

TOWN ADMINSTRATOR REPORT

1/28/25

1. COMPLETED ITEMS:

Created new job description for an Office Manager position.

2. ONGOING:

Madeline Island Water Company, letter from an engineering company hired by Robert Hartzell regarding their interpretation of the Town's jurisdiction over the existing water lines and pump.

Reclassify real estate parcels in Ashland and Bayfield Counties purchased as part of MIFL purchase. Town has to pay real estate taxes for 2024 but needs to reclassify as exempt going forward.

Annual Audit preparation. Lauren is assisting Liz Brown.

Police Staffing during Chief Defoe's leave of absence. Occasional coverage by Ashland Deputies and temps with prior experience on the Island.

Revision of Town Ordinance 205 Building Construction. Revision reflecting exemptions in the State Statute. Under review by James Price.

Preparation for Treasurer election. Melissa Pusateri is training Jamie Murray so there will be a trainer available for the newly elected Treasurer.

Cash Flow Analysis for 2025.

3. UPCOMING:

Update Emergency Management Plan. Meeting with Ashland County Emergency Manager Director in February.

4. MISCELLANEOUS:

Attending Ashland/Bayfield District WTA Meeting 1/27/25

TOWN ADMINSTRATOR REPORT

2/11/25

1. COMPLETED ITEMS:

Attended first Wisconsin Towns Association meeting, 1/27/25.

Met Christina Dzwonkowski, Ashland County Emergency Management, 2/3/25.

Met Dan Grady, Ashland County Administrator, 2/3/25.

Attended La Pointe Firefighter training meeting, 2/5/25

Attended (by zoom) GLIA meeting 2/5/25

Completed FEMA Incident Command System course ICS100.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Revision of Town Ordinance 205, Building Construction.

Preparation for new Treasurer.

Police Staffing

3. UPCOMING:

Meet Lissa Radke, Community Development Educator re: extreme weather and natural disaster preparation.

Meet Mark Abeles-Allison, Bayfield County Administrator.

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FEB 7 2025

Initial: dg

TOWN ADMINSTRATOR REPORT

2/25/25

1. COMPLETED ITEMS:

Purchase Order Terms and Conditions

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Revision of Town Ordinance 205, Building Construction.

Preparation for new Treasurer.

Police Staffing: Alan Lindquist has met with Thom Rossberger and Carl Williams.

3. UPCOMING:

Meet Lissa Radke. Community Development Educator re: extreme weather and natural disaster preparation.

Review MRF schedule.

Explore improvements at MRF facility including covered salt/sand storage and winter storage of full garbage containers.

TOWN ADMINSTRATOR REPORT
3/11/25

1. COMPLETED ITEMS:

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Revision of Town Ordinance 205, Building Construction.

Preparation for new Treasurer.

Loan Application BCPL.

MRF Schedule and Facility improvements.

ESB Microgrid project

3. UPCOMING:

Grant writing Seminar March 12th

Prep for Financial Audit

Rewrite Personnel Policy Manual

Department Head Meeting, April 10th.

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MAR 7 2025

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TOWN ADMINSTRATOR REPORT 3/25/25

1. COMPLETED ITEMS:

Grant Writing Seminar

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Preparation for new Treasurer.

Loan Application BCPL.

MRF Schedule and Facility improvements.

ESB Microgrid project

Rewrite Personnel Policy Manual

3. UPCOMING:

Prep for Financial Audit

WTA Meeting March 24th. 2025

Department Head Meeting, April 10th.

TOWN ADMINSTRATOR REPORT

4/8/25

1. COMPLETED ITEMS:

WTA meeting March 24th

Submitted Direct Appropriation Request to Sen. Baldwin for replacement of Husky Ice Rescue Boat.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Preparation for new Treasurer, Katie Abbott.

Loan Application BCPL.

Resubmit BBTP ADA Access Project for Direct Appropriation with Sen. Baldwin

ESB Microgrid project

Rewrite Personnel Policy Manual

3. UPCOMING:

Prep for Financial Audit

Department Head Meeting, April 10th.

Prepare 2024 Annual Financial Report for Annual Town Meeting on April 15th

Prep for Board of Review Meeting May 27th

TOWN ADMINSTRATOR REPORT 4/22/25

1. COMPLETED ITEMS:

Submitted BCPL Loan Requests for \$800,000 and \$500,000
Reviewed and negotiated contracts for Harbor Project.
Prepared 2024 Annual Financial Report
Resubmitted BBTP ADA Project for Direct Appropriation Request
Submitted Direct Appropriation Request for new Ice Husky Rescue Windsled
Entered Progress Report and Reimbursement Request for the ESB Microgrid project.
Held Department Head Meeting with individual quarterly budget reports.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual

3. UPCOMING:

Prep for Financial Audit

Prep for Board of Review Meeting May 27th

Negotiate recovery of overpayment of Room Accommodation Taxes from the Chamber.

Resurfacing of Tennis Courts

Early 2026 Budget Planning Process.

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APR 18 2025

Initial: dg

TOWN ADMINSTRATOR REPORT

5/13/25

1. COMPLETED ITEMS:

Field Audit by Baker Tilly. At the closing meeting the lead auditor stressed the need for tighter process controls in 2025. This was a first audit experience for Liz Brown and she did well.

2. ONGOING:

Financial Working Group- Cash Flow Analysis. The forecast for 2025 is complete. The focus now is on debt service and capital expenditures in the years 2026-2028.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

Resurfacing Tennis Courts

ESB Microgrid Project

3. UPCOMING:

Prep for Board of Review Meeting May 27th

Early 2026 Budget Planning Process.

Procedural Documentation for all Town departments including procedures (what, who and when) and work instructions (how).

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MAY 9 2025

Initial: dg

TOWN ADMINSTRATOR REPORT

5/27/25

1. COMPLETED ITEMS:

Madeline Island Marathon. I've been debriefing with Alyssa Hogan and want to get more involved in the pre-planning for this event. This is a key spring event for bringing visitors to the town.

Insurance Coverage for new Rescue Jet Ski.

BCPL Loans for \$800,000 and \$500,000.

Meeting with Bremer Bank to discuss their merger with Old National Bank

2. ONGOING:

Financial Working Group- Cash Flow Analysis. We are continuing to tweak the 2025 forecast. This exercise is laying the groundwork to be able to advise the Town Board more accurately about financial matters. The Financial Working Group will be meeting monthly and we have now added a new volunteer member, Bryar Artis. The focus now is on debt service and capital expenditures in the years 2026-2028.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

Resurfacing Tennis Courts.

ESB Microgrid Project/Grant. I'm learning how to work within the framework of state and federal grant processes.

Working with the Horton Group to get an insurance bid on tank spill liability.

3. UPCOMING:

Early 2026 Budget Planning Process.

Procedural Documentation for all Town departments including procedures (what, who and when) and work instructions (how).

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MAY 23 2025

Initial: dg

TOWN ADMINSTRATOR REPORT 6/10/25

1. COMPLETED ITEMS:

Coordinating Zoning Administrator resignation.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

Resurfacing Tennis Courts.

ESB Microgrid Project/Grant. Eliminate Town Hall inverter portion as no longer necessary.

Working with the Horton Group to get an insurance bid on tank spill liability.

Interim Zoning Administrator

Clinic Bood Draws for Law Enforcement

3. UPCOMING:

Early 2026 Budget Planning Process.

Creating New Job Description for Short Term rental Clerk

Procedural Documentation for all Town departments including procedures (what, who and when) and work instructions (how).

Discussion about Full Time Ambulance Director position

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JUN 6 2025

Initial: dgj

TOWN ADMINSTRATOR REPORT 6/24/25

1. COMPLETED ITEMS:

Coordinating Zoning Administrator resignation.

