

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: October 23, 2020

DATES OF REPORT: **October 10, 2020 through October 23, 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**

- Temporary Driver and Equipment Operator Job Description and Job Posting. Ben recommends hiring Ray Hakala and Paul Wilharm as Temp Driver 1 and Temp Driver 2 at \$16,00 per hour 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.
- Recommended Changes to Ordinance Chapter 432. See separate memo.
- Change Order with Nelson Construction for Work on Dock Approach. Nelson Construction had to do additional work as per the invoice. Ben reviewed the invoice and approves it.
- Smith Group bills, Wren Works change order request, and Substantial completion dock. These items will be discussed with the Town's attorney in a closed session – I will provide you with information prior to the meeting.
- Accommodations Tax Issues. Carol Neubauer will call in to the meeting to discuss this topic.

**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. UPDATE: Kevin from PAA will **not** attend a meeting scheduled for 11/2 in person. Instead, Town Board members will each receive a flash drive containing the five interviews to view at home prior to the 11/2 Town Board meeting. The 11/2 meeting can now be held remotely – Kevin will provide you with written reports regarding each candidate in advance. You will review each candidate interview and make notes for the virtual discussion with Kevin on Monday 11/2. **Note that the candidates' interviews are confidential including their names, and not to be shared with anyone.** The candidates chosen for the second interviews are considered finalists and their names will be public information. The finalist interviews are scheduled for November 13 and 14.
- In between the TA selection meetings will be budget meetings, as the budget must be finalized by **November 19, 2020.**
- Berghammer staff will start construction on the inside of the ESB on 10/26/20.