

TO: Town Board

FROM: Lisa Potswald  
Town Administrator

DATE: October 10, 2016

RE: **Town Administrator's Report**  
September 27, 2016 through October 10, 2016

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

- I FINALLY got the first review of all budgets complete. Now they are in Barb's hands for final review prior to roll-up.

2. **Coming up/Working On**

- I will begin reviewing the emergency operations plan and work with staff and volunteers to make changes. Barb recommended that we add a budget line item for emergency-related purchases.

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

- Leisure Interactive – Treasurer Carol Neubauer is preparing a second letter to send to the California Attorney General on this problem. Parks Supervisor Ben Schram is actively researching other options for the future, and is having some good success. More information to follow shortly. The plan is to find an alternative sooner rather than later.
- Island Institute - Max from the Chamber, Glenn Carlson, Michael Childers, Michael Collins and I are working to get plans and arrangements together for the Island Institute visit scheduled for October 12/13. You have received the agenda for their visit. Please plan to attend the evening of 10/12/16 at the Beach Club and all day 10/13 at the Rendezvous Center for meetings with these folks.
- Big Arn's/Brian's Road – Supervisor Brenna asked for some additional information regarding the report that was submitted to the Town Board at the August 23 meeting. Because we are gearing up for budgets, I have not yet gathered that information; however I will have it ready for the second October meeting.
- Town Dock – JJR, the engineering firm working on this project, is preparing a second set of drawings based on the Harbor Committee's input. Attached is a copy of the drawing with the dock addition.
- Budget Process Update – Please see separate memo.

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

Barb and I continue to work on the Personnel Policy with Town Board member Sue Brenna and Glenn Carlson – budgets are pushing back our next meeting to Noevember.

5. **Grant Report**

The Wisconsin Coastal Zone program has stated they will entertain a grant from the Town for engineering and permitting work to put a second walkway down to a floating dock on the lagoon at Big Bay Town Park. The purpose of the second walkway is to reduce traffic on the primary stairway and bridge and to provide better accessibility to the water.

However, the Harbor Committee has also identified this grant as a possible funding source for the Town Dock expansion. I have checked with the Coastal Management staff and they would entertain a grant for the engineering and permitting. The grant is due November 4.

I have also been in contact with the Wisconsin Harbor Assistance Program staff regarding a grant application for the dock project. We must make sure that we submit an updated Statement of Intentions in April 2017.

6. **Lawsuits/Legal Issues**

No active legal issues.

7. **Comments/Other Information**

None.

Cc: Department Heads  
Micaela  
Waggie