

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: November 4, 2016

RE: **Town Administrator's Report**
October 22, 2016 through November 4, 2016

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

- The Coastal Management Grant was submitted to the state on November 1, 2016.

2. **Coming up/Working On**

- I am doing some research on contracting out human resources services for the Town to a private company. Barb and I will work together on reviewing the information gathered - more information to follow.
- Kristian, Barb and I are updating the job description for the Airport Manager.

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

- Leisure Interactive –
 - Parks Supervisor Ben Schram will be making a recommendation for a new vendor for BBTP reservations.
 - The Town Board may want to discuss the contents of a recent letter from Town Attorney Katie Posewitz regarding Leisure Interactive in closed session.
- AWOS System Issues – Kristian reported that the electrician was coming to the Island on Wednesday, November 1 to fix some installation errors. Hopefully that will permanently take care of the AWOS signal problems.
- Island Institute – A meeting of the Steering Committee will be scheduled for next week.
- Grant Submission Amount – The amount approved at the October 25, 2016 Town Board meeting was for a total of \$149,600 with the Town's 60% match of \$89,760. JJR submitted information after that meeting which increased the submission total to \$158,400, with the Town's match at \$95,040. I ask that you please amend the motion to submit the Coastal Management Grant accordingly.
- Legislative Agenda – See separate memo.
- Contract with Microsoft for Office 365 and Symantek – 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 November.

5. **Grant Report**

Barb and I will be putting together a funding plan for the Town Dock through completion of construction so that you have some idea of the Town's potential financial commitment.

6. **Lawsuits/Legal Issues**

No active legal issues.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie