

MEMO

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

DATES COVERED IN REPORT: June 24-July 7, 2022

1. Accomplished/Completed

- **Audit.** Paperwork on the 2021 audit was completed on July 5. Baker Tilly issued the final reports July 7.
- **Bureau of Aeronautics.** Completed and returned nine annual certifications required for Major Gilbert Field.

2. Coming Up

- **Sculpture Dedication.** Saturday July 30, 2 p.m. at Russell Park.

3. Town Board Agenda – Information/Comments

- **Parks.** We request that you approve signing Contract #AD229118-023.36 with the Wisconsin Coastal Management Program. This contract is for a \$15,000 grant, with a \$15,000 Town match, to conduct an engineering study to improve accessibility at Big Bay Town Park from the bluff down to the beach and lagoon. The Town Board approved applying for this grant on Oct. 26, 2021. The Town match is budgeted in 57621-30.
The most relevant pages of the contract are in your packet; I can provide the full 22-page contract at your request.
If you approve the contract, we request that you approve an RFP (request for proposal) to solicit engineering firms for the accessibility study. The draft RFP is in your packet.
- **Planning and Zoning.** The Town Plan Commission recommends re-appointing Suellen Soucek as chair for a one-year term.
- **Attachment E to 2022 Compensation Resolution.** These changes reflect the pay raises you authorized on June 28.
- **Ashland County Law Enforcement Agreement.** A draft proposal and draft memo to the County Board were sent to you confidentially.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing Advisory Committee.** Members met July 6 with Chris Laurent and Jerrell Harris of Cinnaire Solutions, gave them a tour of the island and of potential sites for housing. I talked July 7 with David Pawlisch – of the Department of Administration's Division of Energy, Housing and Community Resources – about the potential of a federally funded planning grant to offset the cost of a market analysis.
- **Comprehensive Plan.** The island-wide survey closes July 10. Northland College will present preliminary results at the steering committee meeting on July 14, with more detailed analysis two weeks later. The first three public forums, on priority topics gleaned from survey results, are scheduled for Aug. 2, 6 and 11.
- **Public Arts Committee.** Members are finalizing a program, invitations, logistics, and publicity for the sculpture dedication ceremony July 30 at 2 p.m.

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5. Grant Report

- **Office of Energy Innovation.** Submitted the quarterly report for the Energy Committee's microgrid feasibility study. Final submissions and reimbursement requests are due by Sept. 30.
- **Wisconsin Coastal Management Program.** Awaiting approval from the grantor of the sign that needs to be placed in the passenger shelter acknowledging the source of funding. A final report and reimbursement request are due by Aug. 30.

6. Lawsuits/Legal Issues

- No updates.