgrade the equipment at Joni's Beach. They intend to dismantle the equipment and install it this week.
- **RV sanitary dump station.** David Lindsley (park manager at Big Bay State Park) and his supervisor, Robert Skalitzky, have received permission from the DNR to begin working out a new agreement with the Town and "preferred solution" to the impact the RV station on the sanitary district's wastewater treatment. We plan to meet in early January.

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- **Town meeting follow-up:**

- **Polka Ball.** To date, the fundraiser collected \$36,686 and has paid \$4,103 in expenses. Net proceeds of \$32,583 are in a designated fund for a new communications repeater.
- **Police overtime.** In 2023, the Town budgeted \$16,425 in police overtime wages, based on staffing of two full-time officers and two part-time officers. In response to staffing changes, the department incurred \$40,893 in overtime through November 2023, or \$24,468 more than budgeted. For 2024, the Town is budgeting \$35,589 in overtime wages for three full-time officers.

5. Grant Report

- **Energy Committee.** The police chief's concerns about the impact of ESB solar panels on emergency radio transmissions have been shared with the committee. The committee continues to research two potential grant opportunities through the state's Office of Energy Innovation: the Innovation Grant discussed previously, and a newly announced Rural Energy Startup Program. In addition, committee members are attending a meeting Dec. 13 to investigate including La Pointe an Ashland County application for federal funding to install solar panels and electric vehicle charging stations in county communities.

6. Lawsuits/Legal Issues

- **Ashland County.** The Board needs to decide whether to pursue a lawsuit in circuit court on the Sec. 893.80 claim that the county board rejected. The deadline for filing a lawsuit is Dec. 21.

7. Other Information

- **Christmas Eve holiday.** Dec. 24 falls on a Sunday; the preference of Town staff is to designate Tuesday Dec. 26 as the holiday instead. Town Hall will close that day.
-

TOWN ADMINISTRATOR REPORT

To: Town Board

DATES COVERED IN REPORT: Dec. 8-20, 2023

1. Accomplished/Completed

- **Leases.** Updated the basic leases for hangar and industrial lots.

2. Coming Up

- **Community Awards.** Deadline for nominations is Dec. 31.
- **Holidays:** Town Hall is closed on Monday Dec. 25, Tuesday Dec. 26, and Monday Jan. 1

3. Town Board Agenda – Information/Comments

- See separate memo

4. Follow Up on Previous/Ongoing Projects

- **Airport generator.** Filed insurance claim for repair costs from summer lightning strike.
- **Comprehensive Plan maps.** Northwest Regional Planning Commission delivered drafts of land use, zoning, and other maps. PDFs (and small print versions) of the maps are available upon request. TPC will review the maps at its Jan. 3 meeting; the Town Board could schedule its workshop on the full Plan on Tuesday Jan. 16.
- **Insurance.** The final premium for our general liability package is \$90,149. That is \$1,016 less than presented at the last meeting, primarily because of the decommissioning of fire Engine 7.
- **Police.** New officer Karl Williams graduated from the academy on Dec. 19, with top academic honors in his class.
- **Public Arts Committee** is planning a medallion hunt coinciding with the annual snow snake competition, which is Feb. 24.

5. Grant Report

- Duluth Superior Area Community Foundation did not fund our legal defense application.

6. Lawsuits/Legal Issues

- **Wisconsin Tax Appeals Commission.** Legal briefs on our appeal to transfer part of the county's law enforcement levy to the Town are due Jan. 31; reply briefs will be due Feb. 29.

7. Other Information

- **2024 meetings.** A heads up: The schedule for Regular Town Board Meetings has two conflicts in 2024: Aug. 13 is a primary election; Dec. 24 is Christmas Eve.

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