

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: January 22, 2021

DATES OF REPORT: January 8, 2021 through January 22, 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

- Training new Town Board Member(s). The Town Board could have up to two new Board members post-election. What specific steps/training do the current Town Board members recommend that any new Town Board member engage in? Do you want any training for the Town Board as a whole, and if so, what training?
- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. For Line Item 15 in the Schedule of Values, 250 linear feet of timber fendering was proposed in the Bid Documents. Only 202 linear feet of timber fendering was installed by Wren Works. They have been paid accordingly. The intention with Change Order No. 4 was to modify the final quantity of timber fendering to 202 linear feet, to “clean up” the Schedule of Values. This does not affect the “bottom line” of the project; it only corrects a mistake in documentation. Max Lindsey has reviewed and approved this action by the Town Board.
- TA Search Update. I received an email from PAA on 1/21. They have received three applications and Kevin has communicated with four people who appear to be interested in the position.
- Madeline Island Museum. I sent a follow-up email to Christian Overland from the Wisconsin Historical Society on January 21, 2021 and received the following response the same day: *“Unfortunately, I have not had access to review the court pleadings yet. My staff is working on this and they will brief me soon so I can then meet with the La Pointe Town Board in the very near future. Does the town board meet every Tuesday?”* I responded that the Town Board meets the second and fourth Tuesdays. I will keep you informed as I hear more.
- Exchange Project Update. Barbara With has asked to present an alternative plan for the Exchange to the Town Board at the January 26th meeting. Debbie Knopf contacted me on January 19 to assure me that St. John's/Woods Hall committees are meeting weekly to develop a plan for operating the Exchange this summer and intend to have a plan to present to the Town Board in March. Since Town

staff were already in Board-approved negotiations with St. John's/Woods Hall on this project, I recommend that the Town Board wait to entertain alternative proposals until after St. John's/Woods Hall committees have completed their planning process and present their proposal to the Town Board, and for the Town Board to receive staff recommendations before making any decisions about how best to proceed.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- OEI solar grant due on 1/22/21. The Energy Committee met on January 19 to discuss how to proceed with this application. Due to some confusion on the part of possible subcontractors about which projects to apply for and the short timeline, the Energy Committee voted to not apply for the grant. We will watch for future grant opportunities.
- Assistance for Firefighters Grant (AFG) due 2/12/21. The Fire Department wants to submit a grant for replacing approximately 11 sets of outdated SCBA equipment that was donated to the department after the fire. Red is getting me the final amount to request. A local match of 5% of the grant is required. Please approve submission of this application in an amount not to exceed \$50,000.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- COVID vaccinations update. The La Pointe Clinic received its first delivery of vaccines on 1/19/20, with emergency services folks first in line. All three PD officers and all Ambulance Services members have received their first round of vaccinations, so the Clinic will focus on the Fire Department members who haven't yet received vaccinations in their first round.
- We held a Department Heads meeting on Thursday 1/20/21 and discussed the following:
 - *Town requirements for COVID vaccinations*. The CDC/EEO indicates that employers can mandate vaccinations. We discussed mandating vaccines this a.m. and the majority of folks present did not want to mandate shots for employees and volunteers at this point. Should that change, policies regarding such a mandate will come to the Town Board for consideration.
 - *ESB updates*. You have received regular and other updates from me.
 - *TA recruitment update*. See above.
 - *Introduced Ray Hakola, Facilities Manager*.
 - *Discussed 2021 projects and department updates*. I will be meeting with Ben and Ray very soon to develop timelines for publishing bid documents for priority projects (Town Hall, Library, Rec Center).
- After the Department Heads meeting, I met with Cindy, Bill and Rick regarding the ESB:
 - *Purchases yet to be made*. Most remaining purchases are in the works. I am waiting for purchase orders for equipment, tools and other items for the apparatus bays, and for the window blinds – you will see them soon.
 - *Plans for moving into the ESB*. Rick, Cindy and Bill assured me that they have specific plans in place for the move to the new building. We will review them more specifically as we get closer to the actual move.
 - *Training on building*. All staff and volunteers who will have access to the building (Fire Department, Ambulance Service, Police Department, Public Works) must go through a training session to learn how the door locks, security system, overhead doors, conference equipment, and other equipment in the building works to ensure everything is used correctly.