

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: January 8, 2016

RE: **Interim Town Administrator's Report**
December 18, 2015 through January 8, 2016

1. **Accomplished/completed** the following:

- The RFPs for the Fire Department and Winter Transportation building roofs are completed and will be published after Kristian returns from vacation on January 14. Responses will tentatively be due on Thursday, February 18, to be opened at the Town Board meeting on Tuesday February 23.
- A survey of all airport users was recently conducted. The information was compiled and distributed to Town Board members and all airport users that Michael has contact information for. The results will be put on the Town website.
- The RFP for the solar array has been published; responses are due to the Town Clerk on January 21, with the Town Board to open them at the January 26 meeting. The AEC will meet the next week to select the contractor, with the contract to come before the Town Board on February 9.
- We terminated the agreement with Ashland County to cover the costs associated with the Kale violation and the Hegwood fix. Administrator Beirl emailed a response on 1/4/16 agreeing to the termination of the agreement.
- Town Hall staff (Barb, Waggie and I) along with electeds Micaela and Carol met to discuss operations in the Town Hall. Specifically we discussed who now does what, where there may be holes or duplications in services, and succession planning. As a result of the meeting, we made some changes as to who does what, how some things are done, and identified areas to be addressed. Please let me know if you have any questions, or if there's an area in which you think we can do a better job.

2. **Coming up/Working On**

- I have begun working on the policy for cost of living and merit pay increases for Town employees. This will then be reviewed by the Department Heads and submitted to the Town Board for approval. Department Heads will then make recommendations based on performance appraisals. I recommend that any merit increases will be retroactive to January 1, 2016.
- Kristian and I will begin gathering information for the Capital Improvement Program in January. This will consist of a comprehensive assessment of all Town-owned buildings and property.
- Erica Peterson recently sent a link to the video on the National Marine Sanctuary Nomination meeting held to discuss the nomination. She again asked about doing a presentation to the

Town Board and hopefully the Island public about the nomination. Should the Town Board schedule a meeting?

- Kristian and I will put together a draft policy/procedure for Business permits at the Big Bay Town Park to be reviewed the Town Board in February.
- I will prepare information for the Town Board workshop regarding zoning to ensure that everyone understands the actual and possible changes and ramifications of those changes to the Island and distribute that information by January 15.
- Mike Starck has been in contact with Representative Meyer's office with regard to AB 154, the Town's bill in the Assembly to fix Hegwood. He has also contacted Representative Swearingen's office, the chair of the committee that will hear the bill. The bill is scheduled to be heard in committee on Wednesday, January 13 at 12:30. I am prepared to attend the hearing.

3. **Town Board Agenda – More Information/Comments**

- **Resolution 2016-0114-** This resolution was prepared at the request of Supervisor Childers. There are questions about which fees should be included in the resolution. It could include:
 - Park and Rec Facility Rental
 - Security Deposit
 - Special Events Permit
 - Deposit

Once the Board determines what should and should not be included in the resolution, it will be introduced at the January 26th meeting.

- **Industrial Zone Lease-** The Town's Industrial Zone lease form has not been updated since 2010, so I reorganized the document, adding:
 - numbered and titled sections;
 - a sentence about returned checks and late fee; and
 - a statement about storing hazardous materials according to legal requirements.

Katie Posewitz approved the document as to form; the Town Board must now approve it before lease renewals can be done for 2016. I intend to prepare addendums for all contracts in the coming year so they all have the same language.

4. **Follow Up on Previous/Ongoing Projects**

- **Big Bay Town Park Reservation System** – Treasurer Carol Neubauer will provide you with an update.

5. **Grant Report**

- **Fire Department-** We will be closing out 2 fire department grants - a federal grant for the SCBA training and an Apostle Island Area Community Fund grant for equipment in January.
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6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – Nothing new to report.
- **Notice of Circumstances of Claim and Claim and Notice of Claim: Craftivity Inc./Madeline Island School of the Arts** – Nothing new to report.

7. **Comments/Other Information**

- **Proposed Changes in Personnel Policy-** This topic will be on the January 26 Town Board agenda. Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses set for government travel expenses. Federal rates are set each fiscal year, effective October 1. A standard per diem is applied in locations less commonly traveled by federal workers, while non-standard areas frequently visited are granted individual rates based on average daily industry rates. The U.S. General Services Administration (GSA) establishes the per diem rates for the lower 48 Continental United States (CONUS), which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel.

The CONUS per diem rate for an area is actually three allowances: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the CONUS (approximately 2600 counties) are covered by the standard CONUS per diem rate of \$140 (\$89 lodging, \$51 meals and incidental expenses). In fiscal year (FY) 2016, there continue to be about 400 Non-Standard Areas (NSAs) that have per diem rates higher than the standard CONUS rate.

Since FY 2005, NSA rates have been based on Average Daily Rate (ADR) data from the lodging industry, which GSA obtains through a contract with a leading provider of lodging industry data. The ADR is a widely accepted lodging-industry measure based upon a property's room rental revenue divided by the number of rooms rented as reported by the hotel property to the contractor. This calculation provides GSA with the average rate in a given area.

Many state, county and local governments use the CONUS per diem rates for employee travel. Barb and I are preparing a draft of proposed changes to the Town's existing personnel policy regarding the Town adopting the CONUS rates. Barb is doing some research between federal and state IRS requirements, so this topic will be ready for the Town Board's consideration at the next meeting.

Cc: Department Heads
Micaela
Waggie