

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.