

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 22, 2020

DATES OF REPORT: May 9, 2020 through May 22, 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

- COVID-19 Updated Plan for Summer. Contingent on discussion by the Town Board about how to proceed with the Health Emergency Declaration. We just received notice on Friday 5/22 that the DNR is closing all State Park campgrounds at least until June 7, and future action is contingent upon further review. National parks in the area have closed camping until June 14, but local campgrounds opened on May 26.
- Wendel's Letters of Recommendation to Award ESB Contracts. You have received a letter of recommendation regarding contracts for the ESB. Please move 1) to accept those recommendations and 2) Approve the Town Board Chair to sign contracts.
- Resolution 2020-0324 – Proclamation of a Health Emergency. You have received information from attorney Max Lindsey regarding options for a local health emergency and penalties for violating the emergency. Orders must be "reasonable" and "necessary". The City of Minneapolis mayor just issued an order requiring anyone over age 2 to wear masks in public. This can be tied to liquor licenses.
- Wren Works Change Order #2 - Dock Repair. See separate documents. This was a necessary repair to the existing dock where water was leaking into the new area. Divers had to go down into the water to both find and fix the hole. We did not get an estimate of what this would cost – I was informed by SmithGroup staff that it could be up to \$20,000. I have asked SmithGroup to discuss with Wren Works to see if costs can be reduced.
- Wren Works Change Order #3 – Contract Extension. Wren Works is almost done with the punch list but need additional time due to the problems with water infiltration.

- Town Personnel Attorney Peter Albrecht Changes Law Firms. Attorney Pete Albrecht became a partner in the firm of Godfrey and Kahn in their Madison Office- please consider approving continuing to work with him at the new firm. His rate stays the same.
- Prioritize Road Projects and Dust Abatement. See Ben's memo.
- Hire Summer Staff. See separate Motions to Hire paperwork.
 - Camp Host #1 – Rand Moore
 - Camp Host #2 – William Krieg
 - Campground Assistant – Fern Langenberger
 - Parks 3 – Meg Brown
- Resolution 2020-0526A - Main Street/Big Bay Sidewalk Resolution. An ordinance or resolution must be approved by the Town Board to lay the sidewalk.
- ESB Funding Plan. See separate memo on options for funding the project which will be distributed on Tuesday.

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

- On 5.20/20 I gave verbal approval to Robert at Wendel for the metal building company to start working on the drawings they need to put together for the ESB.
- Thanks very much to Ric Gillman for providing and setting up the sound system for the Town meeting, to Micaela for working hard to figure out how to record the meeting given the abnormal circumstances, and to Public Works staff for hauling tables from and to the Town Hall and putting out chairs and picnic tables strategically to provide appropriate social distancing. It was heartening to see that nearly all who attended had facemasks on or kept separate from others.