

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: July 10, 2020

DATES OF REPORT: **June 20, 2020 through July 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

- Hiring Town Administrator Consultation Proposals. You have received two proposals regarding services offered to advertise, screen and hire a new Town Administrator – please decide how you want to proceed. I want to point out that this is a 4 to 6-month process, so a timely decision is important. You could include in any motion that the Town Board chair can sign the contract.
- C & S Design Contract for the Dock Shelter. C & S will provide the design and engineering for the structure, which is required by state law because it is a commercial structure that will hold people.
- Propane Contract with La Pointe Gas. This contract is for low bid for propane for the next year.
- Request for Comp Time Approval for Joe Abhold. Ted is requesting that Joe Abhold be allowed to accrue up to 80 hours of comp time per year.
- MRF Recommended Changes. I have prepared recommendations in a separate memo regarding what the report discusses and resulting from the discussion held between the Town Board and the MRF Work Group on July 8, 2020 and with staff. You will receive this document on Monday as Ted is not available to meet with me to discuss until Monday morning.
- National Report for the Creative Sector Sign-on. See separate information – I am requesting that the Town Board approve the Town of La Pointe's signing on to this initiative on behalf of the Town's Public Arts Committee.
- Dissolve MRF Work Group. The MRF Work Group has completed their charge, and so should be dissolved.
- Resolution #2020-0324 Proclamation of a Health Emergency Extension. The Health Emergency for the Town is due to expire on 7/24/20. Based on increased cases diagnosed locally, I recommend that the

Town Board extend the proclamation to November 1, 2020. Should the local environment change before that date, the proclamation can be terminated at any time.

- Commercial Nonmotorized Vessel Permit Holder. See separate memo regarding this agenda item.

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

- 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 then set up meetings with each person to talk through the evaluation, which will then be placed in his/her personnel file. I have completed the majority of evaluations thus far. I also review all performance evaluations done by Department Heads to ensure that the process is being taken seriously and that discussions occur.
- Evaluations of my performance as Town Administrator have been 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 prior to conducting my performance evaluation.
- ESB construction is moving ahead on schedule. Concrete will be poured beginning on Monday. We have a weekly construction meeting, so if you want to see any minutes from those meetings, please let me know.