

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: August 21, 2020

DATES OF REPORT: **August 8, 2020 through August 21, 2020**

1. Accomplished/Completed

2. Coming Up/Working On

- Budget
- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- Dock Project
- Personnel Matters
- Emergency Operations Plan
- COVID-19

3. Town Board Agenda – Information/Comments

- American Tower Proposal. Micaela or I will provide you with updated information when we receive it from the Town's attorney.
- Hiring Process/Time Line for Town Administrator. I will be sending PAA some pictures of the island and a video of the downtown area for them to edit as a recruitment tool. Jim Patterson will receive a script to do a one-minute invitation to apply for the Town Administrator position. The draft time line was adjusted for the budget process.
- Plan for COVID-19 Response for Emergency Services Volunteers. See separate draft plan which will be provided to you on Monday 8/24. I am waiting to hear from attorney Pete Albrecht on some questions.
- Direct Sellers Ordinance. This draft ordinance comes as a result of a recent meeting between the Town Plan Commission and the Town Board regarding mobile vendors. It is based on the City of Bayfield's ordinance. This will be a first read as I will be sending it to Max for legal review.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- Nothing to report.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- The ESB structure gets delivered on 8/27/20!

- Dorgene, Paul and Charley Brummer and I are working to resolve the final errors at the Greenwood Cemetery. There are seven individuals/families who must select a different grave location due to previous sales/recording errors. There are about five deeds that must be reissued due to errors, and two complicated situations yet to be resolved. Once most of these are resolved, Dorgene will order a new large grave location map that she has developed for the Town Hall.
- I am working on rewriting the Town's Personnel Policy – not sure yet when I might have a first draft. I am also working on updating ordinances, starting with the Airport Ordinance.