

TO: Town Board

FROM: Lisa Potswald
Town Administrator

DATE: July 21, 2016

RE: **Town Administrator's Report**
July 9, 2016 through July 22, 2016

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

- We completed the NonMotorized Vehicle Ordinance update and permitting process. The ordinance went into effect on July 21, 2016. I sent out letters, copies of the ordinance and permit applications to the three businesses on the Island that are affected.
- We also finalized the policy and procedure for performance evaluations and cost of living/merit increases. A memo has gone out to department heads to begin the performance evaluation process with their employees and those in appointed positions. I want to have all performance evaluations completed by August 31, 2016.

2. **Coming up/Working On**

- I am working on purchasing policies and procedures and hope to have a final draft to you for the first meeting in August.
- I will meet next Tuesday with Marilyn Miller, the planner/grant writer for Red Cliff, to discuss the cell tower and other possible projects we might work on together.

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

- Big Bay Town Park Reservation System/Leisure Interactive – Town Treasurer Carol Neubauer has some leads on California attorneys if it is decided that we pursue this matter legally. I have checked with our insurance company to see if our loss might be covered through insurance.
- Propane Contract with Midland Services – Kristian and I worked with the Midland contact person to come up with a contract that everyone is pleased with – it is ready for Town Board approval.
- Big Arn's/Brian's Road – Barb, Kristian and I are working to come up with funding options for the construction. Barb is out next week – we will complete it as soon as possible.
- Cell Tower Lease Agreement with American Tower – Please see separate memo. Katie Posewitz will review changes made to the contract by American Tower on Monday. If she recommends any changes, I will inform the American Tower contact person. I am also waiting for the American Tower contact person to confirm that they will waive the overpayment of \$5,040.

- Town Board Meeting Format – Attached to this report is some additional information on committees of the whole, and some examples of committee of the whole agendas.

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 purchasing policies and procedures in place.

5. **Grant Report**

The Fire Department wants to apply for a Duluth Superior Area Community Foundation grant for thermal imaging equipment. The grant is due August 1.

6. **Lawsuits/Legal Issues**

Nelson, et al. v. Defoe, et al. Case No. 15-cv-274-wmc.

7. **Comments/Other Information**

None.

Cc: Department Heads
Micaela
Waggie