

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: September 20, 2019

DATES OF REPORT: September 7, 2019 through September 20, 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

- Presentation of Check from Chamber of Commerce. This donation is the result of the Bill Nelson Memorial Golf Tournament. I ask that you move this to the front of the agenda.
- Steve Waken Resignation. Steve is leaving Town employment at the end of October. His position is year-round, half-time. We will request posting for a position that will include his former responsibilities in the near future.
- Open Bids for County Garage. We expect to receive some bids this time around.
- Hire Full-time General Laborer. See separate memo.
- Cemetery Plat. The cemetery plat has been changed, so it must be approved and filed. The Town Plan Commission approved the plat on Wednesday, 9/18/19. The Town Board will consider it. If approved, it goes to the Ashland County Zoning Committee and the County Board for their consideration. Once it is through that process, it is filed with the county. Note that 9 blocks of 8 plots each, or 72 total plots, were added to the cemetery.
- Passenger Shelter Proposal. See separate memo. No action is required at this time.
- 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.
- Estimate for Overfull Tanks. It is my understanding that La Pointe Gas filled all the Town's propane tanks last week.

- Corporate Donations. You will receive a monthly report from Barb of any corporate donations made to the Town. Checks will not be cashed until the Town Board has met and reviewed Barb's report.
- Letter to Enbridge. Please review and let me know what changes you want made.
- Great Lakes Alliance Expense. The Town did not budget in 2019 for any expenses related to this organization – expenses were reimbursed in 2018. Please consider approving reimbursement for travel and meal expenses for Town government attendees in 2019 as per the Town's policy. Please also decide whether expenses should be included in future budgets.
- MRF Operational analysis. The Town Board will discuss how to form a working group to further examine the operational analysis.
- 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. Be aware that the DNR website states burning is only allowed between the hours of 6:00 p.m. and midnight for covered barrels, debris piles less than 6 x 6 x 6 and wooded/grass areas less than one acre when the fire danger is low.
- Letter regarding Sidewalk. A Town Board member asked that this letter be on the agenda.

4. Follow Up on Previous/Ongoing Projects

- ESB Construction. A bidder's meeting will be held on the ESB site at 12:15 p.m. on Monday, September 23, 2019. 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. Attached is the construction schedule, a list of subcontractors and a list of suppliers for your information. Work is scheduled to begin on 10/7/19.
- Big Arns/Brians Roads. Work is proceeding at a rapid pace on the roads. Emmer has committed to his staff completing the work. As of 9/19/19, there is one more day of construction, then about two weeks of hauling gravel. The roads should be totally completed by the second week in October.

5. Grant Report

6. Lawsuits/Legal Issues

Town Board members have been advised of updates.

7. Comments/Other Information

We are all working feverishly on the budget, however it is important to understand that this coming budget will be like no other. We will have many unanswered questions and will

have to make many changes as information comes available to us. We are all doing our best in a situation we have never experienced before.