

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: June 5, 2020

DATES OF REPORT: May 23, 2020 through June 5, 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
- Emergency Operations Plan
- COVID-19

3. Town Board Agenda – Information/Comments

- Waterfront Sidewalk. The property owners have requested that the Town surrender the easement – see separate resolution.
- Process for Hiring Town Administrator. See separate memo.
- Schedule Town Meeting. I am requesting that the Town Board schedule a Town meeting for two reasons: 1) to vote on the construction of the passenger shelter; and 2) to provide an opportunity for the Town Board to provide information about the ESB construction and for the Townspeople to ask questions in an attempt to quell the ongoing questions submitted for public comment.
- Hire MRF Assistant. See separate hiring request, which you will receive on Monday June 8.
- FF Grant application. The Fire Department requests to apply for a DNR Fire Fighter grant program application for an amount of not more than \$20,000, with a 50% match (\$10,000) required by the Town. The application will be for PPE and equipment required for fighting wildland fires.
- Dock Project. As of Wednesday, June 3, 2020, we anticipate that Wren Works will complete the last concrete pour on Thursday, June 4 and will finish touch-up painting. They intend to clear out all their equipment and be off the Island by Friday. They must then provide information to SmithGroup showing that they have completed the punch list of items. Wren Works, SmithGroup, the Town (Ben and me) and MIFL will do a final walk-through before Friday, June 15, after which Wren Works and SmithGroup will request final payment. The Town Board may want to consider along with MIFL some sort of ribbon cutting or opening of the new area.
- Dust Abatement. Decision requested by Town Board as to whether the Town implements dust abatement on identified Town roads in 2020 or not. The Class 1 notice has been posted; it is recommended that if the Town Board does want to proceed, that the contract expenditure be not more than \$24,500.

- Ordinance 205 – Building Construction Revision. The State of Wisconsin made some changes to the electrical code requirements that require changes to the Town’s Building Construction Ordinance. See separate memo and Ordinance changes.
- Prioritize Town Projects. John Carlson and Mike Anderson asked to discuss Town projects remaining in the 2020 budget to consider reprioritizing. Be advised that the only projects remaining on the table at this point are Joni’s Beach (\$33,000 budgeted), dust abatement (\$30,000 budgeted), replacing culverts where most needed, and the County coming to pave some of the culvert replacement bare spots. The Whitefish bathrooms (\$3,000 budgeted) were completed and the Waterfront Sidewalk was taken out (\$22,000 budgeted, about \$2,000 spent). Ben will provide you with more information at Tuesday’s meeting.
- Police Officers Working as EMTs. Please see separate memo.
- Request to Reduce Nonmotorized Vessel Permit Fees. Ed Kale has requested that the cost of NMV permit renewals be cut in half this year due to the pandemic. Mr. Kale has already paid for his \$30 NMV permit to operate his business out of Big Bay Town Park. He has not yet purchased the individual stickers for storage of each of his vessels; last year he purchased stickers for 8 vessels at \$25/vessel totaling \$200. Know that all who store their vessels at the park pay \$25 for the privilege to leave each vessel there – there are 61 private individuals who store their vessels along with Mr. Kale, Bog Lake Outfitters and Adventure Vacations who also purchase the \$30 permit to operate their businesses out of the park. If the Town reduced the cost of the stickers purchased for storage, we would need to reimburse everyone who has already paid and notify those who have not yet paid (sticker purchases are due by June 30, 2020). Mr. Kale is requesting a reduction based on his speculation that he will have less business due to the pandemic. I recommend not reducing the cost of the NMV permit or the stickers. If Mr. Kale believes he will have less business this year, he can choose to purchase less stickers and have less vessels stored at the park to reduce his expenses.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of updates.

7. Comments/Other Information

- The preconstruction meeting for the ESB was held on June 2, 2020. All contactors who are involved with the project attended the meeting either in person or via Zoom. Mark from Wendel ran the meeting. The meeting was mostly about scheduling work, scheduling meetings, rules on the job site, pay request expectations, etc. One of the issues that came up was parking for workers – we may need to use the Casper Trail site and maybe parking on Rice Street as well. Ordinance 425 allows parking on the west side of Rice Street during the day. At least weekly construction meetings will be held, and either Ben or I will attend. All should be advised that for safety reasons, the job site will be a hardhat closed site – entrance to the site by anyone who is not working for one of the contractors must be approved in advance by the Project Manager Tim Gagner.
- Regarding the dock project, MIFL submitted a letter to me dated May 29, 2020 regarding concerns they have about payments made or scheduled to be made to Wren Works. SmithGroup and I discussed the concerns in a phone call on 6/3/2020. SmithGroup is preparing a written response with supporting documentation regarding the MIFL concerns. I will distribute all the information for the Town Board’s information prior to considering final payment to Wren Works and SmithGroup.