

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 21, 2021

DATES OF REPORT: May 6, 2021 through May 21, 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

- Contract Amendment/Payment to SmithGroup. Please see separate memo.
- Ambulance Director and Assistant Director Position Descriptions. Please see separate memo and position descriptions.
- Baker Tilly Auditing Services. Please see agreement for auditing services.
- Downtown Property Donation. Please see separate memo.
- Passenger Shelter Construction. The Town received word this week that the Wisconsin Coastal Management Program will extend the grant agreement through the end of 2021 and will also consider a further extension if needed. Ben, Ray and I recommend that the Town Board rejects the bids for the passenger shelter at this time and rebid the project when the price of lumber comes down.
- Purchasing and Contracting Policy Amendment. Please see separate email.
- Video Surveillance Policy. You have received a draft of a Video Surveillance Policy for town property. This has been reviewed by and discussed with Department Heads. Please let me know if you have any questions.

4. Follow Up on Previous/Ongoing Projects

5. Grant Report

- The Wisconsin State Hazard Mitigation Officer contacted Matt Erickson, Ashland County Highway Commissioner to let him know that the Federal Gov't is bringing back legislative appropriations ("earmarks") for BRIC (Building Resilient Infrastructure and Communities)-eligible projects. She thought that Ashland County's County H stabilization project on Madeline Island would be perfect for this funding. If the county applies, the grant requires a 25% local match. If the Town applies and can

qualify as a “small, impoverished community”, the match is only 10% - a difference of \$180,000 in match for this project. I am working with them to see if we can prepare an application for this project.

- I will begin preparing another Assistance To Firefighters grant for the fire department after June 1. This program provides equipment and gear for wildland firefighting.

6. Lawsuits/Legal Issues

- Town Board members have been advised of any updates.

7. Comments/Other Information

- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town happened on May 11. Attached to this report is the Final Walk-Through report. SmithGroup must approve the repair work that is required, and then Wren Works will schedule. I have told SmithGroup via email that the Town will not pay for any repair work cited in the Final Walk-Through Report.
- The flooring for the Town Hall arrived on 5/17, however the primer required by the manufacturer did not. It is being “overnighted”, so hopefully work on the floor will begin on Monday 5/24. We hope to be able to start moving back into the Town Hall in midweek of next week.