Short Term Rental Clerk Job Position Description

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

Resurfacing Tennis Courts.

ESB Microgrid Project/Grant. Secure reimbursement for downpayment to Jolma Electric

Working with the Horton Group to get an insurance bid on tank spill liability.

Interim Zoning Administrator

Clinic Blood Draws for Law Enforcement

3. UPCOMING:

File 2024 ARPA report.

Review proposal for additional microphone installation on town board room.

Discussion with outside contractor for seasonal cleaning of bathrooms.

Early 2026 Budget Planning Process.

Procedural Documentation for all Town departments including procedures (what, who and when) and work instructions (how).

Discussion about Full Time Ambulance Director position

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JUN 20 2025

Initial: dg

TOWN ADMINISTRATOR REPORT

7/8/25

1. COMPLETED ITEMS:

Onboarding new Zoning Administrator.

Resurfacing Tennis Courts

Town Board Room microphone issue.

Community Awards.

Meeting with S. McHugh on CUP request.

Meeting with B. Hartzell on Glabin project.

Meeting with James Price on Glabin Project.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

ESB Microgrid Project/Grant. Secure reimbursement for downpayment to Jolma Electric

Working with the Horton Group to get an insurance bid on tank spill liability.

Clinic Blood Draws for Law Enforcement

File 2024 ARPA report.

Contract for Additional Cleaning of Cemetery Chapel.

Rieman Park property transfer transaction.

Incorporate edits to proposed new Zoning Ordinance.

3. UPCOMING:

File 2024 ARPA report.

Ambulance Director/EMT Position.

Develop cost for ADA compliant door openers for Town buildings.

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JUL 7 2025

Initial: dg

TOWN ADMINSTRATOR REPORT

7/22/25

1. COMPLETED ITEMS:

Onboarding new Zoning Administrator.

Recruiting Interim UDC Inspector

Community Awards.

Termination of James Price's Contract for UDC Inspector

Organized with Rich Kula, Contractor Open House with new UDC Inspector.

Notified DSPS of new UDC Inspector. Also made contact with REM, a commercial electric inspector.

2. ONGOING:

Negotiate contract with new UDC inspector.

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

ESB Microgrid Project/Grant. Secure reimbursement for downpayment to Jolma Electric

Working with the Horton Group to get an insurance bid on tank spill liability.

Contract for Additional Cleaning of Cemetery Chapel.

Rieman Park property transfer transaction.

Incorporate edits to proposed new Zoning Ordinance.

3. UPCOMING:

Meeting with Department Heads to begin 2026 Budget Process.

Ambulance Director/EMT Position.

Develop cost for ADA compliant door openers for Town buildings.

Public Hearing on new Zoning Ordinance

TOWN ADMINSTRATOR REPORT

8/12/25

1. COMPLETED ITEMS:

UDC Inspector Contract.

Wellspring contract for Cemetery Chapel cleaning.

Initial department head 2026 budget meetings.

2. ONGOING:

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

ESB Microgrid Project/Grant. Secure reimbursement for downpayment to Jolma Electric

Working with the Horton Group to get an insurance bid on tank spill liability.

Ambulance/EMT position.

Rieman Park property transfer transaction.

Prepare cost estimate for ADA compliant door openers for Town Hall and Library. We would need door openers and new electronic door latches.

3. UPCOMING:

The single biggest thing that we have coming up is developing the 2026 budget book.

Develop a Parks Master Plan to address the repeated cycle of unfilled seasonal parks positions and the complaints that result. Note that for 2026 we are considering a full-time hybrid Parks 1 and roads position as well as more outsourcing of park landscape maintenance.

Collaborate with the Chamber's "Refreshment of Downtown" initiative.

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AUG 8 2025

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Public Hearing on new Zoning Ordinance.

