

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: September 3, 2020

DATES OF REPORT: **August 22, 2020 through September 3, 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. PAA will be releasing a video next week to entice folks to apply for the position. They have already received three applications and I spoke with an interested person yesterday as well who sounds like he will submit an application.
- Plan for COVID-19 Response for Emergency Services Volunteers. You have received the final document.
- Direct Sellers Ordinance. You have received an amended draft for your review.
- Bids for Equipment. Bids for Town equipment for sale will be opened at this meeting.

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 will now be delivered on 9/9/20 – we are right on schedule with construction.
- 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.