

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 20, 2020

DATES OF REPORT: March 7, 2020 through March 20, 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
- COVID-19

3. Town Board Agenda – Information/Comments

- Extend Parks 3 Posting. Please approve reposting the Parks 3 position until filled.
- Ice Rescue Letters. Please consider approving the Town Board Chair to sign both letters.
- Letter to Governor Evers. This letter is written to invite the Governor to visit the Island and see the results of state funding received by the Town. Please consider approving the Town Board Chair to sign it.
- Barbara With - Work for Public Arts Committee. Please see separate memo.
- Contract for Dock Shelter with C & S Design and Engineering. The Town received a grant of \$15,000 from the Wisconsin Coastal Management Program to construct a passenger shelter at the end of the Town dock. The Public Arts Committee is working on the design and construction of the project. Because the structure will be commercial, the Town must have architecturally engineered plans that can be reviewed by the Town's building inspector. The contract with C & S will not exceed \$5,000. The Town will have to look for more funding (grants, etc.) to complete the shelter. The structure must be approved by the Townspeople and put out for bid.
- Declare State of Emergency and Considerations for Town Operations During COVID-19. Please see separate memos regarding this information.

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