

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 8, 2020

DATES OF REPORT: April 24, 2020 through May 8, 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

- CARES Act Grant Operation and Maintenance Costs Agency Agreement. The CARES Act included funds for all airports. Major Gilbert airport has \$20,000 designated, requiring the Town Board Chair to sign the Agency Agreement. Ben and Paul propose that the funds be used for the following: salaries, utilities, pump-outs, sprucing up the terminal because of flood damage, holding tank risers/lids, topsoil for sod repairs, either stump removal or grinding, repair of runway lights and a new windsock.
- Fire Chief Appointment. On May 6, 2020 the Fire Department voted Rick Reichkitzer in as Fire Chief for another four years (through April 2024). Please approve his appointment.
- Reopen Town Government. See separate memo.
- Contract with Nelson Construction for Repairs to Dock Approach. Please consider approving this contract not to exceed \$15,000.
- Cemetery Ordinance Change. This change clarifies the process for transferring a grave site to another owner while the original owner is living.
- Accept Apostle Islands Area Community Fund – Michael Fund grant for \$1,300. This grant covers the remaining cost of the Chapel sidewalk. The cost was increased due to some last-minute modifications that increased the amount of cement used.
- Agreement with Gary Russell and Robin Trinko-Russell Regarding the Public Toilets on LeSueur Street. This is a yearly agreement with them to place the portable toilets on their property.
- Gene Nelson Hangar Lease. The hangar lease fee has not been paid for 2020; all other hangar leases are up to date. Bills were sent to Mr. Nelson on 1/24/20 and 3/24/20, with the second sent certified mail and signed for by Mr. Nelson on 3/25/20. Mr. Nelson has held a hangar lease since 2007; his

current lease is up in 2028. The leases' Default Clause, #10.A. found on page 5 of the lease, says as follows:

- *"A. Failure on the part of the Lessee, with the exception of the death or disability of the Lessee, to pay the rent hereunder within thirty (30) days after the same shall become due shall authorize the Lessor, at its option and without legal proceeding, to declare this lease void, cancel the same, and re-enter and take possession of the premises. In this event, Lessee shall have sixty (60) days to remove the building and all appurtenances thereto belonging to the Lessee or the property shall be considered abandoned. This is in addition to any other remedy Lessor has available under Wisconsin law. During the sixty (60) days allowed Lessee to remove the building at either the normal end or termination of the lease, the Lessee will continue to pay rent."*

There are others who are looking to lease hangars; Mr. Nelson has had more than a full month to pay the lease after receiving the final notice. I recommend terminating Mr. Nelson's lease due to nonpayment.

- Post for MRF Attendant Position. Ted wants to post again for the MRF Attendant position. Last time it was posted we had two candidates, one who we interviewed and one that we did not due to COVID lockdown. Ted decided to put hiring on hold at that time.
- Contract with South Shore Sand and Gravel for MRF Hauling. Ted has decided to contract for hauling demo with South Shore Sand and Gravel rather than self-haul. See his memo explaining his decision.
- COVID-19 Statement to the Public. You have received a separate Statement to come from the Town, MIFL and the Chamber regarding those returning to the Island – please consider approving it. The Chamber of Commerce and MIFL have both reviewed and approved it. They recommend putting it on websites, posting in Town locations and on the ferries, and posting it on social media.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of updates.

7. Comments/Other Information

- I continue to field calls from people who want to come to the Island and from residents who are concerned about people coming to the Island. There is concern among residents regarding the May 26 end of the Safer at Home order and concerns about those coming to rent properties on the Island. I continue to tell everyone that the only thing we can control is our own behavior, and that we each should treat everyone else as if they have the virus and follow all the CDC recommendations for staying safe. Reports before May 26 of folks who are not sheltering in place will be referred to the Police Department.
- The dock project is on schedule to be completed by May 31, 2020. Ben and I will be meeting with SmithGroup, Wren Works and MIFL representatives to go through the punch list to ensure that everything gets completed on time and to the Town's and MIFL's satisfaction.
- The grader training schedule for Public Works staff has been delayed again, this time due to the virus. I will be contacting the firm we contracted with in August to see when they can get us on their schedule.
- Donated benches installed.

- The Town's general use vehicle, a Ford Escape, has been taken out of service because it is not worth the expense of fixing what needs to be fixed. We considered keeping the white Ford Explorer (former squad) to use as a Town vehicle, but after Pete, Evan and Ben looked at it further, they recommend selling it (which the Town Board has already approved).
- The Chamber of Commerce has decided to cancel the 4th of July fireworks along with the parade for 2020.