

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: November 6, 2020

DATES OF REPORT: **October 24, 2020 through November 6, 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

- WI DNR grant. This grant was awarded to rehabilitate the trails through BBTP campground. It has a 50% match requirement.
- Sexton Compensation. Please see separate memo. I will distribute this on Monday, as Barb needs to review it first.
- Town Dock Leases. Please see separate memo for closed session discussion.
- Budget. The next budget meeting is scheduled for Wednesday, November 11, 2020 at 5:00 p.m. via conference call. Barb will have the following information ready in advance of the meeting:
 - Budget report with 2020 and 2021
 - 2021 Budget changes – discussed, reviewed
 - Estimated allowable tax levy

Please let me or Barb know if there is additional information you would like to see.

- Preparation for Town Administrator Interviews. Please see separate memo with selected questions and writing exercise.
- Charlies Locksmithing Contract. This contract is for the building access system which will use keyfobs given to specific Police, Fire and Ambulance Services members for building access.
- Berghammer Change Order #6. This change order is for door hardware changes associated with the locksmith contract.
- Berghammer Bonus Recommendation. Tim Gagner, Wendel Project Manager and I recommend giving Berghammer Construction a \$2,000 bonus for their work in enclosing the building two days ahead of schedule. The Town's contract with Berghammer allows for bonuses when work is accomplished in advance of the schedule.

- Employment Agreement Discussion. You have received a draft employment agreement with the next Town Administrator for review. Public Administration Associates (PAA) proposes to use this agreement, once reviewed as to form by the Town's attorney, to negotiate and develop an agreement that will come to you after a second review by the Town's attorney to approve execution of the agreement.
- Assistance to Firefighters Grant Program, Covid-19 Supplemental Application. This grant application is for the Fire Department for 18 SCBA breathing masks valued at \$750 each = \$13,500. The minimum cost share (local) would be 5% (\$675). The grant must be submitted by November 13.
- Citizen Request to Park on Bell Street. A citizen contacted the Town to request to park on Bell Street overnight as this person is living in an apartment there. This would require an ordinance change: **§ 425-34. Restrictions. Bell Street. No person shall park or leave any vehicle, trailer, or tangible property on any part or portion of Bell Street between 2:30 a.m. and 5:30 a.m.**
- Dock Project. Please see separate memo.

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. See attached Interview/Activity Schedule from PAA. I will finalize both the Town Board and Department Heads lists of questions on Monday and send them out to all. Thanks to Jim Patterson and Mike Anderson who have graciously agreed to take each of the candidates on tours of the Island!!