

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 19, 2021

DATES OF REPORT: February 6, 2021 through February 23, 2021

1. Accomplished/Completed

2. Coming Up/Working On

- Fire Recovery/Rebuilding
- Cell Tower
- Updating Ordinances
- Personnel Policy
- 2021 Capital Projects (Town Hall, Library, Passenger Shelter)
- Personnel Matters
- Emergency Operations Plan
- COVID-19
- Public Arts Project
- Town Administrator

3. Town Board Agenda – Information/Comments

- Special Assessment Process for Big Arns/Brians Roads. You have received information designed to inform you about previous assessment processes and the decisions to be made for this process.
- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. Barb reviewed the financials and had some questions. SmithGroup is working with Wren Works to put together a letter that resolves these questions. If not received, please table this agenda item.
- Superior Tech Services Contract Amendment. Due to the ferry shutting down, the contract is being amended to May 1, 2021 to allow for delivery and installation. If there is an ice road, it could happen sooner.
- TA Search Update. I am waiting to hear back from Kevin at PAA to see about setting up a meeting with him and the Town Board.
- Airport Ordinance Rewrite. See separate memo. This meeting can either be your first read, or you can decide to adopt it.
- Requests for Bids. You have received four Requests for Bid (RFB):
 - Paint Town Hall Interior
 - Install New Town Hall Floor
 - Recreation Center Restroom Remodel
 - Construct Passengers' Shelter

Please consider approving these for publication on or about February 24, 2021. Bids will be due and opened at a Town Board meeting on March 23, 2021.

- Nelson Construction Dock Lease. You will an email memo from me regarding this matter. I spoke with Max and he wants to check on a few things before giving his legal opinion.

- American Tower Report and Affidavit. You have received information regarding this matter. The Town Board should consider approving the Town Board Chair to sign the documents.
- Contract Amendments for the ESB. The Town Board is requested to consider extending the contract for each of the following as listed:
 - Berghammer Builders – through 3/31/21
 - Nelson Construction – through 7/1/21
 - Five Star Electric – through 3/31/21
 - Brown Plumbing – through 3/31 21Construction insurance will be extended through 3/31/21 as well. The Wendel contract does not need to be extended as it is a time and materials contract.
- Ribbon-Cutting/Open House for ESB. Does the Town Board want to plan a ribbon cutting/open house for the ESB? We could do it when we have occupancy in March, or we could wait until the summer. You may want to set a tentative date.

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

- You received an email from me updating you on 2/16/21 regarding construction of the ESB. As stated, due to many factors, this is a rapidly evolving project with the certificate of occupancy meeting with James Price **tentatively** scheduled for March 8. Tim the Project Manager and I have talked about the training that those using the building will need and will make arrangements for that to happen. The Town cannot occupy the building (putting trucks/ambulances in the building, etc.) until we have the certificate of occupancy.