Financing BBTP ADA compliance. Note that the appropriation amount is \$1.5 million and the most recent estimate including a new bridge is approximately \$2.0 million to \$2.5 million.

Use Barb Nelson spreadsheets to create a master schedule of all government reporting requirements.

Develop a plan for digitizing Town records as of 1/1/2026.

TOWN ADMINSTRATOR REPORT

8/26/25

1. COMPLETED ITEMS:

.ESB Microgrid reimbursement of down payment (\$27k) received.

Ambulance Director/EMT Position approved.

In a first step to address the seasonal Parks recruitment issue we are proposing a year-round position that combines Parks 2 and Roads laborer duties.

Resolved Zoning Administrator hourly limit per year.

2024 Audit Report completed as of 8/21/25.

Addressed incident involving the FD and the PD that resulted in a conflict situation.

2. ONGOING:

ARPA Reporting

Financial Working Group- Cash Flow Analysis.

Rewrite Personnel Policy Manual with additional language addressing sexual abuse and misconduct in custodial situations.

ESB Microgrid Project/Grant. Develop a Plan B which involves using only US made components and that would eliminate the need for waivers.

Working with the Horton Group to get an insurance bid on tank spill liability.

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AUG 21 2025

Initial: dg

Rieman Park property transfer transaction.

Prepare cost estimate for ADA compliant door openers for Town Hall and Library. We would need door openers and new electronic door latches. This would be included in the 2026 Capital Outlay proposal.

3. UPCOMING:

The single biggest thing that we have coming up is developing the 2026 budget book.

Develop a Parks Master Plan to address the repeated cycle of unfilled seasonal parks positions and the complaints that result. Note that for 2026 we are considering a full-time hybrid Parks 1 and roads position as well as more outsourcing of park landscape maintenance.

Collaborate with the Chamber's "Refreshment of Downtown" initiative.

Public Hearing on new Zoning Ordinance.

Financing BBTP ADA compliance. Note that the appropriation amount is \$1.5 million and the most recent estimate including a new bridge is approximately \$2.0 million to \$2.5 million.

Use Barb Nelson spreadsheets to create a master schedule of all government reporting requirements.

Develop a plan for digitizing Town records as of 1/1/2026.

TOWN ADMINSTRATOR REPORT

9/9/25

We have completed the first round of department head budget meetings. Tomorrow we will send out the expense, capital and designated fund worksheets to the department heads as well as the narrative questions that we ask them to respond to. We plan to meet with each department head again in late September. The budget books will be available to the Town Board on October 10th.

One small step to addressing our perennial parks staffing issue is that we are asking the Town Board to approve a new year-round job description for a parks/roads laborer. If approved this would enable us to get an early start in the spring on getting the parks ready. The 2026 budget will also include a proposal for more competitive wages for the remaining two parks positions.

The creation of a new position, Short-term Rental Administrator, has already surfaced problems with compliance, room accommodation tax non-payment and prohibited uses. The Short-term Rental Administrator and the Zoning Administrator are collaborating to address these issues.

We will have some disruption and noise on Sunny Slope Road when Xcel completes their drilling for another electrical cable to the Island. Xcel representatives have stated that this will double or triple the Islands electric power availability.

After the public hearing on the revised Zoning Code, the consensus seemed to be that the volume of information to be reviewed coupled with the long-term consequences of the ordinance required a more deliberate review process than a single public hearing. Perhaps, at least for the more sensitive aspects of the ordinance, working groups could be assigned to individual topics.

The application of zoning regulations probably ranks only behind levying property taxes as the one of the most impactful decisions that a town government makes. The impact of these decisions is not only felt by the property owner but also by her neighbors and everyone else in similar situations. The goal is consistency in decision-making across fact patterns that are close but rarely exactly the same as

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SEP 5 2025

Initial: dg

preceding cases. Given variations in fact patterns the best driver for achieving consistency is following prescribed processes to their logical conclusion.

