

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 6, 2020

DATES OF REPORT: February 22, 2020 through March 6, 2020

### **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
- Emergency Operations Plan

### **3. Town Board Agenda – Information/Comments**

- ESB Plan Approval. Sarah Schram, Rick Reichkitzer, Jay Wiltz, Alan Hardie, Red Eldred, Bill Defoe, Jim Patterson, and Mike Anderson will meet with Robert Krzyzanowski from Wendel to do a final review of the modified ESB plan on Monday 3/9. Cindy Dalzell will be absent due to a family issue but will be given the opportunity to review the plan and information prior to the meeting. I will prepare a written report of the 3/9 meeting and distribute it for the Town Board's information.
- Sell Town Car. Andy recently inspected the Town's Ford Escape and found it wouldn't be cost effective to continue use of the Escape as a reliable asset for the Town. The projected repairs include front brakes, rear wheel bearings, alternator, exhaust pipe and flex tube, and front ball joints. I request that the Town Board approve selling it with this spring's sale of other Town equipment.
- Windsled Funding Draft Letter. See distributed draft for the Town Board to consider sending to both Ashland and Bayfield counties.
- Pete Wiggins Vacation Extension. See separate memo which will be distributed on Monday.

### **4. Follow Up on Previous/Ongoing Projects**

## **5. Grant Report**

- The Wisconsin DOT Multimodal grant awards were announced on Wednesday. The Town applied for funds to fix the entrance/exit to the dock that is being undermined by high water. Unfortunately, the Town was not awarded a grant. The towns of Port Wing in Bayfield County and Morse in Ashland County received town grants. One of the goals was to spread the money across the state evenly, with counties, cities and towns as separate categories. Of the 1600 applications, 152 were funded, with 84 of those being towns.

## **6. Lawsuits/Legal Issues**

- Town Board members have been advised of updates.

## **7. Comments/Other Information**

- I will be on vacation beginning March 24 and will return to the office on April 3. I will be absent from the March 24 Town Board meeting but will have everything prepared for the meeting prior to my leaving. I will have access to and will monitor my email while I am away. Barb will be acting Town Administrator while I am out of the office.