

(5) TB, Michael, Barb, Micaela,
Public

MEMO

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

DATES COVERED IN REPORT: Feb. 5-17, 2022

RECEIVED

FEB 18 2022

Initial: dg

1. Accomplished/Completed

- Specific items are covered below.

2. Coming Up

- **School District Focus Group.** Weather permitting, I will attend this session the morning of Feb. 19. Contact me if you also are interested in attending.
- **Rural Economic Summit.** UW Extension and a variety of state agencies hold this webinar on Tuesday Feb. 22 from 1-4 p.m.
- **Webinar on BIL Funding.** The Towns Association hosts this session on Feb. 23 to explain how towns might use federal infrastructure funding.
- **Workshop on Affordable Housing.** Confirmed for Wednesday March 30 at 5 p.m.

3. Town Board Agenda – Information/Comments

- **Planning and Zoning.** No action required tonight. The Plan Commission will discuss a certified survey map for the Hartzell Expandable Condominium proposal at its March 9 meeting; TPC may have a recommendation for your March 22 meeting. Also, TPC holds a public hearing March 23 on the request from Madeline School of the Arts for a conditional use permit to build two 6-room student dormitories.
- **Affordable Housing Committee.** Member Gloria Fennell has submitted her resignation. The resignation leaves the committee with 8 members, well above the required minimum of 5 members. No board action is required; community members can submit applications to join at any time.
- **Budget Amendment #2022-01.** Accounting Administrator Barb Nelson and I prepared a separate memo; that memo walks you through changes item by item.
- **Engagement Letter with Baker Tilly.** This is a one-year contract for Baker Tilly to audit the Town's finances from calendar year 2021. This is the same firm that recently completed our audit for 2020. Basic cost (on Page 6 of the engagement letter) is \$18,400; additional fees are estimated at \$3,400-\$4,200, for a total cost of up to \$22,600. You budgeted \$25,000.
- **Island Closet Lease.** This draft makes only minor changes to the initial 2021 lease, primarily in the areas of parking, traffic flow and building access. This lease would be for two seasons.
- **Apostle Islands Inline Marathon.** Organizers are seeking approval of their special event application. The Ashland County Chamber of Commerce plans to revive the skate marathon on June 18, from roughly 8:30-11:30 a.m. (with follow-up festivities at the Rec Center). The event last was held in 2019. A map will be enclosed in your packet with their permit applications; essentially, the event closes down one lane of County H along the route.
- **Police Department.** Ashland County cancelled both the Executive Committee and full County Board meetings scheduled for this month. We do not know when the full board will take up their Finance Committee's recommendation on our law enforcement agreement. Also of note:

Despite county administrator Dan Grady's claim in the Ashland Daily Press that the annual payment is "unprecedented," the Washington Island police chief told our chief that Door County provides their island \$104,000 a year, plus a new vehicle every seven years.

- **Fire Department.** Based on your Feb. 16 workshop with the apparatus committee, the department requests that you authorize Town staff to work with them on developing a formal request for proposals to build a new main fire engine. The Town Board would need to approve the RFP before it is posted.

4. Follow Up on Previous/Ongoing Projects

- **Fire numbers.** Zoning Administrator Ric Gillman had productive discussions with representatives of Ashland County that cleared up key concerns that were stalling this project. As a result, he will lead a meeting of Town staff on Feb. 24 to move forward (independent of the county) to build out the fire number system on the island.
- **Comprehensive Plan Steering Committee.** The committee held a wide-ranging discussion Feb. 10 on economic development, zoning, and transportation issues. Members meet this Thursday, Feb. 24, at 4 p.m. with a focus on developing a more-detailed timeline for community engagement and plan development, plus a review of the current Plan's sections on infrastructure, natural and cultural resources, and intergovernmental cooperation.
- **2020 Audit.** Baker Tilly delivered its draft report. There are a few recommendations the Board will have to look at long term: Adopt a budget for designated funds, not just the general fund; create a debt service fund; increase our capitalization threshold; and prepare for new GASB standards on leases.
- **Accounting software.** Workhorse is installing initial modules; Barb is beginning to enter data from January.
- **Affordable Housing Advisory Committee.** Members had an informative discussion with Ashland County Housing Authority director Denise Lutz on Feb. 8. The WHEDA pilot project for Ashland and Bayfield Counties holds its initial session over 8 hours on March 22-23.

5. Grant Report

- **Wisconsin Cooperative Feasibility Grant.** I had preliminary discussions with Yacht Club board member Tony Brown about whether applying for this grant would make sense as the marina and Town assess long-term fuel supplies on the island. We will continue discussions in time to meet the June application deadline, if necessary.
- **Airport Capital Improvement Plan.** Paul Wilharm and I updated the 6-year plan for the state's Bureau of Aeronautics.

6. Lawsuits/Legal Issues

- **Defoe lawsuit.** No updates at this time.
- **Mattingly judgment.** No updates at this time.

7. Other Information

- **Technology.** YWS Technology installed a new router at the MRF, upgraded wi-fi at the Roads buildings, and trained me and some first responder staff on additional uses of the video system in the ESB training room. Later this year, we will draft a five-year technology plan for Town properties.