

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 20, 2020

DATES OF REPORT: April 10, 2020 through April 24, 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

- Hire summer staff.
 - **Parks #1 – Recommend hiring Dick Hardie.**
 - Start Date 5/4 – End Date 10/25
 - Full time 40 hrs. per week @ \$18.00
 - Not to exceed 1080 hrs. spring/fall weather dependent
 - *Approved budgeted hours 1340 – potential savings of 300 hrs. @ \$18/hr. - \$5,400*
 - **Parks #2 - Recommend hiring Ciara Wiggins.**
 - Start Date 5/4 – End Date 10/25
 - Full-time 40 hrs. per week at \$15.75
 - Not to exceed 1040 hrs. fall weather dependent
 - *Approved budgeted hours 1340 – potential savings of 300 hrs. @\$16/ hr. - \$4,800*
- Set Special Town Board meeting to open ESB bids. Wendel staff request that the bid openings be scheduled for Friday, May 15, 2020.
- Consider Contract with Nelson Construction for up to \$15,000. The Town Board held a special meeting on April 23, 2020 to discuss options for repairs and decided to proceed with only exploratory work at this point for up to \$15,000. Please consider approving the contract.
- Borrowing for Capital Projects. Consider approving the Town Treasurer to research rates for a capital projects loan not to exceed \$1,000,000.
- Town Administrator Salary. See separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- DNR Trail grant was submitted on April 21, 2020.

6. Lawsuits/Legal Issues

- Town Board members have been advised of updates.

7. Comments/Other Information

- COVID-19 Updates: On 4/20/20 Wisconsin's Governor released Order 31 – the Badger Bounce Back plan for reopening Wisconsin. At this point, the Safer at Home order is still in place until May 26. Both the Town Hall and the Ferry Line are getting lots of calls about folks wanting to come to the Island. I continue to give them information about the Safer at Home order being in effect until May 26, and that if they do come, they must quarantine for 2 weeks. I am hoping that island residents will continue to remind those people they know of the need to quarantine if returning to the island.
- All Town buildings will continue to be closed to the public except by appointment until May 26 unless the Governor updates the Safer at Home order. After May 26 or when the Governor moves Wisconsin to Phase One of resuming activities, Town government, including the Town Board will need to reassess operations. Phase One of the Governor's Badger Bounce Back Plan will include "allowing mass gatherings of up to 10 people; restaurants opening with social distancing requirements; removal of certain restrictions including retail restrictions for Essential Businesses and Operations; additional operations for non-essential businesses..." I anticipate additional information will be forthcoming. The second Town Board meeting is on May 26 (the day after Memorial Day), so this agenda item may be on the May 12 meeting Town Board agenda for discussion.
- Post offices in the Denver region of the U.S. have been instructed to return any census letters that are addressed to a street address. In Madeline Island's situation, that means most all census forms were returned. I spoke with our post office about this situation and have sent an email to the state coordinator for the state's census committees along with Representative Meyers and Senator Bewley to let them know of this glitch. While the mailing is only the first step in collecting census data, COVID-19 poses additional barriers to collecting Madeline Island census information. I will follow up to see if this situation gets addressed.
- The ESB bid information will go out on Monday 4/27. Bids will be due to the Town and are scheduled to be opened on 5/15 if the Town Board sets a special meeting on that date. If the bid totals are over \$2.75 million, the Townspeople will consider a new resolution to build the ESB on May 19 at the annual Town meeting to be held outside at the Rec Center.