

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: December 27, 2019

DATES OF REPORT: December 7, 2019 Through December 27, 2019

1. Accomplished/Completed

2. Coming Up/Working On

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

3. Town Board Agenda – Information/Comments

- Hire Temporary Road Crew/Heavy Equipment Operator. See separate memo.
- Industrial Lot 2 Lease with Evan Erickson. See lease with separate cover memo.
- Hire MRF Part Time Seasonal Employee. See separate memo.
- Insurance. We are waiting for a final quote from Gladfelter on the 2020 insurance for the Town. I will distribute it as soon as I receive it.
- Emergency Services Award Program. See separate memo.
- Construction of ESB. We will provide you with more information prior to the meeting. Folks from Wendel will be on the phone for a portion of the meeting.

4. Follow Up on Previous/Ongoing Projects

- Dock Project. Wren Works completed the majority of their planned work for this winter. They intend to come out once there is an ice road to trim/even the sheet pilings. Once ice is broken in the spring, they will barge over the rocks needed to fill the addition and the sawtooth.

5. Grant Report.

See above.

6. Lawsuits/Legal Issues

Town Board members have been advised of updates.

7. Comments/Other Information

- The Town Hall will be closed on Wednesday, New Year's Day.
- Barb will be out of the office January 16 through 27, 2020.
- Micaela will be out of the office January 13 through 23, 2020. I will cover the 1/14/20 Town Board meeting.