

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 21, 2020

DATES OF REPORT: February 8, 2020 through February 21, 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

- Airport Six-Year Plan. Any municipality with an airport is required to submit a six-year (long-range) plan, called the Statement of Project Intentions, to the Wisconsin Bureau of Aeronautics (BOA) each year. This assists in planning for requests for funding from each airport. Paul Wilharm and I reviewed the Town's plan and recommend the changes as listed in the Statement of Project Intentions.
- Airport Six-Year Plan Resolution. The BOA also requires each municipality's governing body to pass a resolution approving the Statement for their community. You have received a draft of the Six-Year Plan and the resolution for your consideration.
- Post for Summer Parks Staff. Please approve posting to fill the following positions. The summer staffing plan is described in detail under #7 below.
  - Parks #1
  - Parks #2
  - Parks #3
  - Campground host #1
  - Campground host #2
  - Campground Assistant
- Parks Summer Job Description Changes. You have received copies of changes to Parks 1,2,3, and 4 job descriptions for your consideration.
- MRF Work Group Draft Survey and Expense. See separate memo. Michael Childers, chair of the MRF Work Group, will attend the Town Board meeting to discuss this with you.
- MRF job description. An updated job description for the MRF Attendant was distributed for your consideration. Hiring for the position may be on the next Town Board agenda.
- Dissolve Inactive Town Committees. The Town has four committees that are inactive - two of those committees have never met. The Town Board may consider doing away with the four committees. There are also three committees that need additional members. You received this information under separate memo.

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

#### 5. Grant Report

#### 6. Lawsuits/Legal Issues

Town Board members have been advised of updates.

#### 7. Comments/Other Information

- Ben put the following schedule together for the summer hires:
  - **Parks #1**
    - Start Date 4/27 – End Date 10/25
    - Full time 40 hrs. per week @ \$18.00
    - Not to exceed 1040 or 1080 hrs. spring/fall weather dependent
    - Approved budgeted hours 1340 – ***potential savings of 300 hrs. @ \$18/hr. - \$5,400***
  - **Parks #2**
    - Start Date 5/4 – End Date 10/25
    - Full-time 40 hrs. per week at \$15.75
    - Not to exceed 1,000 or 1040 hrs. fall weather dependent
    - Approved budgeted hours 1340 – ***potential savings of 300 hrs. @\$16/ hr. - \$4,800***
  - **Parks #3**
    - Start Date 5/6 – End Date 10/25
    - Part-time max. of 24 hrs. per week @17.00
    - Not to exceed 600 hrs.
    - Approved budget hours 680
  - **Camp Host #1**
    - Start Date 5/14 – End Date likely 10/18
    - Full-time 40 hrs. @\$16/hr.
    - Approved budget hours 850
  - **Camp Host #2**
    - Start Date 6/8 – End Date 9/10
    - Full time 40 hrs. @\$16/hr.
    - Approved budget 850 hrs.
  - **Campground Assistant**
    - Start Date 5/14 – End Date likely 10/18
    - Full time 40 hrs. @\$13/hr.
    - Approved budget hours 800

Barb reviewed Ben's plan and confirmed Ben's calculations. Many of the summer employees from last year are interested in applying for the same positions this upcoming summer.

- I have signed up to attend the Chequamegon Bay Area Economic Development Summit to be held at the Great Lakes Visitors Center on April 23. It is a free seminar. You have received the information as well.
- 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.