

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: March 5, 2021

DATES OF REPORT: February 24, 2021 through March 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

- Special Assessment Process for Big Arns/Brians Roads. Micaela will prepare the assessment resolution for a future meeting. Please let me know if you have any questions.
- TA Search Update. The Town Board has chosen to conduct remote interviews with four candidates on March 11. Out of those interviews, the Town Board will identify finalists. Lisa will work with Town Board members to establish up to 10 questions for those interviews.
- Dock Lease with Nelson Construction. Please consider signing the lease.
- Airport Ordinance Rewrite. See separate memo you previously received.
- Airport Statement of Intentions. Please see separate memo.
- Post for Summer Jobs. Please consider approving these postings.
 - Campground Host #1
 - Campground Host #2
 - Campground Assistant
 - Parks #1
 - Parks #2
 - Parks #3
- MRF Job Descriptions. Please consider the following job descriptions.
 - MRF Supervisor
 - MRF Recycling Specialist
- Appoint MRF Supervisor. Please consider appointing Martin Curry as the MRF Supervisor for up to 40 hours per week at a salary of \$20.00 per hour effective March 27, 2021. Attached to this report you will find Motions to Hire Employees for your convenience.

- Appoint MRF Recycling Specialist. Please consider appointing Joe Abhold as the MRF Recycling Specialist for up to 40 hours per week at \$23.46 per hour effective March 9, 2021. Attached to this report you will find Motions to Hire Employees for your convenience.
- Fire Department Share of Furniture Purchase. Please see separate memo that will be distributed on Monday, March 8.
- Public Arts Committee – Gateway Art Project. See separate memo.
- Madeline Island Marathon. John Carlson asked for this item to be on the agenda. The Town currently holds \$1,575 in fees for the 2020 Madeline Island Marathon paid in 2019 which was canceled along with the 2021 marathon. Marathon organizers asked the Town to hold the money for 2022. The Town is holding no fees for the Inline Marathon, as they requested the Town destroy their checks for 2020 fees. Regardless of whether the Town Board returns the Madeline Island Marathon fees we currently hold or not, both organizers will be asked to pay at the most current fee schedule (2021), and to complete event applications for 2022 events.

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

- I previously reported on vandalism to one of the windsleds. The Marina made the repairs at a cost of \$728.50.
- You received emails from me updating you regarding construction of the ESB. As stated, due to many factors, this is a rapidly evolving project with a number of last-minute problems. The certificate of occupancy meeting with James Price is **tentatively** scheduled for Tuesday, March 9. Depending upon if there are any final corrections to be made, the Town should receive the certificate of occupancy between 3/9 and 3/16.
- 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.
- I know that Town Board members are anxious to tour the ESB – we will set up a time for a tour as soon as possible after the certificate of occupancy is final.
- I have scheduled a vacation from April 12 through 23 to burn up some of my accumulated vacation time. I will not be here for the April 13 Town Board meeting or the April 20 Town meeting, however I will have everything ready for both meetings prior to starting my vacation. I will be off the island and have asked Barb to serve as Town Administrator while I am away – she actually agreed to do so!