

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: April 23, 2021

DATES OF REPORT: April 10, 2021 through April 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

- PAA Travel Expenses. Please see separate memo from Barb and email from Kevin Brunner.
- 2021-2022 Contract with Big Water Fire Apparatus LLC. Please see separate contract distributed.

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

- James Price and Tim Gagner will be on the Island to meet with Ben and me on Monday to close out all the building inspector paperwork for the ESB.
- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town is scheduled for May 11. Should there be any problems, Wren Works will be responsible to correct them.
- I will be starting the performance evaluation process for 2021 in mid-May by distributing the evaluation form and instructions. It is my intention to meet with each department head to review his/her past year's performance and to include Michael in the process.
- The Town Hall walls and ceilings look wonderful!! The flooring selected will be perfect and will hopefully be installed the week of May 10. After the flooring is in, everything will be returned to its original location and the old Town Hall will be painted. An important investment in maintaining our Town Hall!!