Ultimately there needs to be a decision, one way or another, so finality is itself an important goal but consistency breeds respect for any outcome.

TOWN ADMINSTRATOR REPORT

9/19/25

The 2026 budget process is ongoing and all-consuming. We expect to have departmental workbooks from department heads back by next week. The budget books will be available to the Town Board on October 10th.

The first of three Q&A sessions regarding the proposed new Zoning Ordinance will be held next week. This is our response to feedback about the public hearing.

Performance Evaluations forms have been sent out to department heads and my reviews of my direct reports will be completed next week.

Fall projects waiting for the budget cycle to settle down are Personnel Policy, potential additional insurance coverages for 2026 and resource planning for improved Parks maintenance in 2026.

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SEP 18 2025

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TOWN ADMINSTRATOR REPORT 10/14/25

The 2026 Budget Books were prepared and distributed on October 10th. All credit to Liz Brown, Dorgene Goetsch and the Department Heads for those parts of the proposed budget that make sense and have internal consistency. Responsibility for everything else rests solely on the current Town Administrator.

Performance Evaluations reviews for full-time employees have been completed. For the two employees who have not completed one year of service we will have a discussion of mutually agreed upon objectives for 2026.

The ESB Microgrid project remains in limbo due to lack of progress in getting waivers for sourcing a non-US manufactured inverter. Given the current economic issues with China, it's likely that we will have to settle for a domestic inverter that would not be capable of interfacing with solar storage batteries. We are waiting on a proposal with that in mind from our subcontractor, Jolma Electric.

Three key personnel changes are embedded in the proposed 2026 budget: 1. Changing the EMT/Ambulance Director position from part-time to full time, 2. Creating a hybrid full time position that includes not only zoning administrator duties but also grant writing and administration, and 3. Utilizing the new full time Public Works Laborer to, among other things, promote an earlier start to spring clean up and parks maintenance.

We have a potentially serious interdepartmental conflict between our Fire and Police Departments. This needs to be addressed and resolved before coordination of response to emergencies is impacted. Discussion between department leadership is ongoing.

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OCT 13 2025

Initial: dsj

TOWN ADMINSTRATOR REPORT

10/28/2025

Due to the combined efforts of many people the 2026 budget process is ongoing and on schedule. Although we started earlier than usual, the scale of the information gathering phase and the management of information flows in and out were more challenging than originally contemplated. Liz Brown is now the designated official information nexus for the budget process. Dorgene and Alex are our proofreaders and editors.

We are researching the implementation process for offering a Qualified Transportation Benefit to our Town employees. Liz is contacting our auditing firm for advice. The benefit would enable employees to use pretax income for ferry fees.

The drilling project for the new power cable is finished and now a different subcontractor will be on the Island putting up utility poles.

The ESB Solar Microgrid is not progressing as expected. The difficulty getting waivers to buy non-US made components drags on. We have yet to receive an alternative proposal from Jolma for a system using all US manufactured components. We have given Jolma the go-ahead to install racking and support structure so you may notice activity at the ESB.

TOWN ADMINSTRATOR REPORT

11/11/2025

The 2026 budget process has advanced past both rounds of the workshops. We are now coordinating tweaks involving compensation, fees and Library programming staffing.

The renewal process for SAM.gov has gotten more difficult with the Federal government shutdown. SAM.gov is important for us because our ambulance billing reimbursement occasionally comes through the VA. At this point in the shutdown anything that can be handled by the computers is not a problem but if humans must review something there is a slow down.

Jolma Electric will be installing the post and racking system for the solar panels before the end of the year. There is still no resolution as to the foreign inverter issue. This also could be affected by the shutdown.

We were able to fast track the purchase of a new grader only to find out that it had a manufacturing defect, an oil leak in the engine block. John Deere is loaning us our old grader (with the replacement part that it needed) until the new grader is fitted with a brand-new engine.

We are coming to a close on the Rieman Park conveyance to the Wilderness Preserve. We were waiting for releases from the Rieman heirs and we have them now. This is on the agenda for the RTBM on 11/11/25.

I am working on resolving the interdepartmental issues between the LVFD and the Police Department. I spoke to the Fire Department about this issue at their monthly meeting on Nov. 5th.

TOWN ADMINSTRATOR REPORT 11/25/2025

The 2026 budget process has had a few zigs and zags since the first approval by the Town Board in early November. Liz Brown discovered that I had not accounted for the Town's payment of Room Accommodation Tax revenues to the Chamber of Commerce. This was a significant omission totaling approximately \$157,000. Fortunately, this was discovered in time for a special board meeting to be convened for approval of a revised budget. The revised budget removed one full-time position at Town Hall that was expected to cover additional accounting data entry, payroll and HR. In addition, the La Pointe Community Clinic request was reduced by \$5000. Since we are now on notice that we will receive a direct appropriation for BBTP modifications we also included some money for initial project design services in the revised budget.

The renewal process for SAM.gov is complete. The most immediate result of that is the Ambulance Services will be able to receive direct reimbursements from the VA.

Since we still don't have a clear path forward on the ESB Microgrid project and since the original contract completion date was 12/31/2025 we will be filing for a 12-month extension.

We are still working with our old grader without a firm commitment as to when the new grader will be returned to us.

On the assumption that Rich Kula's expanded scope of responsibilities for grant programs will be approved we have scheduled a kickoff meeting in December for all department heads who are involved with grant writing and administration.

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TOWN ADMINSTRATOR REPORT

12/9/2025

The 2026 budget has been approved by the electors, and the tax levy has been approved by the Town Board. Liz Brown and I will be debriefing next week on what worked and what could be improved upon for next year. Suggestions are welcomed.

We have a “Plan B” bid from Jolma for an all American-made solar system for the ESB Microgrid project. This bid is considerably cheaper than the original system but would not have the same level of functionality since there would be no ability to store solar energy in batteries. This is important because, unlike the other solar installations that we have, the objective of this project was not just to lower energy costs but also to enable the ESB building to function under longer periods of power outages. We are still waiting to hear about our request for a twelve-month extension.

With the budget more or less put to bed I’m starting back on the updated Personnel Policy project. I’m scheduled to take a one-day Continuing Legal Education Class on “2025 Employment Law Updates” on December 15th and another CLE on “Employment Benefits” on December 20th.

TOWN ADMINSTRATOR REPORT 12/22/2025

As some of you may be aware we are going to implement a new benefit for Town Employees. It is called a Qualified Transportation Fringe Benefit in the IRS regulations. It will allow Town employees to deduct up to \$340 per month of pre-tax income. That money and use that money to buy a ferry card. We are working out the mechanics of how this benefit will work in practice. Our auditors, Baker Tilly, have been informed. Details still must be worked out with MIFL.

The personnel policy rewrite is ongoing and will include a process for utilizing the transportation benefit mentioned above.

If you look to the east side of the Emergency Services Building you will see a row of metal posts set in the ground. These are for the ESB Microgrid project. They will be part of the support system for the solar panels. We are still waiting to hear about whether we will be granted a waiver to buy the type of inverter that was specified in the design of the system. That type of inverter is not manufactured in the USA. That's why we are asking for the waiver of the grant requirement that all system components be sourced in the USA. As an alternative we could buy a domestic inverter, but we will not have the functionality of battery storage that the original inverter would have provided.

Now that the budget for 2026 has been approved Liz Brown and I did a debriefing on the process and what we could do better next time. We will review our recommendations with each of the department heads. It's kind of crazy to think that our auditors have already scheduled a preliminary meeting on January 7th to kick off the 2025 audit process.

Lastly, as we look at ways to modernize and streamline our processes we are going to be evaluating mobile timecard apps for use by the Public Works department. This would eliminate the existing system of handwritten field entries.

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