

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: June 24, 2016

RE: **Town Administrator's Report**
June 11, 2016 through June 24, 2016

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

- My performance evaluation with Jim Patterson on 6/22/16.
- Kristian, Ben, Carol, Barb and I met on June 15, 2016 to discuss cash handling at BBTP to ensure that we are limiting the number of people handling cash and that cash is secure at the park.

2. **Coming up/Working On**

- Waggie and I have been assisting the Alternative Energy Committee in preparing for their dedication of the solar array to be held on July 1 at 2:00. Press releases have been sent to local and regional media. We hope to see you there!

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

- Big Bay Town Park Reservation System/Leisure Interactive – Town Treasurer Carol Neubauer is pursuing some courses of action that we hope will convince Leisure Interactive to give us our money.
- Main Street Property – Please refer to letter from Ashland County dated June 20, 2016 which you received a copy of. The **Town Board is asked to approve the purchase of the property from Ashland County in the amount of \$11,562.64.** Mr. Metzinger via a telephone call to me gave the Town verbal permission to take immediate possession of the property on June 16, 2016. As you may have noticed, Town staff have already made it a lovely rest stop location!!
- Business Permit Big Bay Town Park – Please see separate memo.
- Policies and Procedures for the Cost of Living and Merit Wage Increases - Please see separate memo.
- Policies and Procedures for Employee Performance Evaluations – Please see separate memo.
- Waste Management contracts - 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 – we are getting close to being through the first draft.

- I continue to work on getting contracts and personnel policies and procedures in place

5. **Grant Report**

Nothing to report

6. **Lawsuits/Legal Issues**

- Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc - We have been notified that reasonable expenses are reimbursable for situations like this that require travel. Hotel costs and meal limits should be brought up to the insurance company to see if the amounts are within the “reasonable” guidelines.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie