

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: March 3, 2016

RE: **Town Administrator's Report**
February 19, 2016 through March 4, 2016

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

- Kristian and I worked together to revise the Town mechanic's job description, since Adam will also be serving as the Town's property maintenance go-to person for repairs. This will be reviewed by you for your approval.

2. **Coming up/Working On**

- I have completed a draft of the policy for cost of living and merit pay increases for Town employees. Barb has reviewed it and recommended changes; I hope to get it to you for your review in April.
- Based upon discussion at the Town Board workshop, I will be adjusting my work focus to the Town Dock project, the Ashland County zoning agreement and the rewrite of the zoning ordinance. I will move back the Safety Program development, refining the budget process, the Emergency plan, and the Town Board policy book. I will revamp the time line on all projects and will keep you informed.

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

- **Town Mechanic/Maintenance Technician Job Description** – This job description has been modified to more accurately reflect the work assigned to the employee who holds this position. The position salary is proposed to be \$22.00 per hour retroactive to January 1, with a \$.50 salary increase above that once he obtains his CDL.
- **Zoning Administrator Job Description and Posting** – The job description has been changed to reflect that it is being advertised as part time. I am requesting that you approve the new job description and posting until April 1, 2016 to fill the position.
- **Three Year Harbor Development Statement of Intentions** – The Harbor Committee is scheduled to review and approve this plan on Monday, March 7. If they approve it, they will recommend it to be on the Town Board agenda for approval. It is due to the state on April 1, 2016.
- **Town Dock Expansion** – Again, if approved and recommended to the Town Board by the Harbor Committee, you will be asked to approve a contract with JJR for engineering and permit applications for the dock expansion.

- **Cell Tower** - Shane Begley of Begley Wireless Consulting Services was on the Island on Monday, February 29, 2016 to look at potential sites. He provided us with a proposal for your consideration.
- **Payment Methods for Capital Improvement of Roofs and Capital Equipment** – As discussed at the Town Board workshop, you will be asked to approve a loan from the State Trust Fund in the amount of \$51,000 (roofs) plus \$70,000 (truck and accessories) totaling \$121,000 at 2.5% for a period of five years.

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

- **Big Bay Town Park Reservation System** – Treasurer Carol Neubauer spoke with the vendor on 3/1/16. He promised her that he will pay us everything owed by March 31, 2016. Carol recommends that we hold off on contacting our attorney until 3/31.

5. **Grant Report**

- **Main Street Pocket Park** - At the Town Board workshop on 3/1/16, I discussed with you the potential for a pocket park on Main Street. The property did in fact go tax forfeit, and the Town has first option to pay the back taxes (\$17,296.64) without interest or penalties. We will be getting a letter from the county in the next few weeks regarding the property – I have attached maps of the parcels for your information. Kristian and I would like your approval to work on a grant to the DNR for acquisition and development of these parcels.

6. **Lawsuits/Legal Issues**

- **Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc** – The schedule for individual depositions was provided to you. We will also be provided a schedule for Attorney telephone calls to prepare each of us for our deposition in the near future – I will distribute that information when I receive it.
- **Notice of Circumstances of Claim and Claim and Notice of Claim: Craftivity Inc./Madeline Island School of the Arts** – You have received a copy of the letter sent to MISA that approves the change of use permit with conditions spelled out in the letter. You will continue to be copied on all correspondence regarding this matter.

7. **Comments/Other Information**

- A reminder that the **Town Hall will be closed on Friday March 11** due to vacations. Barb will be out of the office from March 4 through March 14, I will be gone from March 11 and back March 21, and Micaela will be gone from March 21 and back on March 28.

Cc: Department Heads
Micaela
Waggie