

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: July 19, 2019

DATES OF REPORT: July 20, 2019 through August 9, 2019

1. Accomplished/Completed

2. Coming Up/Working On

- Budget
- Fire Recovery/Rebuilding
- Big Arns/Brians Roads
- Cell Tower
- Updating Ordinances
- Dock Project
- MRF Operational Analysis
- Personnel Matters
- Oasis Services Implementation

3. Town Board Agenda – Information/Comments

- 2020 Budget schedule. See attached to this report. Please consider approving the schedule for 2020.
- Tower Conditional Use Permit. The Town's Mobile Tower Siting Ordinance (Chapter 322) presently requires that any application to construct or modify a cell tower go through the conditional use permit process. There will be a public hearing on the AT&T tower installation on Monday, August 12. Town Board members must either attend the public hearing or sign an affidavit that they watched the meeting video in order to vote on the issue. Just as a reminder, this will be a 100 plus foot tower that will provide dramatically increased cell coverage to the Island along with the tower that is being constructed at Red Cliff and will support the national FirstNet system for emergency services communication. The Town Board will consider approving the conditional use permit on August 13. The permit will then be issued 45 days after the Town Board's decision. An AT&T representative will be on the phone for any questions at the public hearing.
- Final Emergency Services Building Plan. Robert Krzyzanowski, Director of Emergency Services for 5 Bugles, will give a presentation to the public at 5:00 p.m. on Tuesday, August 13, after which the townspeople will vote on whether to construct the building or not. The Town Board in its scheduled meeting will then vote regarding proceeding with the structure or not along with approving the final plan that was presented earlier in the evening.

- Resolution to hire Max Lindsey as Town's attorney. The Town has previously appointed the attorney to represent the Town through resolution. Micaela will have a resolution ready for your consideration.
- Critical Incident Debriefing Policy. The Town Board can consider adopting a policy regarding critical incident debriefing for staff and volunteers. It has been reviewed and approved by Ambulance Service, Fire and Police.
- Outdoor and Refuse Burning Ordinance - First Read. You received a copy of this ordinance. It has been distributed to all Department Heads, and I have asked the Fire Chief to both distribute it to Fire Department and comment on it at the 8/13/19 meeting.
- Mobile Vendors on Town Property. Please see the Town Plan Commission's recommendations.
- Amendment to Ordinance Chapter 220. Please see separate memo.
- Dissolve Chapel Committee. The Chapel Committee voted to dissolve the committee effective 7/31/19, as the committee's work is done. The Committee was appointed by the Town Board and so the Town Board must approve its dissolution.
- Propane contract – The Town Board wants more information about the allegations regarding the Town's propane tanks. I have copied the Town Board on an email sent to the inspector that covers this region of Wisconsin and have not received a response.
- MRF Operational Analysis – Please see separate memo.
- Housing Committee Purpose and Charge – The Town Board previously voted to form a Housing Committee. There are volunteers who have signed up to be on the Committee. What is the purpose and charge of this committee as assigned by the Town Board?
- Agreement with MIFL on Town Dock Project funding – I anticipate MIFL approving the agreement, however I have not yet received a signed copy – if I do, I will distribute.
- County Garage Renovation – The Town Board previously approved spending up to \$80,000 on renovation of the county garage. The Town had a contract with C & S Design for up to \$6,000 to do the engineering and bid documents. The Town previously advertised for the project, however received no bids. Unless the Town Board directs otherwise, Nick and I planned to republish the request for bid in September. The Town is required by law to take the lowest responsible bid and can also refuse any and all bids.
- Selling Items at Big Bay Town Park. Please see my and Ben's memos.

4. Follow Up on Previous/Ongoing Projects

- ESB Construction. You will receive an update on Tuesday August 13 and will consider whether or not to proceed with construction after the vote of the townspeople to be held at 5:00 p.m.
- MRF Operational Analysis. Please see separate memo.
- Dock Project. I have distributed notes from a telephone conference held on August 6.
- Big Arns/Brians Roads. Please refer to Keith's updated report.

5. Grant Report

6. Lawsuits/Legal Issues

- Nothing new to report as of 8/9/19. I have twice emailed Mr. Roman requesting an update and have received no response. I will provide a separate memo with any updates I receive after that date.

7. Comments/Other Information

- Services to Bad River. I have not received any response from Bad River regarding their property on Madeline Island and emergency services. Please see memo regarding my discussion with the Bad River Facilities Manager. I did have a telephone call from Brian Mayotte, Bad River's CEO, on 8/7/19, and told him we would like to have a written agreement put in place regarding emergency services. He also told me that they will only be renting two cabins this year and hope to have more available next year. The campground plans are still in the initial stages.
- Recognition for Ashland County work on Big Arns/Brians Roads. Keith recommends that the Town Board recognize in some fashion the support the Town is receiving from Ashland County. Emmer is going above and beyond the call of duty as is the County Zoning Administrator to drop everything he was doing to conduct the wetlands delineation. One option for recognition may be a letter from the Town Board to the Ashland County Board.
- Town Projects are Beginning. There has been one preconstruction meeting for the dock project already, and we will be holding more in the next few weeks. This project is scheduled to start right after Apple Fest, however there may be staging on the Island prior to start. I will continue to keep you informed with notes from each meeting, and I will be talking with Micaela how best to keep the public informed on a regular basis as to the work that is going on and any restrictions on dock traffic. We anticipate the request for bids on the ESB to go out around September 1 and have a contractor in place by October 1. These projects and the budget are going to take up the vast majority of my time, so other projects and assignments may go by the wayside until these projects are completed. Thanks in advance for your understanding that we can only do so much, even though there is so much to do.