

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: October 9, 2020

DATES OF REPORT: **September 18, 2020 through October 9, 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

- Cemetery ordinance update. Changes recommended include adding a definition of "owner", not allowing prepayment for burial services, and clarifying the resale process.
- Review TA applications (closed session) with Kevin from PAA. You have received a document from PAA outlining applicant information received for your review. You will make a decision at this meeting which candidates will be selected to provide you with videotaped interviews.
- ATT Tower contract amendment with Harmoni Towers LLC. See separate memo.
- American Tower Proposal. Max will be available to update you and answer any questions you may have.
- NRPC Contract for MRF Household Hazardous Waste Removal. Please see Ben's memo.
- Temporary Driver and Equipment Operator Job Description and Job Posting. Please consider approving the amended job description and consider approving posting for the positions. These two positions will be for snow removal at \$16/hour not to exceed 120 hours for each position. Ben would like to make recommendations for hiring to fill these positions at the 10/27/20 meeting so we are set for winter through 2020. The positions will be on the 12/22/20 agenda for approval for the full year of 2021.
- Berghammer Change Orders 2-5. Each change order has an explanation of what is changed, and how the budget is changed as a result of the change order. All change orders are reviewed and verified by Wendel staff as well as Barb.
- 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. Town Board members can each make an individual choice about whether to attend in person or not. Town staff will push back all the

audience chairs and add tables so everyone can socially distance. A maximum of 10 people will be allowed in each meeting as per the Governor's most recent order.

- Easement with Evan Erickson. The Town is requesting an easement to bore three-phase power across Evan's property to the ESB. I will receive the map on Monday and send it to you for your review at that time.

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

- Hiring Process/Time Line for Town Administrator. Kevin will meet with the Town Board remotely in closed session on 10/13/20 to go through all the applications and determine who will be interviewed. A second closed session meeting has been tentatively scheduled for 11/2/20. Kevin will attend in person to show the Town Board recordings of interviews with candidates and work with the Town Board to make decisions about who to bring to La Pointe for second interviews. Town staff will set up the room to allow appropriate social distancing for the 11/2/20 meeting. The candidates chosen for the second interviews are considered finalists and their names will be public information.