

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: October 4, 2019

DATES OF REPORT: September 21, 2019 through October 4, 2019

1. Accomplished/Completed

2. Coming Up/Working On

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

3. Town Board Agenda – Information/Comments

- Hire as Public Works Director. See separate memo.
- Hire Pete Wiggins as Road Foreman. See separate memo.
- Hire John Maday as Temporary General Laborer. See separate memo.
- Hire Paul Goetsch as a Temporary Truck Driver. See separate memo.
- Enbridge Letter. Please review the amended draft letter distributed and recommend any changes.
- Consider Resolution Regarding Building Inspection Fees. The building inspection fees have been raised, and the Town Board must approve them.
- Amend Contract with Building Inspector to Include Fees. The fees attached to the 2007 contract are not the most current fees, so the Town Board will consider an amended contract with James Price.
- Ambulance Service Sponsorship Agreement Amendment. See separate memo.
- Wisconsin DNR Forest Fire Protection Grant Award. See separate memo.
- Budget Split for New Emergency Services Building (ESB). Barb requests that the Town Board approve any split of utility and other expenses in the new ESB. I recommend that the utility and other building expenses be split evenly between Police, Fire and Ambulance Service.
- Cornerstone Amendment. See separate contract amendment.

4. Follow Up on Previous/Ongoing Projects

- ESB Construction. Bids are due on October 7 and will be opened at the Special Town Board budget meeting that evening. Staff from Wendel will be here to assist in handling the up to six different bid categories. They will take the bids with them to do the due diligence required and will recommend contractors in each of the six areas by October 14. Contracts will be awarded at a special Town Board meeting on 10/15/19.
- Dock Project. Work is scheduled to begin on 10/7/19. Wren Works will close off 7 feet of the northern side of the dock for the construction. Once they are here, we will text out information to the public on moving on and off the dock.
- Big Arns/Brians Roads. Almost done!! See the Interim Public Works Director’s report.

5. Grant Report. See below regarding dock parking lot/access proposed project.

6. Lawsuits/Legal Issues

Town Board members have been advised of updates.

7. Comments/Other Information

Proposed Dock Parking Lot/Access Project. If you have been on the parking lot/driving lanes for the dock anytime recently, you are aware that there are a number of sinking areas under the blacktop. These areas of concern must be addressed. I have spoken with SmithGroup, and they will be sending a proposal to explore and engineer those areas to see what the issues are and the best way to fix them. The State has a Multimodal Local Supplement (MLS) program grant available that would cover up to 90% of the cost of the work. As soon as I get the contract from SmithGroup, I will bring it to the Town Board for consideration.

Upcoming Town Board Meetings

Monday	10-07-19	5:00 p.m.	Open ESB bids Roads/Parks
Tuesday	10-08-19	5:30 p.m.	Regular Town Board meeting
Thursday	10-10-19	5:15 p.m.	Committees, Airport, Dock
Monday	10-14-19	5:15 p.m.	Fire, Ambulance, Library, Health Center, Cemetery
Tuesday	10-15-19	5:00 p.m.	Award ESB contracts
Weds	10-16-19	5:15 p.m.	Police, TPC, MRF, Community Awards Committee
Thursday	10-17-19	5:15 p.m.	General Government