

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 9, 2021

DATES OF REPORT: March 20, 2021 through April 9, 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

- Ordinance 2020-01: AN ORDINANCE CREATING "FACE COVERING REQUIREMENTS DURING THE COVID-19 PANDEMIC. Please see separate memo.
- Hire Summer Staff. See separate memo and motion to hire forms.
- Personal Vehicle Use Policy. See separate memo and policy.
- Salary Increase When No Town Insurance. See separate memo.
- Consider and Sign Substantial Completion Forms for ESB. See separate memo.
- Contract with On the Rock Roofing to Install Flooring in the Town Hall. You have received a copy of the contract; we recommend approval. Work will begin in May as soon as the interior painting is done.

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

- Please see attached draft Orientation plan for new Town Administrator. Please feel free to modify.
- I will be on vacation beginning Monday, April 12 and back on Friday, April 23. I can be reached by email/text/telephone.
- The Town Hall will be in disarray while painting and flooring is happening. Please call the 715-747-6913 number with any questions. Dorgene is coordinating day to day activities onsite.