

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: January 10, 2019

DATES OF REPORT: December 28, 2019 through January 10, 2020

1. Accomplished/Completed

- Secured an insurance provider for the Town.
- Town Hall staff determined projects for 2020.

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

- Industrial Lot #2 Lease with Evan J. Erickson. This lot was formerly leased by Superieur Petrol. Evan wants to take over the lease and will still allow Superieur Petrol to park their truck there.
- Construction of ESB. Folks from Wendel will be on the phone for a portion of the meeting in closed session. I hope to have information from them by Monday afternoon – they will walk you through where they are at with cost reductions. Barb is preparing some additional information that will show you the budget impact of options and will provide you with this information prior to the meeting.
- Greenwood Cemetery Maintenance contract. This is the same contract the Town has entered into with Waggle for cemetery maintenance. We have again increased the payment for services in anticipation of what the Town will be charged by any future service provider.
- Cemetery Ordinance suggested changes. Please see separate memo.
- Clarification of Cemetery Fees. A change to the Cemetery fees is recommended to clarify what the \$50.00 fee for cremains burials is for.
- Volunteer First Responder Housing Act Resolution #2020-0114. The Affordable Housing Committee recommends that the Town Board pass a resolution supporting this bill.
- Road Crew Job Posting. Please consider approving the posting to fill the Road Crew open position.

4. Follow Up on Previous/Ongoing Projects

None.

5. Grant Report.

None.

6. Lawsuits/Legal Issues

Town Board members have been advised of updates.

7. Comments/Other Information

- Micaela will be out of the office January 13 through 23, 2020. I will cover the 1/14/20 Town Board meeting.
- Barb will be out of the office January 16 through 27, 2020.
- You have received copies of the 2019 Town Hall staff projects with indications of what has been completed. You also received a copy of Town Hall staff 2020 projects. Please let me know if you have any questions.
- The ITV/UTV/snowmobile signs posted by the Island club have been/are promised to be taken care of. I have forwarded the letter received from the club to the Ashland County Highway Commissioner for his information.
- The Town's new insurance agent Nathan Pelewski was on the Island on Wednesday 1/8/20 and Thursday 1/9/20 to gather information and hear about Town owned properties, vehicles and equipment, and to assess potential for reducing insurance costs and liability. He will be reporting his findings to the Town Board in the near future.