

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 7, 2020

DATES OF REPORT: January 25 through February 7, 2020

### **1. Accomplished/Completed**

- Barb and I completed and submitted the Fire Department and Ambulance service award program information and payments for 2019.

### **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**

- Comp time for Evan R. Erickson. Please see separate memo.
- ATC Specialized LLC Contract Extension. This is regarding rescheduling the grader training originally scheduled for last fall.
- Transfer of Airport Hangar Lease and Lease Approval. Superior Shores, LLC has been purchased by the Sievers family from Bill Stout. The Town Board is asked to approve the hangar transfer of lease and new lease with Superior Shores, contingent upon receiving the Certificate of Insurance from Superior Shores.
- Posting for MRF Attendant I position. I will provide more information about this agenda item on Monday, February 10.
- Reject all bids received on 10/7/19 and 12/10/19 (Contracts #02, 03, 04, 05 and 06). The redesign will be presented to the committee as soon as it is completed. Once the committee finalizes the redesign, it will be brought to the Town Board for consideration.
- Place a hold on the current Site/Utility Construction Contract No. 1 with Nelson Construction dated 10/30/19. Once the redesign is completed, Nelson's contract will be amended by Change Order to adjust the contract schedule and any changes in scope necessitated by the redesign.
- 2020 Assistance to Firefighters Grant Program Memorandum of Understanding. See separate memo.

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

### **5. Grant Report**

- A banking manager from Bremer Bank recommended to Carol Neubauer that the Town might consider submitting a grant application to the Otto Bremer Trust for funding for the ESB. I have contacted the Bremer Trust program manager for our region to discuss the possibility of funding. The next grant cycle requires grants to be submitted by March 31, with awards announced in August of 2020.
- The Fire Department and Ambulance Service are requesting to be part of a regional application to the federal Assistance to Firefighters (AFG) grant program as described in a separate memo.

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

Town Board members have been advised of updates.

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

- The Town received information from the FAA that the 148<sup>th</sup> Fighter Wing, Minnesota Air National Guard will be training in airspace that includes above Madeline Island during the weeks of August 9-22. The training will be not more than 5 hours per day during Monday through Friday daytime hours and will not exceed 14 days total. Paul Wilharm will be notified 4 hours in advance of each training exercise so he can issue NOTAMs to advise any pilots in the area of the airport.
- The Red Cliff communications tower is operational. There have been some complaints about AT&T service not being improved – this may be due to topography/signal angles, as the two towers are designed to work together to improve service. AT&T is waiting to receive approval for 140 feet from the FAA to begin construction on the Madeline Island tower.
- Thanks very much to Officer Richard for taking the initiative to get the Island's stray dog captured and brought somewhere where he can be taken care of!