

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: September 6, 2019

DATES OF REPORT: August 24, 2019 to September 6, 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

- Public Works Reorganization. See separate memo.
- Amendment to Ordinance Chapter 220: Cemetery. I have not received any more information from the state. I sent a follow up email on 8/21/19 and 9/5/19.
- Policy on Corporate Donations. Draft distributed for your review and edits.
- Clayton and Clair Douglas Industrial Lot Lease. Industrial lot #8.
- Contract with Intertek-PSI for Soil Borings at the Emergency Services Building Site. PSI will do the soil borings required for the new ESB.
- Letter to Enbridge. Please review and let me know what changes you want made.
- Chequamegon Bay Housing Study. I think it would be a good idea for the Town to contribute to this effort and for someone to attend the meeting on 9/16 (I volunteer if no one else is interested/available). I can serve as the contact person for the study and get any information to the Town's Affordable Housing Committee. The information from this study will be very helpful to the Committee as they move forward with their work.
- Outdoor and Refuse Burning Ordinance - Second 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. The draft is based on a model ordinance recommended by the Wisconsin DNR. Attorney Max Lindsay made one change on the definition of campfire.

4. Follow Up on Previous/Ongoing Projects

- ESB Construction. See separate memo.
- MRF Operational Analysis. Workshop item.
- Dock Project. A preconstruction meeting was held on Thursday, August 22. I am waiting to receive the construction schedule. More information to follow.
- Big Arns/Brians Roads. Work is proceeding at a rapid pace on the roads. All trees were removed from the ROW with Greg Nelson's and Brian Nelson's assistance, and culverts are going in. Emmer is still waiting on the DNR permit and is working around those areas until he receives the permit.

5. Grant Report

6. Lawsuits/Legal Issues

Attorney Michael Roman will be available by telephone at 6:15 p.m. for the closed session.

7. Comments/Other Information