

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: November 20, 2020

DATES OF REPORT: November 7, 2020 to November 20, 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

- Sexton Compensation. Please see separate memo.
- Change Order with Midland. Please see separate memo.
- 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 Bonus Recommendation. Tim Gagner, Wendel Project Manager and I recommend giving Berghammer Construction a \$1,000 bonus for their work in enclosing the building two days ahead of schedule, \$500 per day. The Town's contract with Berghammer allows for bonuses when work is accomplished in advance of the schedule.
- Memorial Medical Center Grant for Exercise Equipment. This grant request if funded will purchase a piece of exercise equipment for the ESB exercise room.
- Sale of 2007 Ambulance. The Town Board must approve the sale of the 2007 ambulance. It is at Pomasl for them to broker a sale.
- Hire Town Administrator. See separate memo.
- 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.**

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- The Energy Committee wants to pursue a grant application with Wisconsin Office of Energy Innovation's Energy Innovation Opportunity Grant that is due in mid-January for solar installations at the ESB and/or airport. There may also be a grant application from the Sanitary District for solar as well. I will keep you informed as to what the Energy Committee recommends. The Town will do a contract with Solar CBI for \$1,500 for consultation services to put any application together.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- The Town Hall will be closed on Friday, November 27, with no staff in the office.