

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: January 8, 2021

DATES OF REPORT: December 19, 2020 through January 8, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- Dock Passenger Shelter Project
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Contract with Kathleen Erickson for Lawn Care. This contract is for grass cutting, trimming, etc. at the Greenwood Cemetery for 2021.
- Public Service Commission of Wisconsin (PSC) Energy Innovation Opportunity (EIO) Grant Project and Application. The Energy Committee recommended that the Town Board contract with Solar CBI to compile information regarding possible solar projects on Town property and make recommendations to the Committee about what projects to pursue and the viability of applying for an EIO grant. The Energy Committee is meeting on Friday, January 8 at noon to hear the recommendations. They will in turn make a recommendation to the Town Board about how to proceed. I will distribute that information to the Board on Monday, January 11 for consideration at the January 12 meeting. The grant is due on January 21, 2021.
- Consider Land Swap with Evan J. Erickson for ESB Utility Easement; Parcel Numbers 014-00198-0202, 014-00198-0203, 014-00198-0204, and 014-00199-0000. See separate memo.
- Town Administrator Hiring Process. Ads for the position will be posted in many locations as per the PAA contract. Lisa and Kevin are putting together a community profile that will be sent out to many towns via the WI Clerk's mailing list.
- Change Order #2 with Five Star. See separate memo.
- Change Orders # 7 and #8 with Berghammer. See separate memo.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- I met with Cindy, Rick and Bill on January 7 to discuss the ESB construction, outfitting and logistics of moving in. The plan is to begin the move on or before 2/28/21.
 - We discussed the budget for equipping the building and went over what is yet to be purchased. All items on the list have a monetary placeholder
 - All volunteers and staff who will be occupying the building will need to go through training regarding the door/lock system, the conference equipment, and other equipment associated with the building.
 - Ray the Town's Facilities Manager will be responsible for learning and maintaining the systems in the new ESB.
 - Cindy, Rick, Bill and I will meet again in two weeks to go over where construction and purchasing is at.
- Town emergency services staff/volunteers have begun getting their COVID shots – yippee!!
- Town staff are meeting onsite with St. John's/Wood's Hall representatives on Friday 1/8/21 at 2:30 to review a draft lease agreement and discuss matters related to that agreement. The agreement must be reviewed by church and Wood's Hall committees prior to coming to the Town Board for consideration.
- Barb will be taking some time off in January – yippee for her!