

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: February 5, 2021

DATES OF REPORT: January 23, 2021 through February 5, 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

- Wren Works Change Order #4 Correction. SmithGroup made a mistake on Change Order #4. Barb reviewed the financials and had some questions which I have now passed on to the Town's attorney. 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. Please see email from Kevin Brunner dated February 3, 2021.
- Madeline Island Museum. Nothing more at this point.
- 2020 Regional Radio Grant and Memorandum of Understanding (MOU). The La Pointe Fire Department is again included on a regional grant application for radios from the Assistance to Firefighters Grant due on 2/12/21. Departments included in the application are Bayfield, Cornucopia, Drummond, Iron River, Washburn, Madeline Island, and others around the region. This is at least the third time the regional application has been submitted by the Grand View Fire Department. The Town's share of the 5% match totals \$8,702.00 for La Pointe. Should the application be funded, the Fire Department will cover the local match out of their 2021 budget and 66.6068 funds. The grant requires having an MOU in place – please consider approving the grant application and the MOU.
- Dock Leases. Please see separate memo.
- Zoning Board of Appeals Appointment. The Town Board Chair must declare Alternates as #1 and #2. Michael Childers is currently Alternate #1, so if appointed, Bill Fennell will be Alternate #2.

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

- You have been kept updated on construction of the ESB through my weekly emails sent to you after the weekly construction meetings. At this point construction is still on schedule to be completed by 2/26. Tim Gagner the project manager has a punch list together that he is working off of – we will be going through that list in the next few weeks during a walk-through of the building. James Price is scheduled to be here the week of 2/15/21 or 2/22/21 to go through the building prior to issuing the certificate of occupancy. Due to the ferry shutting down and order/delivery timelines, the following will **not** be installed prior to occupancy:
 - Furniture – expected in March, however it can't be delivered/installed until the ferry is running.
 - Conference equipment – the screens are scheduled for delivery in March. If there is an ice road, it is possible the equipment can be installed and the system put into operation.

NOTE that these items were pulled out of the construction contract to cut costs, so they are the Town's responsibility, and will not hold up closure of the construction contracts.

The big problem at this point is that Midland did not submit a permit application to the state for the propane tanks – any installation 4,000 gallons and over must have a permit from the state. I have been calling and emailing at least weekly to get them to provide me with the information needed to do the permit application. James Price could hold up occupancy if we don't have the permit - I will keep you informed as to my progress.

- Good News: Bayfield County's \$1,500 donation to the Town arrived. This is in recognition for the work that the Ice Rescue Team does for the region and is in response to a letter sent to both Ashland and Bayfield counties requesting funds for this service.