

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

MEMO

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

DATES COVERED IN REPORT: Dec. 10, 2021-Jan. 6, 2022

1. Accomplished/Completed

- **Contracts.** Multiple contracts completed (see below)
- **Service Award Program.** Updated 2021 qualification paperwork for Fire and Ambulance volunteers.

2. Coming Up

- **Ashland County Board.** I will present public comment on Jan. 11 regarding county's plan to eliminate \$135,000 in funding to support Town law enforcement on Madeline Island.

3. Town Board Agenda – Information/Comments

- **Ice Road Plowing and Maintenance.** You have Nelson Construction's proposed rates for the 2021-22 season. If you agree, move to have the Chair send a letter accepting the rates and authorizing Nelson Construction to plow an ice road and maintain approaches.
- **Planning and Zoning.** See the Zoning Administrator's report for details. In short:
 - Item 1: the Town Plan Commission requests a vote for the record that the Plat Map as presented complies with Town zoning.
 - Item 2: the Town Plan Commission recommends that you approve the Certified Survey Map to divide the single existing parcel to create 4 conforming lots.
- **Energy Committee.** These contracts authorize work by two consultants (muGrid Analytics and Solar CBI) on the feasibility study for creating a resilient microgrid among key structures in town, including Town Hall, the Library, the Clinic, and the Dock. The contracts will be paid through the grant we received through the state's Office of Energy Innovation.
- **Comprehensive Plan Steering Committee.** The committee had its first meeting on Dec. 29. The seven members have agreed to meet on Thursday afternoons at least twice a month through September. They recommend appointing Alexander Nelson as chair. I am scheduled to meet with Alex and the committee vice-chair, Dan Bartholomay, on Jan. 12 to set up a timeline for the committee's work, including a thorough review of the existing plan's goals, objectives, policies and implementation items so committee members can prioritize topics moving forward.
- **Winter Transportation Agreement.** This agreement for the windsleds and winter van is similar in substance to past years. However, it does make language more consistent; removes unnecessary references to the ferry line and school district that are not appropriate in a Town contract; specifies passenger rates for the season; and, for the first time, outlines a schedule. In addition, a cover letter provides public notice of hourly rates and fuel surcharge. You should vote on the cover letter and the contract separately.
- **Attachment A to 2022 Compensation Resolution.** This amendment:
 - Adds a winter recreation director for the Library, a position that did not exist at the time

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- Fixes incorrect language regarding per diems for volunteer EMTs and EMRs. The original resolution incorrectly stated “Saturday” shifts; the 2022 budget actually covers “Weekend” shifts. This makes the Compensation Resolution consistent with the budget.
- **Town Administrator Moving and Relocation Expenses.** The employment agreement allows up to \$3,000 in reimbursement during the first year, with Town Board approval. This request is the initial installment.
- **Contract with YWS Technology.** This is a two-year renewal with our current IT consultant, at identical terms to the previous contract.
- **Contract Amendment with Workhorse Software Services.** The Town Board originally approved this contract on Dec. 14, 2021. At that time, the vendor told us the language was acceptable. However, the vendor’s representative who authorized the original contract language apparently was not authorized to do so. Thus, we tweaked language; changes are highlighted in the copy you have in your packet. A summary of changes:
 - Introduction: New language covers the legalities of an amended contract.
 - Section 1 bullet points. New language clarifies that the Town will cover any hours and expenses that our technology consultant and outside auditor incur while collaborating with the vendor as part of software installation.
 - Section 2. Modified language clarifies the benchmark of when the vendor should invoice the Town for final payment on each module.
 - Section 5. Eliminates boilerplate language that does not apply to this type of job or contract (such as requiring the vendor to be responsible for such things as equipment, materials and subcontractors).
 - Section 10 a) and b). Reduces the required amounts of workers comp and liability insurance to reflect the vendor’s coverage, and eliminates the need for comprehensive liability insurance coverage.
 - Section 16. Adds a designated contact person for the vendor.
- **Covid Workplace Protocols.** See the separate memo as a basis for discussion.
- **Police.** See the separate memo as a basis for discussion.
- **Ice Rescue MOU.** This is related to the Winter Transportation Agreement. It, too, is nearly identical in substance to past years, but also makes language more consistent within the MOU and in reference to the main agreement, and corrects a few typos.

4. Follow Up on Previous/Ongoing Projects

- **Passenger shelter.** The shelter is scheduled to be delivered on Jan. 12; it will be stored in the Town shop until it can be installed in spring. In addition, because of the delay in delivery, the state has given us an extension on the grant that supports the project.
- **Rec Center Remodel.** The building inspector and the Town’s facilities manager met Jan. 6. It appears that the required conditional approvals have been granted, that a clear list of design corrections and conditions have been documented, and that a clear schedule of future inspections is spelled out.
- **Community Awards.** Forms seeking nominations from the public are being posted on the Town website and in the post office, and being solicited through the Gazette. The nomination deadline is Feb. 28. (The Board may need to reconstitute the committee at the next meeting; one of the previous appointees currently is not eligible.)

- **ESB.** Emergency Services leadership and Public Works crews compiled an extensive list (with photos) of items that should be fixed under warranty. I submitted these to the project manager for follow-through.
- **MRF Skid Steer.** As you know, the skid steer has been ordered. Because of backlogs, delivery is not expected until at least April. To quote the dealer: "Kubota has shut off estimated ship times because they are allocating units to each dealer. We don't know till they are actually loaded on a truck that they are coming."

5. Grant Report

- **Comprehensive Plan.** As scheduled in the 2022 budget, I expect to apply to two funds through the Apostle Islands Area Community Foundation to support consultants, interns, and other outside support for the Comprehensive Plan process. I expect to bring those applications for your approval at the next meeting.

6. Lawsuits/Legal Issues

- **Defoe.** I had a phone conference with the insurance company's attorneys on Dec. 29. They received a preliminary outline of settlement terms from the plaintiff's attorney. Some of the proposals seem acceptable; for example, we seem to be in the same ballpark on removal of disciplinary notices from several years ago, or language regarding the supervisory authority of the Town Board and Town Administrator. Other proposals are clearly not acceptable. These include suggestions that would require the Town to follow procedures that are beyond what is required in state law (and, in at least one case, agree to a procedure that is not allowed in state law). The insurance company attorneys are drafting a response; I have not seen that yet. In the meantime, depositions scheduled for last week were cancelled.
- **Mattingly.** No updates.

7. Other Information

- **Administrators.** Met Dec. 13 with city and county administrators from Ashland, Bayfield and Washburn to discuss common issues, including police staffing, harbor commissions, 2022 elections, affordable housing, Viking cruises in 2022, and potential cooperative efforts on federal funding and police training.
- **Affordable Housing.** Participated in discussion Dec. 20 with Rebecca Gireau from WHEDA in anticipation of Chequamegon Bay pilot project beginning in March.