

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: July 5, 2019

DATES OF REPORT: June 22, 2019 through July 5, 2019

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Big Arns/Brians Roads
- Chapel Project/Committee
- Cell Tower
- Updating Ordinances
- Dock Project
- Personnel Matters
- Oasis Services' Implementation

3. Town Board Agenda – Information/Comments

- Contract for Dock Project. The July 9, 2019 agenda will have the dock project on it. I spoke with SmithGroup staff on 6/19/19 and they completed their research on WrenWorks, the low bidder for the project. Based on research and discussions with references, SmithGroup is recommending that the Town proceed with the WrenWorks contract once the budget is approved. The Town Board could consider scheduling a workshop prior to the 7/9 meeting to discuss funding for the dock project if more information is needed prior to considering the project on 7/9/19. We have sixty days from the bid opening to contract approval with WrenWorks, which is July 28, 2019; otherwise the bid becomes invalid. You have received a copy of the draft contract. Please let me know what information you need in order to proceed with this project.
- Grant Policy – Second read.
- Debriefing Policy – Second read.
- Amend Ordinance 425-35 to Allow 2-hour Parking on Main Street.
- Clerical Assistant job description. Changes based on Dorgene's performance evaluation and changes to her work responsibilities.
- Propane contract. See separate memo.
- Parks # Proposed Wage Increase. Ciara Wiggins' hiring was approved by the Town Board on March 12, 2019 at \$14.00 per hour. She has been doing a good job in her position. Ben proposes that she receive a \$.50 per hour wage increase effective July 10, 2019 for the remainder of her employment with the Town.

4. Follow Up on Previous/Ongoing Projects

- Barb and I are both spending time on the Oasis implementation. Barb is working with Oasis to process the first payroll run July 3. I am working with them on the Human Resources component of our contract with them. This includes the employee hiring and termination process. I expect that we will have some procedural changes and some changes in the forms we use as we move forward. There are tremendous opportunities for training available to our staff on line!

5. Grant Report

- The Town has \$6,000 left unspent from the Wisconsin Coastal Management Program grant for the preconstruction work for the dock project. They will extend the grant for us to 12/31/2019 so we can spend the remaining funds.

6. Lawsuits/Legal Issues

- Nothing new to report. The attorney will continue to update us on next steps.

7. Comments/Other Information

- I have not received any response from Bad River regarding their property on Madeline Island and emergency services.
- Wheel loader. McCoy does not offer one-year leases. They are in the process of working up the cost of a two-year lease. We will provide you with that information as soon as we receive it.
- AT&T Cell Tower. I continue to work with this project in an attempt to get the tower construction moving forward. Verizon did exercise their right of first refusal, so now we must address the conditional use permit requirement in our ordinance. The parcel that the new tower will be placed on has a conditional use permit for the existing tower, so I am working with Ric Gillman and the Town's attorney on the legal interpretation of whether we again must go through the conditional use permit process or not.
- ESB Construction. The next step is to do a survey of the construction site, which will happen after Five Bugles receives proposals. I continue to work with the insurance adjuster to clarify what it is that they will require in any final bid documents in order to determine what the Town's settlement will be.
- Cemetery. Nelson Surveying will be setting the corner stakes on the new sites added to the cemetery and the existing unoccupied sites. They will work with the sextons to prepare final maps. Dorgene will still have some research to do to clarify who is buried where but going forward the Town will have a much better record for the cemetery.
- Ashland County Housing Committee. See email I distributed regarding this committee and the HRA Director's recommendation.
- Xcel Tree Trimming Email. See email I distributed regarding this matter. I have asked Mike Bebeau to provide us with more information by the July 9 Town Board meeting.