

MEMO

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

DATES COVERED IN REPORT: Nov. 8-18, 2022

1. Accomplished/Completed

- **Payroll Coordinator.** Jamie Murray has begun work. She is training with Barb Nelson on the Workhorse payroll software modules, to bring functions in-house. We are awaiting delivery of Jamie's computer and will be shifting desks and office space around in Town Hall.
- **Liability Insurance.** Renewal paperwork and updates are completed and submitted.

2. Coming Up

- **Thanksgiving.** Town Hall will be closed on Thursday and Friday, Nov. 24-25.
- **Comprehensive Plan Workshop.** The workshop with the Comprehensive Plan Steering Committee and Town Plan Commission is scheduled for Thursday Dec. 15 at 4 p.m.
- **Christmas Eve, Christmas.** These holidays fall on a Saturday-Sunday; under the personnel policy, the Town will observe them on Friday Dec. 23 and Monday Dec. 26.

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 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 Beekma.
- **Budget / Tax Levy Meeting.** Barb and I are preparing the Budget Book around the "Option 3" budget recommendation you adopted on Nov. 17. We'll include information on property taxes being levied by the Town and other taxing bodies, budget spreadsheets, narratives, project updates, department heads' reports, and Town government basics. Let me know if there is something specific you want to include.
- **Vantage Flex Rollover.** Currently, the Town allows employees to roll over up to \$500 of unused Section 125 funds from one calendar year to the next. The IRS has increased the allowable rollover to \$610. Do you want to change Town policy to increase the allowable rollover to \$610?
- **Ashland County Law Enforcement Agreement.** Our attorney and I have a video conference on Monday Nov. 21 with Department of Revenue officials. We will try to persuade them to restore their original Oct. 26 decision and shift \$135,000 from the County levy to the Town levy. At no additional cost to Town property tax payers, this would restore \$135,000 to the Town for law enforcement coverage, which the Ashland County Board eliminated on Nov. 15. Depending on the DOR's response, we can go into closed session to discuss potential legal action.

4. Follow Up on Previous/Ongoing Projects

- **Affordable Housing.** Jerrell Harris and Nicole Solheim from Cinnaire Solutions visited Nov. 16 and assessed potential sites. Their preferred location is Town-owned land off Big Bay Road, adjacent to Capser Trail.

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Initial: dg

- **ESB.** We received a check for \$2,297.39 from Wendel for compressor replacement costs. Brown Plumbing still owes us \$1,500.00. In addition, Brown and Johnson Controls still have not connected the Metasys equipment.
- **Part-Time Police Officer.** Kelly Schultz has cleared his employment screening and will begin Dec. 1, as authorized.
- **Town Employees as EMTs Policy.** I continue working with von Briesen to develop a policy compliant with wage-and-hour laws.

5. Grant Report

- No updates

6. Lawsuits/Legal Issues

- No updates, pending closed-session discussions regarding law-enforcement funding.

7. Other Information

- **Energy Committee.** The committee received the microgrid scoping study from Xcel Energy. The study estimates capital equipment costs at \$307,700 to create a self-sustaining microgrid connecting Town Hall, the clinic, and the library. This is about 50 percent higher than the rough estimate provided by muGrid Analytics in the previous feasibility study. Committee members are recommending that the Town apply for a Wisconsin Energy Innovation Grant, which can cover up to \$250,000 for energy storage systems. This recommendation can be on the Dec. 13 agenda. The committee is also looking into other financing opportunities.
- **Zoning Administrator.** Ed Schaffer is out of the office, recovering from surgery.