

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: September 18, 2020

DATES OF REPORT: **September 4, 2020 through September 18, 2020**

1. Accomplished/Completed

2. Coming Up/Working On

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

3. Town Board Agenda – Information/Comments

- American Tower Proposal. I spoke with Max Lindsey on 9/15/20, and he sent the final document to American Tower, so it is up to them to finalize the agreement within their organization. Micaela or I will provide you with updated information when we receive it.
- Hiring Process/Time Line for Town Administrator. I spoke with PAA staff Kevin Brunner on 9/16/20 and they have received 6 applications thus far, two that he thinks are excellent possibilities. He expects more applications in the next two weeks – it closes on October 1, 2020. The next steps are 1) Kevin will meet with the Town Board in closed session on 10/13/20 to go through all the applications and determine who will be interviewed. He will attend the 11/10/20 meeting in person to show the Town Board recordings of interviews with finalists, and make a decision about who to bring to La Pointe for a second interview.
- Bids for Blacktopping. Bids for blacktopping the ESB parking lot and the dock approach/culverts installations will be opened at this meeting.
- Public Arts Committee Presentation. See separate memo.
- Increase Hours for Martin Curry at MRF. See separate memo.
- Mattingly Property. See separate memo.
- Budget Presentations. Town staff recommend holding in person budget meetings at the Town Hall, as it will be much too difficult to do them via telephone conference. We will push back all the audience chairs and add tables so everyone can socially distance.

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 was FINALLY delivered on 9/14/20 – no reason was given by the company as to why delivery was delayed 2 times. The fire suppression system tanks were delivered and installed in a very deep hole behind the ESB. The building's exterior will go up very quickly. Staff are working to put together lists/budgets for the interior purchases, and to choose the carpeting, wall colors, flooring, countertops, etc.