

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: June 19, 2020

DATES OF REPORT: **June 6, 2020 through June 19, 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

- MRF Work Group meeting. This meeting will be the time for the Town Board and MRF work group to discuss the report, and for the public to ask questions. The report and survey results have been put on the Town's website for the public's digestion. I will prepare recommendations regarding what the report discusses.
- Industrial lot leases. See separate memo.
- Salary Changes. See separate memo.
- Ashland County Proposed Bridge/Culvert Policy. You have received the proposed Ashland County policy. Ben will be prepared to discuss it with you on Tuesday, June 23.
- Town Administrator Hire. I will provide you with a verbal update on Tuesday, June 23.
- Contract with Nelson Construction for Shore Stabilization at Joni's Beach. This project has been discussed at previous Town Board meetings. Ben will be available for any questions.
- Propane Bid Opening. A contract will be available with the successful low bidder at the July 14, 2020 meeting.
- Impartial Hearing Officer Resolution and Contract. See separate memo, resolution and contract.
- Update on ESB Construction. I will provide a verbal update at the meeting.
- Vacation Extension. As my vacation was cancelled in March, I still have 40 hours of vacation to use prior to my July 10 anniversary date. Please consider extending my 40 hours of vacation through December 31, 2020.
- Grant Policy Changes. See proposed underlined language changes for your consideration. This change is proposed in part because of the COVID-19 funds that the Town may be receiving in the form of grants – most or all will be \$5,000 or less.

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

- Regarding the dock project, MIFL submitted a letter to me dated May 29, 2020 regarding concerns they have about payments made or scheduled to be made to Wren Works. SmithGroup and I discussed the concerns in a phone call on 6/3/2020. Project manager Chris Devick submitted a final report regarding MIFL's points on 6/17/20 which was distributed to MIFL and all Town Board members.
- It is the time of year for employee performance evaluations. On June 16, 2020 I sent out a memo to Department Heads and appointeds asking them to complete their evaluations. I will then set up meetings with each person to talk through the evaluation, which will then be placed in his/her personnel file. Evaluations of my performance as Town Administrator will also be distributed to Town Board members and staff – they can be completed anonymously and turned into Dorgene to give to Board Chair Jim Patterson for his review.