

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 19, 2021

DATES OF REPORT: March 6, 2021 through March 19, 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

- TA Search Update. The two finalists will meet with staff on Friday, March 26 and will interview with the Town Board members on Saturday, March 27.
- Open bids. The Town Board will be opening bids for the following projects: Painting the Library Exterior, Painting the Town Hall Interior, Replacing the Town Hall Floor, and Constructing the Passenger Shelter. We have to review all the bid information before we can declare the low bidder, so the only information to be read at the Town Board meeting is the bidding firm and the bid amount.
- July 4th Fireworks Inquiry. The Madeline Island Chamber of Commerce Board must start the process for obtaining permits for the fireworks if they are to be held in 2021. MICC would like to know the Town Board's opinion regarding whether the fireworks can/should be held in 2021.
- Airport Stimulus Funding. Please see separate document and memo. Between CARES and Stimulus funds, the airport will receive a total of \$29,000 that can be reimbursed for actual expenses over a period of three and four years.
- Public Officials Bond Coverage/ Policy. Please see Barb's memo. The Town Board should select which insurance company to engage for this coverage.
- Agenda Items for the Annual Town Meeting. I recommend that the Land Exchange between Evan Erickson and the Town is included, along with installing the storage building at Greenwood Cemetery. Both are required by statute to be approved by the electors.
- Post Office Operation Concerns. I requested that this issue be included on the Town Board agenda for consideration by the Town Board to send letters of concern about the inconsistent USPS service on the Island. While I understand the USPS is a national issue, the problems with inconsistent and dependable service and staffing on the island is a local issue.

- Updates on Construction of Emergency Services Building (ESB). I apologize for all the emails the Town Board and staff have been receiving, however final completion of the ESB continues to be a very fluid situation. As of this writing, we should have full completion by 3/29. I will continue to keep everyone informed.
- Exchange Presentation. You will receive information from St. John's regarding their proposal for operating the Exchange – I suggest moving this to the top of the agenda after opening bids. Should the Town Board approve it in concept, Town staff will work with St. John's to develop an operational plan and associated contract. Marty Curry, MRF Supervisor, will attend the meeting.
- MRF Truck. Ben will be providing information about possible MRF truck options. Staff will be available at the meeting to answer questions.
- Community Center Work Group. Dorgene has prepared a memo listing the Work Group members recommended by the Library Board. Because this is a Town Board appointed Work Group, the Town Board must also consider approving the members.
- Emergency Services Building Policies and Procedures. Rick, Cindy, Bill, Ben, Ray and I met on 3/18/21 to put together ESB policies and procedures – they have each reviewed and approved the document. This document will remain fluid for a period of time as the departments start using the building and run into issues that need to be addressed in policy or procedure.
- SmithGroup Billing. Attorney Max Lindsey will be available to discuss this matter in closed session.

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

- The Town Board currently has a policy that no one who owes the Town money can serve on a Town committee. It was suggested that the Town Board consider expanding this policy to include businesses/people who propose to contract with the Town. I have contacted the WTA to get direction from them and will work with the Town's attorney to put together draft language for the Town Board's discussion/consideration.
- Jim Patterson is presently the Town Board representative for the Winter Transportation Committee and is the chair of the committee. There will be at least one new Town Board member in April. I suggest that the appointment to the Winter Transportation Committee by the Town Board be made at the second Town Board meeting in April.
- Vacations:
 - Ben will be on vacation the week of 3/22 through 3/26. Ray and Evan will be primary contacts.
 - Barb will be out of the office from Thursday, April 1 and back in the office on April 7.
 - I will be on vacation beginning Monday, April 12 and back on Friday, April 23.