

# MEMO

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

DATES COVERED IN REPORT: October 8-20, 2022

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## 1. Accomplished/Completed

- **Contracts.** Finalized contracts with Midland Services for propane and with Maxfield Research for the housing needs assessment.
- **Budget.** Worked with accounting administrator Barb Nelson, department heads and committee chairs to complete the first round of spreadsheets and overviews for budget workshops.
- **Payroll Coordinator.** Barb Nelson and I interviewed applicants on Oct. 21 and hope to have a hiring recommendation within the week.

## 2. Coming Up

- **Gazette deadline.** Saturday Oct. 29
- **Budget workshops.** Tuesday Nov. 1, Thursday Nov. 3

## 3. Town Board Agenda – Information/Comments

- **Gravel Contract.** We request two motions: one to accept the bid from Nelson Construction, then a second to approve a contract with Nelson Construction so the Town crews can mix the new gravel with existing (but dwindling) stockpiles. The new supply will be used to improve North Shore and other gravel roads next year.
- **Change Order #3 with Luppino.** This missing change order was never sent to Town Hall last November. Retroactive approval would allow the Town to close out the contract for remodeling the Rec Center – minus the 10% we are holding back until subcontractors finish their work.
- **MRF Contract for Refrigerant Recovery.** Contracting to remove refrigerant from appliances and automobiles will allow the MRF to strengthen compliance of state environmental standards and allow staff to sell those items as scrap, rather than paying to dispose of them as trash. We request a motion to approve the contract with Gary Beeksma.
- **Affordable Housing Advisory Committee.** If you approve the appointment of Gwen Smith Patterson, that would bring committee membership to 13 (with one member on leave of absence). Bylaws do not place a limit on membership.
- **Harbor Commission.** Now that the Town Board has provided seed money to the commission, we recommend that you authorize the commission to spend funds on payroll, office expenses, and professional fees.
- **Ashland County Law Enforcement Agreement.** On a 4-1 vote Oct. 20, the county board's finance committee recommended allocating no money for the La Pointe Police Department in 2023. I will prepare a separate memo outlining potential actions that you can discuss in closed session.
- **eDispatches Paging System.** This is an annual renewal of an MOU that allows the Town's volunteer firefighters and EMTs, and other key individuals, to receive dispatches directly to their mobile phones.

#### 4. Follow Up on Previous/Ongoing Projects

- **Big Bay Town Park Accessibility Study.** Ben Schram, Ray Hakola and I met Oct. 18 with Brad Volker and Brady Webster of Cooper Engineering. We walked the site, examined potential locations of new access to the lagoon and beach, and discussed potential configurations. They are developing three of the most feasible alternatives.
- **Harbor Commission.** Continue to supply information and assistance to commission president Michael Childers.
- **Erickson Land Swap.** Continue working with Ed Schaffer to prepare paperwork and process required to rezone fragment of existing Town parcel to R-3. Once that goes through public hearing and TPC, Town will be able to complete land swap that was approved at Annual Town Meeting on April 21, 2021.

#### 5. Grant Report

- No updates.

#### 6. Lawsuits/Legal Issues

- No updates.