

TO: Town Board

FROM: Lisa Potswald

RE: Town Administrator's Report

DATE: May 6, 2021

DATES OF REPORT: April 24, 2021 through May 6, 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**

- **Ambulance Director and Assistant Director Position Descriptions.** Please see separate memo and position descriptions.
- **Fire Inspector Position Description.** You have received a copy of the description.
- **Campground Host and Campground Assistant Job Descriptions.** Please see separate memo and job descriptions.
- **Property Donation.** Please see separate memo.
- **CA Nelson and Son Lease.** See ten-year lease which was distributed to you.
- **Passenger Shelter Construction.** Please see separate memo.
- **Ashland County Property Parcel 014-00215-0600.** Ashland County has asked if the Town is interested in purchasing this property. Refer to email regarding this matter.
- **ESB Additional Work.** Please see separate memo.

### **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**

- Final inspection of the dock with Wren Works, SmithGroup, MIFL and the Town is scheduled for May 11. Town staff and MIFL staff did a walk-through on May 6 in preparation for the inspection. All of the

same people will be at the walk-through and we are prepared to present the repairs that must be made to SmithGroup and WrenWorks.

- Town Hall renovations have been at a standstill this week while waiting for the flooring to arrive – hopefully on May 7. A self-leveling mastic will be applied to the floor before they start laying the vinyl.
- Town Board Chair Glenn has requested some changes in processes such as setting each agenda. Town Hall staff will now meet with him to set each agenda prior to each Town Board meeting.
- Barb and I are both out of the office on Friday, May 7. Both of us will be back on Monday. I can be reached by cell phone should something arise.