

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: July 24, 2020

DATES OF REPORT: **July 11, 2020 through July 24, 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

- Town Administrator Consultation Contract. The contract with Public Administration Associates (PAA) is on the agenda for your consideration. Once PAA has received the fully executed contract, they will send information regarding the process and next steps.
- 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. I also met with Public Works and MRF staff at least two times to discuss the draft plan with them.
- Black Lives Matter Request. Please see separate memo.
- Priorities for Town Administrator. Please see separate memo.
- Town Property Auction. Please see separate advertisement. I have now filled in the dates – the auction bids will be opened on 9/8/17 at the Town Board meeting.
- Face Covering Policy for Town Employees/Volunteers. The Town can legally require employees and volunteers to wear face masks. Please consider approving the Face Covering Policy as a condition of employment with the Town.
- Ordinance 2020-01: Face Covering requirement During the COVID-19 Pandemic. You have received a copy of this document along with an email from the Town's attorney regarding additional language. Further, I recommend
 - that the Town Board consider how to advertise the ordinance to tourists (should the Town rent a flashing sign trailer to put at the pergola?)
 - that the police department take an educational approach with the public, possibly passing out masks.

- Plan for COVID-19 Response for Emergency Services Volunteers. See separate draft plan.

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 have completed the majority of performance evaluations, with one remaining. I also review all performance evaluations done by Department Heads to ensure that the process is being taken seriously and that discussions occur.
- Board Chair Jim Patterson conducted my performance evaluation on Tuesday 7/21.
- ESB construction is attempting to stay on schedule – weather is not cooperating. Signage is being put up to advertise what companies are working on the project. The building is scheduled to be delivered on August 24 and erected on August 31. It should be closed up by October for winter work. Woo Hoo!!!