

TB(5), CLERK, ACCOUNTING, CLERICAL, TA, PUBLIC

MEMO

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

DATES COVERED IN REPORT: Oct. 21-Nov. 7, 2022

1. Accomplished/Completed

- **Payroll Coordinator.** Hired Jamie Murray.
- **Contracts.** Completed contracts with Nelson Construction for gravel, Bryce Schoenborn for supplemental legal work.

2. Coming Up

- **Xcel Energy.** The utility will release its scoping study on a potential Town microgrid to the Energy Committee Nov. 9.
- **Cinnaire Solutions.** Representatives from the affordable housing developer will make site visit to La Pointe on Nov. 16.

3. Town Board Agenda – Information/Comments

- **MRF Contract for Refrigerant Recovery.** Contracting to remove refrigerant from appliances and automobiles will allow the MRF to strengthen compliance with state environmental standards and allow staff to sell appliances and automobiles as scrap, rather than paying to dispose of them as trash. We request a motion to approve the contract with Gary Beeksma.
- **Comprehensive Plan Steering Committee.** The committee would like to schedule a joint workshop with the Town Board and Town Plan Commission to outline their draft of the framework of the Plan and get the Board's and Commission's feedback and suggestions. TPC recommends Wednesday Dec. 7, which is the date of their next meeting. The steering committee normally would meet on Thursday Dec. 8. The Town meeting is Monday Dec. 5
- **Engagement Letter with Baker Tilly.** This agreement is to audit Town finances for calendar year 2022. Cost is estimated at \$28,900, which includes up to \$5,000 for new industry requirements on leases. That compares with \$26,970 for the 2021 audit. (If it becomes necessary to do an additional audit of the Harbor Commission, cost is estimated at \$3,000 more.)
- **Town Hall Meeting Room Upgrade.** The 2023 budget proposal currently includes capital expenditures for an AV system and mini-split heating and AC unit in Old Town Hall. Because of supply chain issues, we are requesting permission to order the equipment in advance.
- **Motion to Hire.** The Police Department requests authorization to hire Kelly Schultz as a part-time officer beginning Dec. 1, 2022, at a rate of \$23.24/hour, for a maximum of 1,872 hours/year.

4. Follow Up on Previous/Ongoing Projects

- **Ashland County.** Received determination from state Department of Revenue that Town can shift \$135,000 from County levy to Town levy as a result of the County's decision to zero out annual refund of law enforcement funding for 2023.

- **Budget.** Continue working with Town Board members, Barb Nelson, department heads, and committee/organizational representatives to bring budget proposal closer to balance. Spent substantial time on alternatives in Police scheduling.
- **Housing Needs Assessment.** Led initial video meeting with Maxfield Research.
- **Insurance.** Continue working with departments to update annual liability insurance renewal questionnaire.
- **Town Employees as EMTs Policy.** Continue working with von Briesen to develop policy compliant with wage-and-hour laws.

5. Grant Report

- No update.

6. Lawsuits/Legal Issues

- No update.

7. Other Information

- **eDispatches roster.** Worked with ambulance service and fire department to update roster for Ashland County electronic dispatches.
- **Gazette.** Helped edit Glenn Carlson's Town Chair report; submitted articles for Gazette, including Report from Town Hall and update on Comprehensive Plan Steering Committee work (a version of that update is in your packet).
- **Harbor Commission.** Set up Town emails for commissioners, obtained letter of engagement with maritime attorney, set up use of ESB for commission meetings, verified that commissioners are covered by Town's Public Officials and Management Liability policy.
- **Letters of Support.** Sent letters supporting applications for Coastal Management Program grants by sanitary district, UW professor Chin Wu to set up water-level monitoring near Madeline Island and other South Shore locations.