

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 10, 2020

DATES OF REPORT: March 20, 2020 through April 10, 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

- Dock Approach/Parking Lot Repairs. See separate memo.
- Approve Contract with Dobson Elk River Construction for installation of the Chapel sidewalk. The work for this project was done in May 2019. Mr. Dobson was emailed contracts for the project two prior times but did not respond. In addition, due to a last-minute addition by Ted Michael to the sidewalk, the project went over budget. The Town received the bill in December 2019, and I submitted a second grant to the Michael Madeline Island Fund to cover the additional expenses. We hope to receive information regarding that grant at the end of April.
- DNR Trails Resolution 2020-0414. This resolution allows the Town Administrator to submit a grant for improving parts of the Big Bay Town Park trail at a total cost to the Town of \$6,310.84. The total project cost will be \$12,621.68, with the Wisconsin DNR grant, if awarded, to cover one half of the project cost.
- Firehouse Subs Public Safety Foundation Grant. Cindy Dalzell is working on behalf of the Ambulance Service to apply for an automatic chest compression device at a maximum cost of \$17,452.77. The maximum grant amount is \$16,000 – the Ambulance Service will use targeted donations for the remainder of the cost. See pictures on next page. The application is due by May 13.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

6. Lawsuits/Legal Issues

- Town Board members have been advised of updates/settlements.

7. Comments/Other Information

- Work on the dock project will be slow or not happening until the road restrictions come off. They are ahead of schedule, with the project scheduled to be done on May 31, 2020.
- Wendel had some projects put on hold, so they have more staff working to complete the ESB plan. Robert said he will be in touch to set up a few meetings in the coming weeks via Zoom. As of now, they are on track for the bid docs published by April 24th.
- Ben will be asking to hire Parks 1 and 2 at the 4/28/20 Town Board meeting with a start date of May 4. The Parks 3 position may be filled in mid-May. His plan at this point is to hire one Campground Host and the Campground Assistant to begin Memorial Day weekend. Even if the campground is not open, there is a lot of work that can be done to the campground – it is a great time to take advantage of it. However, we must also consider any anticipated drop in revenue depending upon when the campground can reopen.
- I have previously provided you with the information that the FAA approved the new cell tower at a height of 126'. I don't know when construction will start.
- We still have not received the state contract for the passenger shelter funding from the Wisconsin Coastal Management Program and will most likely not receive it for another month. Once received, the architectural/engineering work can get completed.
- COVID-19 Updates: On 4/8/20 Minnesota's Governor ordered sheltering in place until May 4, 2020. The peak day of the first wave of the virus in Wisconsin is estimated by one model to be April 13, 2020; after that date, reports of sickness and deaths are predicted to drop to 0 by mid-May. Governor Evers' current Safer at Home order is through April 24. Barb and I continue to monitor information as it comes to us.

Automatic chest compression device, also known as Lucas device.

